



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:

Clearwater County Jail

Address: 213 N Main Avenue N, SUITE 101, Bagley, MN 56621

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Jake Nelson – Senior Detention Facility Inspector **Inspected on:** 04/15/2025

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

Officials Present During Inspection: Jail Administrator Candace Coulter; Sheriff Darin Halverson

Officials Present for Exit Interview: Jail Administrator Candace Coulter; Sheriff Darin Halverson

Issued Inspection Report to: Jail Administrator Candace Coulter; Sheriff Darin Halverson; County Auditor/Personnel Allen Paulson; Regional Manager Jacob McLellan

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	121	118	3	0	97.52%	Compliance rating of 100%
2911	Essential	94	92	1	1	98.94%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 06/01/2025 **Ends On:** 05/31/2027 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 05/31/2026
Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Clearwater County Sheriff's Department
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	38	6/1/2002	85	32.30	None	

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance**Total: 3****1. 2911.2600 CLASSIFICATION OF INMATES. Subpart 1. Policy and procedure.**

A facility shall have a written policy and procedure that provides for inmate classification in terms of level of custody required, housing assignment, participation in facility programs, and use of any overrides. The facility's policy and procedure on classification shall include consideration of the following: A. inmate gender; B. juvenile or adult status; C. category of offense; D. severity of current charges, convictions, or both; E. degree of escape risk; F. potential risk of safety to others and self; G. institutional disciplinary history; H. serious offense history; I. special needs assessment, inclusive of vulnerable adults, which includes a determination of how medical needs, mental health needs, developmental disability, or other behavioral or physical limitations or disabilities may impact on the classification of an inmate and appropriate housing of same; and J. special management inmate status.

Inspection Findings:

In two housing units, inmates of different classifications were found to be housed together, and no classification override had been utilized.

Corrective Actions:

This was corrected on-site. No further action is required at this time. The DOC will continue to monitor the facility's classification and separation requirements, through facility visits and documentation requests.

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:

Staff are not documenting daily security inspections.

Corrective Actions:

The facility administrator shall develop a procedure for the documentation of daily security inspections. Send the procedure to the DOC by June 1st, 2025.

Response Needed By: 06/01/2025**3. 2911.6800 CONTROL. Subpart 1. Records.**

Records of receipt, the quantity of the drugs, and the disposition of all prescription medications shall be maintained in detail to enable an accurate accounting.

Inspection Findings:

A review of stock medications found two prescription bubble packs that did not have accurate counts. One pack was missing one pill, and another pack was missing two pills.

Corrective Actions:

The facility administrator shall update or develop a new procedure for the accurate accounting of all prescription medications. Send documentation of the new plan to the DOC by June 1st, 2025.

Response Needed By: 06/01/2025**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:

A review of 2024 documentation showed three (3) custody staff who did not sign post orders for that year.

Corrective Actions:

The facility administrator shall ensure that all staff sign post orders annually. The DOC will continue to monitor this through facility visits and documentation requests.

Response Needed By:

Chapter 2911 - Essential Rules In Compliance With Recommendations**Total: 1****1. 2911.3500 VOLUNTEERS.**

When volunteers are used in facility programs, a written policy and procedure shall provide that a staff member is responsible for coordinating the volunteer service program. The policy includes the following elements: A. lines of authority, responsibility, and accountability for the volunteer services; B. a procedure for the screening and selection of volunteers; C. an orientation training program appropriate to the nature of the assignment; D. a requirement that volunteers agree in writing to abide by all facility rules and policies, with emphasis on security and confidentiality of information; and E. a statement that the administrator may discontinue a volunteer activity at any time by written notice.

Inspection Findings:

While the facility's volunteer policy is in compliance, it is recommended that the facility update its volunteer agreement, to include Part E of the Rule.

Corrective Actions:

Send any updates to the volunteer agreement to the DOC by June 1st, 2025.

Response Needed By:

INSPECTION COMMENTS

The facility shall be moved to biennial inspections.

JJDPA Compliance

On April 15, 2025, a Juvenile Justice and Delinquency Prevention (JJDP) Act audit was conducted. The Clearwater County Jail has received a "Rural Exception" to the JJDP Act. This allows the facility to hold a delinquent juvenile up to 24 hours, excluding weekends and holidays. The three core requirements reviewed during an audit are Deinstitutionalization of Status Offenders (DSO), Removal of Juveniles for Adult Jail and Adult Lockups (Jail Removal), and Sight and Sound separation.

According to the Clearwater records, the Clearwater County Jail held or processed three (3) juveniles since October 1, 2024. One hundred percent of the 2024 data was reviewed. The findings are as follows:

DSO: No violations of the facility holding status offenders in the jail.

Jail Removal: Files and DOC Portal data indicate that any youth 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. This includes the route taken to Court holding. Policies and the court schedule also indicate proper sight and sound separation are maintained. Juvenile cases are heard at a different time than adult cases.

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

Based on the documentation reviewed, no violations of the JJDP Act were found during the Clearwater County jail inspection.

Report completed By: Jake Nelson – Senior Detention Facility Inspector

Signature: 