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
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INSPECTION DETAILS FOR: **Hubbard County Jail**

Address: 301 Court Street, Park Rapids, MN 56470

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Lori Schopf – Senior Detention Facility Inspector **Inspected on:** 05/14/2026

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: Assistant Jail Administrator Brent Lindenfelser; Jail Administrator Joe Henry

Officials Present for Exit Interview: Assistant Jail Administrator Brent Lindenfelser; Jail Administrator Joe Henry

Issued Inspection Report to: Jail Administrator Joe Henry; Sheriff Cory Aukes

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	124	118	6	0	95.16%	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:** 06/01/2026 **Ends On:** 05/31/2028 **Facility Type:** Jail

Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 05/31/2027

Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Hubbard 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	116	6/3/2014	90	104.40	None.	

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance **Total: 6**

1. 2911.2525 ADMISSIONS. Subpart 1. Policies and procedures.

A facility shall have written policies and procedures for processing new inmates to the facility to include, at a minimum, the following: A. obtaining and documenting available emergency medical information within two hours of admission; B. verification of court commitment papers or other legal documentation of detention. Verification shall include checking the date of admission, duration of confinement, and specific charges; C. a search of the inmate and the inmate's possessions; D. inventory and storage of the inmate's personal property; E. initial medical screening to include an assessment of the inmate's health status, including any medical or mental health needs; F. telephone calls made by the inmate during the booking and admission process and prior to assignment to other housing areas; G. shower and hair cleansing; H. issue of bedding, clothing, and personal hygiene items according to the rule requirements applicable to the anticipated length of stay of the inmate; I. photographing and fingerprinting including notation of identifying marks or unusual characteristics such as birthmarks or tattoos; J. interviewing to obtain the following identifying data: (1) name and aliases of person; (2) current address, or last known address; (3) health insurance information; (4) gender; (5) age; (6) date of birth; (7) place of birth; (8) race; (9) present or last place of employment; (10) emergency contact including name, relation, address, and telephone number; and (11) additional information concerning special custody requirements or special needs; K. initial classification of the inmate and assignment to a housing unit; L. an assigned booking number; and M. Social Security number, driver's license number, or state identification number, if available.

Inspection Findings:

Per Minnesota Statute 641.15, Subd. 3a., facilities must utilize a mental health screening tool approved by the Commissioner of Corrections upon admission. While the approved Brief Jail Mental Health Screen (BJMHS) is in use, a review of five medical files indicated that one file did not have the referral section completed.

Further review determined that, due to new medical staff, medical was unaware that the completed BJMHS needed to be printed from the jail management system and reviewed for follow-up. As a result, medical staff had not been receiving copies of completed BJMHS forms since October 2025, and referrals identified by the screening tool were not being completed from October 2025 through the date of the inspection.

Corrective Actions:

The nursing staff was shown how to access and print the Brief Jail Mental Health Screen (BJMHS) from the jail management system and will begin printing and reviewing the screening information daily to ensure that all referrals identified by the BJMHS are completed in a timely manner. The inspector will continue to monitor for compliance.

Response Needed By: 06/30/2026

2. 2911.2525 ADMISSIONS. Subpart 4. Inmate personal property.

A facility shall have a written policy and procedure that: A. provides for the itemized inventory and secure storage of all personal property of a newly admitted inmate, including money and other valuables; B. specifies any personal property an inmate may retain in the inmate's possession; and C. provides that the inmate shall sign a receipt for all property held until release.

Inspection Findings:

During a review of 12 inmate files, the inspector found two inmates' property inventory sheets that were not signed.

Corrective Actions:

Ensure that staff are following facility policy when inmate's refuse to sign documents or cannot sign due to safety and security precautions. The inspector will continue to monitor for compliance.

Response Needed By: 06/30/2026

3. 2911.5000 POST ORDERS; FORMAL INMATE COUNT; WELL-BEING CHECKS. Subpart 4. Counting.

A facility shall have a written policy describing the system of counting inmates. Formal counts shall be completed with an official entry made in the daily log at least once each eight hours. The facility shall maintain a system that identifies the whereabouts of all inmates in custody and includes a system of accountability for inmates approved for temporary absences from their assigned housing units. A written policy and procedure shall provide that staff regulate inmate movement.

Inspection Findings:

The facility has a procedure in place to conduct formal counts at 0000, 0600, 1200, 1800 hours. For the month of April, the facility could not provide documentation that a formal count on April 8, 2026, at the 1200 hours formal count time was conducted.

Corrective Actions:

Develop a process to ensure formal counts are conducted in alignment with the 2911 rule. The inspector will continue to monitor for compliance.

Response Needed By: 06/30/2026

4. 2911.6200 MEDICAL AND DENTAL RECORDS. Subpart 1b. Release of information consent forms.

Release of information consent forms must comply with applicable federal and state regulations.

Inspection Findings:

Per Minnesota Statute Subd. 7. All correctional facilities that confine or incarcerate adults are required at intake to provide each person an authorization form to release information related to that person's health or mental health condition and when that information should be shared. Although the facility has a procedure in place to provide and complete a release of information form during intake, a review of 12 inmate files found that 1 file did not contain a completed release of information form at the time of admission.

Corrective Actions:

This was corrected on-site during the inspection. The inspector will continue to monitor for compliance.

Response Needed By: 06/30/2026

5. 2911.6500 STORAGE. Subpart 2. Refrigeration.

Medication requiring refrigeration shall be refrigerated and secured and the temperature checked daily. There must be separate refrigeration for medications only.

Inspection Findings:

During the review of daily temperature logs for 2026, seven instances were identified where refrigerator temperatures were not documented as required.

Corrective Actions:

The facility must update its procedures to ensure this is completed daily. Send the inspector your updated plan.

Response Needed By: 06/30/2026

6. 2911.7000 TUBERCULOSIS SCREENING, SEPARATION OF INMATES WITH INFECTIOUS DISEASE. Subpart 2. Screening.

Employees and inmates shall be screened for tuberculosis according to Minnesota Statutes, section 144.445. The Department of Corrections adopts by reference Minnesota Department of Health requirements for tuberculosis screening of employees and inmates in facilities governed by this chapter.

Inspection Findings:

During the inspection, it was identified that tuberculosis screening for staff had not been completed since 2024. At the time of the inspection, the facility was in the process of completing 2026 tuberculosis screenings for all staff, with 12 staff remaining to be screened.

Corrective Actions:

Once all staff have been tested, notify the inspector upon completion.

Response Needed By: 06/30/2026

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:

The program staff were unable to locate 4 out of 7 volunteer agreement forms, which document that the volunteers agree to abide by facility rules and policies.

Corrective Actions:

Program staff shall ensure all volunteers sign the volunteer agreement form and submit the documentation to the inspector.

Response Needed By: 06/30/2026

INSPECTION COMMENTS

The facility will remain on biennial inspections.

JJDPA Compliance

On May 13, 2026, a Juvenile Justice and Delinquency Prevention Act (JJDPA) audit was conducted.

A review of DOC Portal data indicated that 0 juvenile(s) was/were processed in the Hubbard County Jail from October 1, 2025, to May 13, 2026. A review of the data identified zero violations.

The three core requirements that were reviewed are the Deinstitutionalization of Status Offenders (DSO), Removal of Juveniles for Adult Jails and Lockups (Jail Removal), and Site and Sound separation.

DSO: No violations were identified for the facility holding status offenders in the facility.

Jail Removal: No violations were identified for the jail removal requirements.

Sight and Sound Separation: The facility design and policies allow for sight and sound separation that meet JJDPA requirements.

The facility does not participate in any “Scared Straight” programs for any juveniles that are under public authority.

Based on the documentation reviewed, no violations of the JJDPA were identified during the inspection of Hubbard County Jail.

Report completed By: Lori Schopf – Senior Detention Facility Inspector **Signature:**