



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:

Crow Wing County Jail

Address: 313 Laurel Street, Brainerd, MN 56401

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Lori Schopf – Detention Facility Inspector **Inspected on:** 05/18/2022

Inspection Method: Review of documentation, physical plant tour, video footage review, and interviews with staff.

Officials Present During Inspection: Assistant Jail Administrator Troy Schilling; Jail Administrator Heath Fosteson

Officials Present for Exit Interview: Jail Administrator Heath Fosteson

Issued Inspection Report to: Assistant Jail Administrator Troy Schilling; Jail Administrator Heath Fosteson; Sheriff Scott Goddard; County Administrator Tim Houle; Regional Manager Jacob McLellan

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	124	1	1	99.21%	Compliance rating of 100%
2911	Essential	99	99	0	0	100.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 07/01/2022 **Ends On:** 06/30/2024 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 06/30/2023
Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Crow Wing County Sheriff's Department
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	276	90	248.40	None.	None.

RULE COMPLIANCE DETAILS

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

1. 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 jail has participated in scenario based fire and severe weather drills. However, the jail has not participated in an Emergency Evacuation drill since the COVID-19 Pandemic.

Corrective Actions:

Once the drill is completed submit documentation to the Department by 10/1/2022.

Response Needed By: 10/01/2022**Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 1**

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:

The policy manual has been updated with changes from the new statutory language added in July of 2021. There were a few minor changes needed regarding the Chapter 2911 Rules. This was discussed with the Jail Administrator at the time of the inspection.

The policy manual cites the rule provision that the policy coincides with. However, due to the 2014 revision, many of the rule citations are no longer correct.

Corrective Actions:

The facility is in the process of implementing Lexipol for their policy manual. Once implemented this will ensure rule citations are accurate to reflect the chapter 2911 rules. Once these changes are completed submit notification to the Department.

Response Needed By:

INSPECTION COMMENTS

The Crow Wing County Jail is clean, well maintained, and continues to run at high levels of compliance with Chapter 2911 rules.

Well-being check video review showed staff staggering their well-being checks, and giving themselves enough time to be within the 30 minute timeframe as defined in the rule. Staff were also completing the checks at a pace slow enough to determine inmates in distress.

The facility has a robust inmate program schedule providing inmates with education, substance abuse, religious, recreation programs, and various volunteer groups. The Program staff are very passionate about educating and providing resources to inmates.

Since the last inspection the programmers attended the programmers conference which covers elements of Rule 2911.1500, and the facility developed a procedure to inventory restraint equipment in the intake area.

The facility will remain on a biennial inspection schedule.

JJDPA Compliance

On May 18, 2022, a Juvenile Justice and Delinquency Prevention (JJDP) Act audit was conducted at the Crow Wing County Jail. The Crow Wing 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 holiday. The three core requirements that are looked at during our audit include Deinstitutionalization of Status Offenders (DSO), Removal of Juveniles for Adult Jail and Adult Lockups (Jail Removal), and Sight and Sound separation.

According to the DOC portal, the Crow Wing County Jail held or processed 0 juveniles between October, 2021 and the date of inspection. Upon review, the following was noted.

DSO: No violations of the facility holding status offenders in the jail. According to policy and procedure youth brought into the facility are there for delinquent offenses.

Jail Removal: Jail policy and procedure indicate that 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.

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 Crow Wing County inspection.

Report completed By: Lori Schopf – Detention Facility Inspector

Signature:

