



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:

Cottonwood County Jail

Address: 902 Fifth Avenue, PO BOX 124, Windom, MN 56101

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Jake Nelson – Senior Detention Facility Inspector **Inspected on:** 09/04/2024

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: Assistant Jail Administrator Dan Quade; Jail Administrator Jason Rupp; Sheriff Jason Purrington

Officials Present for Exit Interview: Assistant Jail Administrator Dan Quade; Jail Administrator Jason Rupp

Issued Inspection Report to: Assistant Jail Administrator Dan Quade; Jail Administrator Jason Rupp; Sheriff Jason Purrington; County Coordinator Kelly Thongvivong; 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	120	3	3	97.62%	Compliance rating of 100%
2911	Essential	97	95	1	1	98.97%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 11/01/2024 **Ends On:** 10/31/2026 **Facility Type:** Jail

Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 10/31/2025

Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Cottonwood 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	21	11/28/2001	80	16.80	None.	

RULE COMPLIANCE DETAILS

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

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:

Video review of well-being checks on August 6, 2024, showed staff completing well-being checks at too fast a pace to observe the well-being of inmates. Also, one check showed staff completing their well-being check outside the 30-minute window required in the Rule.

Corrective Actions:

All staff shall be retrained on the importance of well-being checks, and how to conduct proper well-being checks. Send documentation of completed training to the DOC by November 29, 2024.

Response Needed By: 11/29/2024

2. 2911.5550 LOCKS AND KEYS. Subpart 3. Regular testing.

Locks to security doors or gates shall be tested for proper function at least weekly to ensure proper operation.

Inspection Findings:

Documentation reviewed from January 2024 to September 2024, showed five weekly lock inspections that were not completed.

Corrective Actions:

Update procedures to ensure lock inspections are completed weekly. Send documentation of the new procedure to the DOC by November 29, 2024.

Response Needed By: 11/29/2024

3. 2911.7200 HOUSEKEEPING, SANITATION, AND PLANT MAINTENANCE. Subpart 1. General.

A facility shall have a policy and procedure that provides that the facility shall: A. be kept in good repair to protect the health, comfort, safety, and well-being of inmates and staff; B. document weekly sanitation inspections; and C. document deficiencies from the weekly sanitation inspection, if any, have been ordered.

Inspection Findings:

Documentation reviewed from January 2024 to September 2024, showed that five weekly sanitation inspections were not completed.

Corrective Actions:

Update procedures to ensure sanitation inspections are completed weekly. Send documentation of the new procedure to the DOC by November 29, 2024.

Response Needed By: 11/29/2024**Chapter 2911 - Essential Rules Not In Compliance****Total: 1**

1. 2911.7300 FIRE INSPECTION. Subpart 4. Weekly inspection.

There shall be an applicable fire code and safety inspection of the facility at least weekly by a designated staff member.

Inspection Findings:

Documentation reviewed from January 2024 to September 2024, showed that five weekly fire code and safety inspections were not completed.

Corrective Actions:

Update procedure to ensure fire inspections are completed weekly. Send documentation of the updated procedures to the DOC by November 29, 2024.

Response Needed By: 11/29/2024

Chapter 2911 - Mandatory Rules In Compliance With Concerns**Total: 3**

1. 2911.5000 POST ORDERS; FORMAL INMATE COUNT; WELL-BEING CHECKS. Subpart 4. Counting.

A facility shall have a written policy describing the system of counting inmates. Formal counts shall be completed with an official entry made in the daily log at least once each eight hours. The facility shall maintain a system that identifies the whereabouts of all inmates in custody and includes a system of accountability for inmates approved for temporary absences from their assigned housing units. A written policy and procedure shall provide that staff regulate inmate movement.

Inspection Findings:

Documentation reviewed over two months found one day that did not have a count logged every 8 hours.

Corrective Actions:

Update procedures or develop new procedures to ensure counts are being logged every 8 hours. Send documentation of the procedure to the DOC by November 29, 2024.

Response Needed By:

2. 2911.5800 AVAILABILITY OF MEDICAL AND DENTAL RESOURCES. Subpart 6. Medical screening.

A facility shall have a written policy and procedure that requires medical screening is performed and recorded by trained staff on all inmates on admission to the facility. The findings are to be recorded in a manner approved by the health authority. The screening process shall include procedures relating to: A. Inquiry into: (1) current illness and health problems, including dental emergencies, and other infectious diseases; (2) medication taken and special health requirements; (3) use of alcohol and other drugs that include types of drugs used, mode of use, amounts used, frequency used, date or time of last use, and history of problems that may have occurred after ceasing use, for example, convulsions; (4) past and present treatment or hospitalization for mental illness or attempted suicide; (5) other health problems designated by the health authority; and (6) signs and symptoms of active tuberculosis to include weight loss, night sweats, persistent cough lasting three weeks or longer, coughing up blood, low grade fever, fatigue, chest pain, prior history of active tuberculosis disease, and results of previous tuberculin skin or blood testing. B. Observations of: (1) behavior that includes state of consciousness, mental status, appearance, conduct, tremor, and sweating; and (2) body deformities, trauma markings, body piercings, bruises, lesions, and jaundice. C. Disposition to: (1) general population; (2) general population and referral to appropriate health care service; (3) referral to appropriate health care service on an emergency basis; and (4) other.

Inspection Findings:

The intake medical screening is missing parts of element (3) required in the Rule. Specifically, recent use of alcohol, amount of alcohol or drugs used, or date and time of last use.

Corrective Actions:

Update the intake medical screening to include all required elements of the Rule. Send updated screening to the DOC by November 29, 2024.

Response Needed By:

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:

Upon review, the quantity for one prescription medication was unable to be accounted for due to a refill not being logged in the medical record.

Corrective Actions:

Develop or update procedures to ensure the accurate accounting for all prescription medications. Send documentation of updated procedures to the DOC by November 29, 2024.

Response Needed By:

Chapter 2911 - Essential Rules In Compliance With Concerns

Total: 1

1. 2911.1300 CUSTODY STAFF TRAINING.

A facility shall have a written policy and procedure that provides that all custody staff receive 120 hours of orientation and training during the first year of employment. Forty of these hours are completed prior to being independently assigned to a particular post. All persons in this category are given an additional 16 hours of training each subsequent year. At a minimum, training completed before independent assignment to a particular post shall include: A. security procedures; B. supervision of inmates; C. signs of suicide risk and suicide precautions; D. vulnerable inmates; E. response to resistance regulations and tactics; F. report writing; G. inmate rules and regulations; H. rights and responsibilities of inmates; I. fire and emergency procedures; J. key control; K. interpersonal relations and communication skills; L. diversity training; M. distribution of medications; N. right to know; and O. blood-borne pathogens and communicable diseases.

Inspection Findings:

Staff are not receiving pregnancy restraint training, as part of their response to resistance training.

Corrective Actions:

Develop a training plan that ensures staff are trained in all areas required by Statute 241.88 Subd. 2. Send documentation of the training plan to the DOC by November 29, 2024.

Response Needed By:

INSPECTION COMMENTS

It is recommended that volunteers participate in quarterly emergency procedure reviews, to ensure they understand their roles and responsibilities in an emergency situation.

It is also recommended that all volunteers inside the facility have a communication device, to ensure communication with staff or control rooms while they are inside the facility.

The facility will remain on biennial inspections.

JJDPA Compliance

Compliance Report for the monitoring Facilities Pursuant to the Juvenile and Delinquency Prevention Act of 2002.

On September 4th, 2024, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Cottonwood 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.

The Cottonwood County Jail held or processed zero (0) juveniles during the monitoring period. The findings are as follows:

DSO: The facility was found to have no violation of this standard.

Jail Removal: The facility was found to have no violation for this standard.

Sight and Sound Separation: The facility design and policies allow for proper sight and sound separation. This includes the route taken to in-person court. 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.

All status offenders are kept in the lobby with the officer.

Court Holding: There is no court holding cell in Cottonwood County. There is a conference room that is used for juveniles that is monitored with the transporting officer separate from adults. It is routine to bring the juvenile straight into court.

Policies: All policies are up-to-date and define which juveniles are able to be held in the facility.

Based on the documentation that I reviewed, no violations of the JJDP act during the Cottonwood County inspection were found.

Report completed By: Jake Nelson – Senior Detention Facility Inspector

Signature: 