



# 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:

### 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:** Daniel Lipa – Detention Facility Inspector **Inspected on:** 11/09/2022 to 11/10/2022

**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 Dean Ott

**Officials Present for Exit Interview:** Jail Administrator Dean Ott

**Issued Inspection Report to:** Chief Deputy Travis Lapham; Jail Administrator Dean Ott; 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	122	1	3	99.21%	Compliance rating of 100%
2911	Essential	98	94	1	3	98.98%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** approval **Begins On:** 12/01/2022 **Ends On:** 11/30/2024 **Facility Type:** Jail  
**Placed on Biennial Status:** Yes **Biennial Status Annual Compliance Form Due On:** 11/30/2023  
**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: 1**

1. 2911.5300 SEARCHES, SHAKEDOWNS, AND CONTRABAND CONTROL. Subpart 4. Daily inspections.

A facility shall be inspected at least daily for contraband, evidence of breaches in security, and inoperable security equipment, and shall document the inspection.

**Inspection Findings:**

Staff confirmed that daily inspections are being completed, but they are not being logged as an inspection.

**Corrective Actions:**

**Develop a process for logging the daily inspections of the facility separate from other duties. Notify the Inspections & Enforcement Unit once this has been completed**

**Response Needed By: 01/31/2023****Chapter 2911 - Essential Rules Not In Compliance****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:**

The program staff training language in the policy manual is not consistent with the requirements in the rule. The facility does not currently have a full-time programmer and the Jail Administrator has assumed that role.

**Corrective Actions:**

**Add all language from this Rule part into the applicable policy. Ensure that the Jail Administrator has completed training courses consistent with the Rule language for programming staff. Notify the Inspections & Enforcement Unit once this has been completed.**

**Response Needed By: 01/31/2023****Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 3**

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:**

The staffing plan is located in the facilities policy manual, which is reviewed annually, however the review of the staffing plan is not specifically documented.

**Corrective Actions:**

**This was addressed and corrected during the on-site inspection. No further action is required at this time.**

**Response Needed By:**

## 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:**

Inmates confirmed that they have completed their orientation process on electronic devices issued by the jail. This requirement is not reflected in the current policy manual.

**Corrective Actions:**

**Update the policy manual to reflect the requirement to acknowledge that they have completed the orientation process.**

**Using electronic devices for orientation does not ensure that all inmates will receive orientation in a manner they can understand. Only those wishing to use the kiosk will have received orientation.**

**The facility must develop a process for inmates to receive orientation in a matter in which inmates who cannot read, or English is not their primary language. There should be a system in place for identifying those inmates who have not used the kiosk.**

**Response Needed By:**

## 3. 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 other items secured in the cabinet.

**Corrective Actions:**

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

**Response Needed By:****Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 3**

## 1. 2911.1400 ADMINISTRATIVE AND MANAGERIAL STAFF TRAINING.

A facility shall have a written policy and procedure that provides that the facility's administrative and managerial staff receive at least 16 hours of orientation. Orientation training shall include, at a minimum, general management and related subjects, data practices, decision-making processes, labor law, employee-management relations, the interaction of elements of the criminal justice system, and relationships with other service agencies. After orientation, a facility's administrative and managerial staff shall receive at least 16 hours of training annually.

**Inspection Findings:**

The jail administrator has completed training consistent with this Rule part; however, the training policy does not include the required elements in the Rule.

**Corrective Actions:**

**This was addressed and corrected during the inspection. No further action is required at this time.**

**Response Needed By:**

## 2. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 2.A. Arrangements for religious services and counseling.

A facility shall have either a chaplain with the minimum qualifications of clinical pastoral education or equivalent specialized training and endorsement by the appropriate religious certifying body or a community clergy consultant meeting the qualifications to assist the facility administrator in arranging for religious services and counseling as requested. No inmate shall be required to attend religious services. Religious services shall be held in a location that the inmates who do not wish to participate are not exposed to the service. Attendance or lack of attendance at religious services shall not be considered a criterion for rights or privileges within the facility. The facility administrator or designee in cooperation with the chaplain or community religious resource, plans, directs, and advises on aspects of the religious program, including approval and training of both lay and clergy volunteers from faiths represented by the inmate population. When a religious leader of an inmate's faith is not represented through chaplaincy staff, community religious resources, or volunteers, the chaplains or community religious resource shall assist the inmate in contacting such a person. That person shall have the appropriate credentials from that faith judicatory and may minister to the inmate with the approval of the chaplain or community religious resource. An inmate requesting private interviews or counseling in a setting not capable of being audio monitored with chaplaincy staff, community religious resources, or volunteers, or persons with the approval of the chaplain or community religious resource shall be given the opportunity within the policies as are reasonable and necessary to protect the facility's security. Bibles or sacred books of another religion may be made available to inmates by the facility, through local library or other community resources and limited to the inmate's period of confinement.

**Inspection Findings:**

There are no qualifications for the facility chaplain in the policy manual.

**Corrective Actions:**

**This was addressed and corrected during the on-site inspection. No further action is required at this time.**

**Response Needed By:**

3. 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:**

All equipment is checked and inventoried on a normal basis except for one item.

**Corrective Actions:**

**This item was added to the inventory sheet during the on-site inspection. No further action is required at this time.**

**Response Needed By:**

**INSPECTION COMMENTS**

Physical plant: The jail appeared clean and well maintained.

The Correctional Staff workstation is located in the hallway and is highly visible to inmates when in the recreation area of the facility. A separate security letter addressing this specific security concern will follow.

Staffing: The facility is experiences staffing shortages. As a result, the jail administrator has taken on the duties of programs and training.

Facility policies do not address the new statute language required under the Hardel Sherrell Act. These include updated use of force and duty to report policy requirements found in State Statute 243.52 as well the pregnant restraint requirements from State Statute 241.88. This was discussed at the time of the inspection and the required elements will need to be added to the policy manual and submitted to the Department of Corrections when completed.

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

**JJDPA Compliance**

On November 9, 2022, 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 one (1) juvenile during the allowed reporting time.

DSO: NO violations around the facility holding any status offenders were found.

Jail Removal: No violations found.

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 reviewed, no violations of the JJDP Act were found during the Houston County jail inspection.

Report completed By: Daniel Lipa – Detention Facility Inspector

Signature:

