



# 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:

### Crow Wing County Jail

**Address:** 313 Laurel Street, Brainerd, MN 56401

**MN Governing Rule:** 2911 Local Adult Detention Facilities

**Inspection Type:** Biennial **Inspected By:** Chris Thoma – Detention Facility Inspector **Inspected on:** 06/03/2020

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

**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 Sherry Hill

## 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	125	0	1	100.00%	Compliance rating of 100%
2911	Essential	99	97	1	1	98.99%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** conditional approval **Begins On:** 07/01/2020 **Ends On:** 06/30/2022 **Facility Type:** Jail  
**Placed on Biennial Status:** Yes **Biennial Status Annual Compliance Form Due On:** 06/30/2021  
**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.	The current low population numbers are due to the COVID-19 pandemic.

## RULE COMPLIANCE DETAILS

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

## 1. 2911.4950 RESPONSE TO RESISTANCE. Subpart 4. Equipment.

The issue, storage, inspection, and use of chemical agents, impact devices, electronic control devices, and other security devices shall be governed by written policy and procedure. All unissued security devices and equipment shall be stored in a secure, readily accessible depository located outside inmate housing and activity areas, and inventoried at least monthly to determine condition and expiration dates of the devices and equipment.

**Inspection Findings:**

The restraint equipment stored in the intake area is not inventoried monthly.

**Corrective Actions:**

**Develop a procedure to inventory restraint equipment and determine condition and functionality on a monthly basis.**

**Response Needed By: 11/01/2020****Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 1**

## 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's 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:**

In addition to booking in new arrivals, the intake staff are also responsible for the indirect supervision of 2 housing units totaling 46 beds adjacent to the intake area. The intake area has a large volume of inmate traffic. As the number of annual intakes rise, consideration should be given to additional staffing in this area.

**Corrective Actions:**

**Review intake post duties and conduct a staffing review to assist in determining the need for additional FTE's at this post.**

**Response Needed By:****Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 1**

## 1. 2911.1500 PROGRAM STAFF TRAINING.

A facility shall have a written policy and procedure that provides that the facility's program personnel receive at least 40 hours of orientation and training in the first year of employment, and at least 16 hours of training each year thereafter. This training must cover, at a minimum: A. security procedures and regulations; B. planning; C. development, and implementation of treatment, educational, and recreational programs; D. inmate and staff rules and regulations; E. rights and responsibilities of inmates; F. emergency procedures; G. interpersonal relations; H. interaction of elements of the criminal justice system; and I. first aid.

**Inspection Findings:**

It is clear that Program Staff are receiving ample training but there was a lack of documentation covering parts B, C, and H of this section.

**Corrective Actions:**

**It is recommended that the Program Staff attend the MJPS conferences or similar training and provide documentation to the training coordinator to cover the these requirements.**

**Response Needed By:**

**INSPECTION COMMENTS**

The Crow Wing County Jail continues to operate at the highest levels of compliance with Chapter 2911 rules and will remain on a biennial inspection schedule.

A new training documentation system has been developed providing a strong tool for tracking training.

Inmates that I spoke with were complimentary of the staff and the facility is very well maintained. Administration and staff take pride in the cleanliness of the facility.

The concentrated chemicals in the kitchen should be placed in a lockable device to prevent inmate access. Jail Administration and Summit Foods will work with Ecolab to provide this measure.

**JJDPA Compliance**

On June 3, 2020, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Crow Wing 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 the Statewide Supervision System, the Crow Wing County Jail held or processed 8 juveniles between October, 2019 and the date of inspection. Upon review, the following was noted.

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.

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. 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 that I reviewed, I did not find any violations of the JJDP act during the Crow Wing County inspection.

**Report completed By:** Chris Thoma – Detention Facility Inspector

**Signature:**

