



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:** Chris Thoma – Detention Facility Inspector **Inspected on:** 05/20/2020

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

Officials Present During Inspection: Assistant Jail Administrator Nick Weaver; Jail Administrator Joe Henry

Officials Present for Exit Interview: Assistant Jail Administrator Nick Weaver; Jail Administrator Joe Henry

Issued Inspection Report to: Jail Administrator Joe Henry; Sheriff Corey Aukes; County Coordinator Eric Nerness; District Supervisor 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	124	122	1	1	99.19%	Compliance rating of 100%
2911	Essential	100	98	1	1	99.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 06/01/2020 **Ends On:** 05/31/2022 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 05/31/2021
Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Hubbard 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	116	90	104.40	None.	None.

RULE COMPLIANCE DETAILS

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

1. 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:

Concentrated cleaning chemicals in the kitchen are accessible to inmates.

Corrective Actions:

Ensure all non-diluted chemicals are secured in lockable storage rooms or racks to prevent access by inmates.

Response Needed By: 11/01/2020**Chapter 2911 - Essential Rules Not In Compliance****Total: 1**

1. 2911.1200 CLERICAL AND SUPPORT EMPLOYEES WITH REGULAR OR DAILY INMATE CONTACT: TRAINING. Subpart 2. Regular or daily inmate contact.

A facility shall have a written policy and procedure that provides that all new clerical and support employees who have regular or daily inmate contact receive 40 hours of orientation and training during their first year of employment. These hours are to be completed before being independently assigned to a particular job. The employees are given an additional 16 hours of training each subsequent year of employment. At a minimum, this training covers the following areas: A. security procedures and regulations; B. rights and responsibilities of inmates; C. all applicable emergency procedures; D. interpersonal relations and communication skills; and E. first aid.

Inspection Findings:

There is no documentation showing medical and food services staff are involved in the emergency reviews of the facility.

Corrective Actions:

Ensure that all medical and food service staff members receive initial training as well as refresher training in all the elements listed in this standard. This training shall be documented and maintained. (The inspections from 2016 and 2018 contain the same deficiency.)

Response Needed By: 11/01/2020**Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 1**

1. 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:

The temperature of the medication refrigerator is only checked when Nursing staff are on site.

Corrective Actions:

Ensure temperatures are checked and logged by nursing or custody staff everyday.

Response Needed By:

Chapter 2911 - Essential Rules In Compliance With Concerns**Total: 1**

1. 2911.1600 DESIGNATED TRAINING OFFICER.

A facility shall have a designated training officer responsible for: A. maintenance of training plans as required in part 2911.1000; B. maintenance of training records in sufficient detail to allow inspector assessment of compliance with parts 2911.1100 to 2911.1700; and C. documentation of waivers of training requirements based on equivalent training received before employment or demonstrated competency through proficiency testing.

Inspection Findings:

There is insufficient detail in the training records to show compliance with the training requirements. The 4 year training records sheets need to be more thorough and complete. These records are currently compiled by a part time staff.

Corrective Actions:

It is recommended that a full time staff member or supervisor be assigned the duty of maintaining training records to provide up to date and accurate records of training.

Response Needed By:**INSPECTION COMMENTS****Physical Plant:**

There are significant temperature differences from area to area in the facility and the HVAC system lacks the ability to properly vent shower areas. Overall the facility is clean and well maintained but the inability of the system to maintain consistent temperatures and vent moisture is a concern.

The design of the facility hinders administrations ability to comply with the separation of inmate classification. Operational considerations, such as "tiered" time out of cells, are being employed to meet the standard.

Well-Being Checks:

Well-being checks showed improvement since the last inspection. Several of the checks reviewed on video were very well done. All checks reviewed were within the required time. Only one check reviewed was determined to be questionable regarding pace.

Hubbard County uses the Lexipol policy platform. Administration consistently updates the Inspection and Enforcement Unit of any changes to policy and has given inspectors online access to the platform.

JJDPA Compliance

On May 20, 2020, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Hubbard 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.

The Hubbard County Jail held or processed eight (8) juveniles between October 2019 to the date of inspection. I reviewed 100% percent of this juvenile data. The findings are as follows:

DSO: Two violations were found in regard to deinstitutionalization of status offenders, or holding of a status offender in the jail.

Jail Removal: Because the 2 DSO violations should not have entered the secure perimeter of the jail, they also violate the jail removal requirement.

Sight and Sound Separation: The facility design and policies allow for proper sight and sound separation. This includes the route taken to Court. 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 that are under public authority.

Based on the documentation that I reviewed, I found two violations of DSO and two violations of Jail Removal during the JJDP act inspection of the Hubbard County Jail. A total of 4 violations were found.

*It is recommended a procedure be put in place to determine juvenile charges prior to admitting juveniles into the secure perimeter.

Report completed By: Chris Thoma – Detention Facility Inspector

Signature:

