



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, Alexandria, MN 56308

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Timothy Thompson – Unit Manager **Inspected on:** 06/04/2019

Inspection Method: Facility tour, staff and resident interviews, employee and resident file reviews, and related documentation reviews.

Officials Present During Inspection: Assistant Jail Administrator Lee Johnson; Jail Administrator Jackie Notch; Sheriff Troy Wolbersen

Officials Present for Exit Interview: Assistant Jail Administrator Lee Johnson; Jail Administrator Jackie Notch; Sheriff Troy Wolbersen

Issued Inspection Report to: Jail Administrator Jackie Notch; Sheriff Troy Wolbersen; County Coordinator/Human Resources Heather Schlangen; 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	122	2	2	98.41%	Compliance rating of 100%
2911	Essential	100	100	0	0	100.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 06/01/2019 **Ends On:** 05/31/2021 **Facility Type:** Jail

Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 05/31/2020

Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Douglas County Sheriff's Office

Special Conditions: The conditional approval may be changed to approved upon receipt of corrective action.

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	149	90	134.10	None.	None.

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance**Total: 2**

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:

Currently policies are updated when a situation arises. Policies should be reviewed at least annually (and ongoing). Jail administration has too many additional duties assigned and the Jail Administrator does not have time to complete policy review as intended.

Corrective Actions:

Provide personnel resources to allow for the Jail Administrator to review policies and procedures as intended. Provide a written plan that sets forth how the county intends to satisfy this rule requirement.

Response Needed By: 09/01/2019

2. 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 indicates staff are moving at an appropriate pace while conducting well-being checks. However, staff are not altering their routes effectively. Video review indicated that staff are completing their checks in the same direction. This makes it easy for inmates to know when staff are going to complete their checks.

Additionally, review of the Guard 1 documentation revealed many checks which exceeded the 30 minute well-being check requirement.

Corrective Actions:

Additional training on well-being checks should be provided.

Provide written documentation that sets forth the plan of action for additional training. Also provide sign-in sheets to verify the training upon completion.

Response Needed By: 09/01/2019**Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 2**

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' 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:

Populations are such that the current staffing plan appeared adequate. However, there are training and compliance provisions that indicate the facility would benefit from a position related to training development and documentation, and tracking of facility inspections and documentation.

Corrective Actions:

It is recommended the Sheriff and facility administration develop a position related to "Training and Compliance." This was discussed with jail administration during the inspection.

Response Needed By:

2. 2911.1000 TRAINING PLAN.

A facility administrator or designee shall develop and implement a training plan for the orientation of new employees and volunteers and provide for continuing in-service training programs for all employees and volunteers. Training plans shall be documented and describe curriculum, methods of instruction, and objectives. In-service training plans shall be prepared annually and shall provide documentation indicating that training for individual employees has taken into consideration their length of service, position within the organization, and previous training completed.

Inspection Findings:

The objectives, methods of instruction, etc., are available, but not provided in the training plan until after the training has been completed. The intent is for this information to be provided as part of the plan prior during development of the training.

Corrective Actions:

The training plan and training development would benefit from a "Training and Compliance" type of position.

Response Needed By:

INSPECTION COMMENTS

Please accept my apologies for the delay in processing this report.

Cameras: There was a plan in place to upgrade the camera system, including adding cameras. It was planned for this to take place in June 2019. The new system should enhance video surveillance of the facility, and provide enhanced video quality.

Programs: The Programs area received an award for their Parenting with Resilience program. The program is designed to reduce Adverse Childhood Experiences (ACE's). Congratulations to the facility and to the program staff for this award and accomplishments.

Training and Compliance: It is recommended the facility research the feasibility of developing a Training and Compliance position. Although the facility operates at a high level of compliance, this type of position may be beneficial and help take facility operations to the next level of professionalism. There are a number of duties that are assigned to various other staff positions that get done, but are not done as well as they could be. This position could provide additional professionalism to training, and improve training planning and documentation, as one example. It would be beneficial to provide greater detail and organization to the training records. Additionally, this position may provide duties to help enhance objective classification of inmates. There are additional duties that could be assigned to this position as well. This was discussed at some length with jail administration.

Based on the high compliance rating with the rules, the facility will remain on biennial inspection status.

JJDPA Compliance**Juvenile Compliance Monitoring:**

On June 4, 2019, 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 the Statewide Supervision System, the Douglas County Jail held or processed 13 juveniles since the beginning of the 2019 Federal Fiscal year. I reviewed approximately 100 percent of the juvenile data for this time period, and approximately 50 percent of the files. In some instances summary data was not sufficient to make a conclusive determination, so review of all files that did not give adequate information was required. The findings are as follows:

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: Youth files and Statewide Supervision System data indicated all youth were removed 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, which is at a remote location from the jail. Policies and the court schedule also indicate proper sight and sound separation are maintained. This was verified on previous visits.

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, there were no violations of the JJDP act based on the Douglas County juvenile holding data for the current Federal Fiscal year.

Report completed By: Timothy Thompson – Unit Manager

Signature: _____

