



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:

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 – Detention Facility Inspector **Inspected on:** 05/04/2023

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

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/Human Resources Heather Schlangen; 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	122	1	3	99.21%	Compliance rating of 100%
2911	Essential	100	98	2	0	98.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 06/01/2023 **Ends On:** 05/31/2025 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 05/31/2024
Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Douglas County Sheriff's Office
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	149	90	134.10	None.	None.

RULE COMPLIANCE DETAILS

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

1. 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 provided documentation signed by staff that the orientation was completed, however, there was no documentation that the orientation was signed and dated by the inmate.

Corrective Actions:

This was discussed with the Jail Administrator at the time of the inspection. The facility shall submit the new form and or process to the Department by August 31, 2023.

Response Needed By: 08/31/2023**Chapter 2911 - Essential Rules Not In Compliance****Total: 2**

1. 2911.2850 INMATE DISCIPLINE PLAN. Subpart 3. Due process.

Disciplinary segregation shall be used only in accordance with due process to include at a minimum: A. published rules of conduct and penalties for violation of rules; B. written notice of alleged violation of a rule; C. the right to be heard by an impartial hearing officer and to present evidence in defense: (1) the inmate may waive the hearing in writing; and (2) a written record is made of the disciplinary hearing and sanctions or other actions taken as a result of the hearing; D. the right to appeal; E. the status of an inmate placed on disciplinary segregation for more than 30 continuous days subsequent to a disciplinary hearing shall be reviewed, approved, and documented by the facility administrator or designee at least once every 30 days, and the facility shall develop written policy, procedure, and practice that provides that inmates in disciplinary segregation receive visits from the facility administrator or designee at least once every seven days as a part of the disciplinary segregation review process; F. an inmate placed in segregation for an alleged rule violation shall have a disciplinary hearing within 72 hours of segregation, exclusive of holidays and weekends, unless documented cause can be shown for delays. Examples of causes for delay are inmate requests for delay, or logistical impossibility, as in the case of mass disturbances; and G. the facility administrator or designee can order immediate segregation when it is necessary to protect the inmate or others. This action is reviewed and documented within three working days.

Inspection Findings:

Facility process does not allow for an inmate to waive the right to a hearing in writing.

Corrective Actions:

This was discussed with the Jail Administrator during the inspection. Once the form is updated submit it to the Department by August 31, 2023.

Response Needed By: 08/31/2023

2. 2911.5000 POST ORDERS; FORMAL INMATE COUNT; WELL-BEING CHECKS. Subpart 1. Post orders and accountability.

There shall be written orders for every security post that are reviewed annually and updated if necessary. A written policy and procedure shall require that personnel read, sign, and date applicable post orders at least annually, or as needed for new posts or revisions. Medium and large facilities with multiple posts may need to conduct these reviews more often.

Inspection Findings:

Post Orders are not being reviewed as required annually.

Corrective Actions:

A sign-off sheet shall be created by Jail Administration. All staff shall sign and date after they have reviewed post orders. When the review is complete, submit to the Department of Corrections.

Response Needed By: 08/31/2023

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

The policy manual cites the rule provision that the policy coincides with. However, due to the 2014 revision, some of the rule citations are no longer correct. The policy manual is also missing required elements of the Chapter 2911 Rules.

Corrective Actions:

This was discussed with the Jail Administrator at the time of the inspection. Once the policy manual has been updated and staff have reviewed the changes; submit the changes to the Department by December 29, 2023.

Response Needed By:**2. 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.

Corrective Actions:

The facility has plans to conduct an evacuation drill to include outside agencies. This is scheduled for August of 2023. Once the drill is completed submit documentation to the Department of Corrections.

Response Needed By: 09/29/2023**3. 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 initial medical screening did not incorporate all required elements of the rule. Specifically, there is nothing that address the date or time of last use of alcohol or drugs.

Corrective Actions:

Although these questions are asked during the pre-book screening, the facility shall add these additional questions to the admission screening. Once the document is updated, send it to the Department by August 31, 2023.

Response Needed By:

INSPECTION COMMENTS

The Jail Administrator was prepared and organized for the inspection. The facility is well-maintained and continues to run at a high level of compliance. Inmates were complimentary of the staff, programs, and the facility overall.

Since the 2021 inspection, the county hired a full-time training and compliance position to ensure the implementation of a training plan, coordination of training and education, and maintenance of training records. There were also additional cameras installed to enhance video surveillance of the facility.

The facility has a robust inmate program schedule providing inmates with education, substance abuse, religious, recreation programs, and various volunteer groups.

Video review of well-being checks showed staff staggering their checks, giving themselves enough time to be within the 30-minute timeframe defined in the rule. Staff were also completing the checks at a pace sufficient to ensure the well-being of inmates.

The facility will remain on a biennial inspection status.

JJDPA Compliance

Juvenile Compliance Monitoring:

On May 4, 2023, 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 6 juveniles between October 1, 2022, 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 – Detention Facility Inspector

Signature: 
