



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:

Douglas County Jail

Address: 509 Third Avenue N, Alexandria, MN 56308

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Lori Schopf – Senior Detention Facility Inspector **Inspected on:** 04/03/2025

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: Jail Administrator Lee Johnson

Officials Present for Exit Interview: Jail Administrator Lee Johnson

Issued Inspection Report to: Jail Administrator Lee Johnson; Sheriff Troy Wolbersen; County Coordinator Heather Schlangen; 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	126	123	3	0	97.62%	Compliance rating of 100%
2911	Essential	100	99	1	0	99.00%	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:** Douglas 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	149	11/29/2010	90	134.10	None.	

RULE COMPLIANCE DETAILS

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

A review of the facility's policy and procedure manual was conducted as part of the inspection. These ten policies do not meet all of the requirements of the Chapter 2911 Rules or State Statutes governing county jails. 2911.2525.1, 2911.2750.1, 2911.2850.7, 2911.3100.7, 2911.3200, 2911.3500, 2911.3700.4, 2911.4950.1, 2911.4950.6, and 2911.5000.5.

Corrective Actions:

This was discussed during the inspection, and the facility is already working on updating the policy and procedure manual and will submit the changes to the Inspector. Once updated, have staff review the changes to the policy manual.

Response Needed By: 07/31/2025**2. 2911.2525 ADMISSIONS. Subpart 3. Orientation to rules and services.**

A facility shall develop a written policy and procedure that provides: A. a method for all newly admitted inmates to receive orientation information in a manner the inmates can understand; and B. documentation by a statement that is signed and dated by the inmate that the inmate completed orientation.

Inspection Findings:

The facility has a procedure for all inmates to receive orientation during the admission process. The inmate files reviewed showed that staff were using old forms that had no area for inmates to sign and date acknowledging that they completed and understand orientation.

Corrective Actions:

After the inspection, the Jail Administrator had staff complete orientation with all inmates in custody and had all inmates sign a document stating orientation was completed. All old forms were removed from the facility and were replaced with the updated form. The inspector will continue to monitor for compliance.

Response Needed By: 07/31/2025**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:

There was no documentation showing that weekly sanitation inspections were completed in February of 2025.

Corrective Actions:

Develop a system to ensure that sanitation inspections occur on a weekly basis. The inspector will continue to monitor for compliance.

Response Needed By: 07/31/2025**Chapter 2911 - Essential Rules Not In Compliance****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:

There was no documentation of volunteers signing that they agreed to abide by all facility rules and policies.

Corrective Actions:

Update the volunteer orientation process to include a section for volunteers to agree in writing that they will abide by all facility rules and policies and submit to the Inspector for review.

Response Needed By: 07/31/2025

INSPECTION COMMENTS

The facility will remain on a biennial inspection status.

JJDP Compliance**Juvenile Compliance Monitoring:**

On April 3, 2025, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Douglas 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 Douglas County Jail records, the facility held or processed 5 juveniles between October 1, 2024, and the day of this inspection.

DSO: I did not find any violations of the facility holding status offenders in the jail. Upon review of the files, indication was that juveniles that were brought into the facility were indeed there for delinquent offenses.

Jail Removal: Files and the DOC Portal System data indicate that any juveniles brought into the jail are removed within the 24-hour time frame allowed per the "Rural Exception."

Sight and Sound Separation: The facility design allow for proper sight and sound separation. This includes the route taken to Court holding.

The facility does not participate in any "Scared straight" programs.

Based on the documentation reviewed, I did not find any violations of the JJDP act during the Douglas County inspection.

Report completed By: Lori Schopf – Senior Detention Facility Inspector

Signature:

