



# 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:

### Houston County Jail

**Address:** 306 S Marshall Street, PO BOX 106, Caledonia, MN 55921

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

**Inspection Type:** Biennial **Inspected By:** Jen Pfeifer – Detention Facility Inspector **Inspected on:** 11/24/2020 to 11/30/2020

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

**Officials Present During Inspection:** Jail Administrator Mark Schiltz

**Officials Present for Exit Interview:** Chief Deputy Travis Lapham; Jail Administrator Mark Schiltz; Sheriff Mark Inglett

**Issued Inspection Report to:** Jail Administrator Mark Schiltz; Sheriff Mark Inglett; County Administrator Fred Arnold; Regional Manager Dayna Burmeister

## 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	2	0	98.41%	Compliance rating of 100%
2911	Essential	99	98	0	1	100.00%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** approval **Begins On:** 12/01/2020 **Ends On:** 11/30/2022 **Facility Type:** Jail  
**Placed on Biennial Status:** Yes **Biennial Status Annual Compliance Form Due On:** 11/30/2021  
**Delinquent Juvenile Hold Approval:** 24 hrs exclusive of weekends and holidays **Certificate Holder:** Houston 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	40	90	36.00	None.	None.

## RULE COMPLIANCE DETAILS

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

## 1. 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:**

Well-being checks were found to be out of compliance with the 30 minute time frame allowed in the rule.

**Corrective Actions:**

**This was discussed in detail at the time of the inspection. The facility does an excellent job reviewing and monitoring well-being checks for compliance and the deficiency was already being addressed before the inspector left the jail.**

**There is no corrective action plan at this time as the inspector will continue to monitor for compliance and will followup with the facility in the next 60 days.**

**Response Needed By: 01/01/2021**

## 2. 2911.5450 DANGEROUS MATERIALS.

A facility shall have a written policy and procedure that specifies that materials dangerous to either security or safety shall be properly secured. Storage and use of flammable, toxic, and caustic materials must be in accordance with all applicable laws and regulations of governing jurisdictions. The policy must cover control and use of tools and culinary and medical equipment.

**Inspection Findings:**

Knives are properly secured in the kitchen, however there is no accountability for the items secured in the cabinet.

**Corrective Actions:**

**Create an inventory sheet for the items located in this cabinet. Ensure that each item is accounted for at the beginning and end of the shift.**

**Response Needed By: 01/01/2021****Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 1**

## 1. 2911.1300 CUSTODY STAFF TRAINING.

A facility shall have a written policy and procedure that provides that all custody staff receive 120 hours of orientation and training during the first year of employment. Forty of these hours are completed prior to being independently assigned to a particular post. All persons in this category are given an additional 16 hours of training each subsequent year. At a minimum, training completed before independent assignment to a particular post shall include: A. security procedures; B. supervision of inmates; C. signs of suicide risk and suicide precautions; D. vulnerable inmates; E. response to resistance regulations and tactics; F. report writing; G. inmate rules and regulations; H. rights and responsibilities of inmates; I. fire and emergency procedures; J. key control; K. interpersonal relations and communication skills; L. diversity training; M. distribution of medications; N. right to know; and O. blood-borne pathogens and communicable diseases.

**Inspection Findings:**

Although the staff appear to have the required number of hours, many of the training hours are completed on-line and by Police 1.

**Corrective Actions:**

It is recommended that the Correctional Officers receive training in areas relevant to working in a correctional facility and training that involves working with inmates. It is recommended that the training officer look to other trainers in the district to help with this.

Response Needed By:

### INSPECTION COMMENTS

Physical plant:

The jail appeared clean and well maintained. The county maintenance assigned to the jail does an excellent job of completing work order requests in a timely manner.

The kitchen will need to add an inventory sheet to the locked sharps cabinet. Everything in the cabinet shall be listed on the sheet and sign in and outs shall be done daily.

The Houston County Jail Continues to Operate at a high level of compliance and therefore will remain on biennial inspections.

### JJDPA Compliance

On November 24, 2020, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Houston County jail was recently granted 24 hour approval to hold delinquent juveniles.

According to DOC Portal and facility records the Houston County Jail held 0 juvenile during the allowed reporting time.

DSO: I did not find any violations of the facility holding any status offenders.

Jail Removal: I found no violations.

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 under public authority.

Based on these facts and documentation that I reviewed, I did not find any violation of the JJDP act during the Houston County jail inspection.

Report completed By: Jen Pfeifer – Detention Facility Inspector

Signature:

