



# 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:

### Isanti County Jail

**Address:** 509 Eighteenth Avenue SW, Cambridge, MN 55008

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

**Inspection Type:** Annual **Inspected By:** Rachel Dotseth – Detention Facility Inspector **Inspected on:** 03/13/2023

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

**Officials Present During Inspection:** Assistant Jail Administrator Jackie Johnson; Jail Administrator Cortney Dingman

**Officials Present for Exit Interview:** Assistant Jail Administrator Jackie Johnson; Jail Administrator Cortney Dingman ; Sheriff Wayne Seiberlich

**Issued Inspection Report to:** Jail Administrator Cortney Dingman ; Sheriff Wayne Seiberlich; County Administrator Julia Lines; Regional Manager Jake 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	119	5	2	96.03%	Compliance rating of 100%
2911	Essential	98	93	3	2	96.94%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** approval **Begins On:** 04/01/2023 **Ends On:** 03/31/2024 **Facility Type:** Jail  
**Placed on Biennial Status:** No **Biennial Status Annual Compliance Form Due On:**  
**Delinquent Juvenile Hold Approval:** 6 hrs **Certificate Holder:** Isanti 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	111	85	94.35	None.	None.

## RULE COMPLIANCE DETAILS

### Chapter 2911 - Mandatory Rules Not In Compliance

**Total: 5**

- 2911.2500 SEPARATION OF INMATES. Subpart 1. General.

A combination of separate housing units inclusive of special management areas, general population, and minimum security areas and cells, dormitories, and dayroom spaces shall be provided to properly segregate inmates pursuant to Minnesota Statutes, section 641.14. The facility shall provide for the separate housing of the following categories of inmates: A. female and male inmates; B. community custody inmates such as work release or sentencing to service; C. inmates requiring disciplinary segregation; D. inmates requiring administrative segregation; E. juveniles who do not meet Minnesota statutory requirements for placement with adults; F. special management, general population, and minimum security inmates as considered appropriate to the facilities design intent and classification system; and G. inmates classified as mentally ill or special needs inmates in a manner consistent with Minnesota Statutes, section 253B.05.

**Inspection Findings:**

Inmates are being classified appropriately but are not being separated according to their classification status.

**Corrective Actions:**

**This was discussed in detail at the time of the inspection. The facility shall house inmates correctly according to classification. The inspector will do an on-site visit to verify compliance.**

**Response Needed By: 06/12/2023**

2. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 2. Quarterly review of emergency procedures.

There shall be a review of emergency procedures once every three months. The review shall include: A. assignment of persons to specific tasks in case of emergency situations; B. instructions in the use of alarm systems and signals; C. systems for notification of appropriate persons outside the facility; D. information on the location and use of emergency equipment in the facility; E. specification of evacuation routes and procedures; and F. that the review be documented and require signature or initialing by all staff.

**Inspection Findings:**

Quarterly emergency procedures are not being completed.

**Corrective Actions:**

**Ensure that all staff are completing the mandatory quarterly emergency reviews. This shall be documented to include all support staff- ie; kitchen and medical. Submit to the Department of Corrections by 12/11/2023 for review.**

**Response Needed By: 12/11/2023**

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:**

Medical sharps are not secured inside the medical cabinet. Chemicals were found to be corrosive and flammable in the laundry room.

**Corrective Actions:**

**All sharps in the medical cabinet shall be secured at all times. Remove all chemicals for inmate use that are listed to cause irreversible eye damage or skin burns.**

**Response Needed By: 04/03/2023**

4. 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 medication refrigerator temperatures are only logged by medical staff who are not in the facility daily.

**Corrective Actions:**

**The facility shall assign staff to complete the daily temperature checks when medical staff are not onsite, to ensure compliance with the rule.**

**Response Needed By: 06/12/2023**

5. 2911.6600 DELIVERY. Subpart 5. Recording deliveries.

A person responsible for delivering medications shall do so according to orders, and record the delivery of medications in a manner approved by the health care authority.

**Inspection Findings:**

After reviewing documentation for a controlled medication delivery, it was discovered that correctional staff were prefilling in the count form prior to the inmate receiving the medication.

**Corrective Actions:**

**This was immediately addressed on-site. The facility shall provide all staff with refresher training on properly recording medications.**

**Response Needed By: 05/01/2023**

**Chapter 2911 - Essential Rules Not In Compliance****Total: 3**

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:**

Custody staff are not receiving the required 120 hours of training during their first year of employment. Additionally, training in the areas of diversity, interpersonal relations and communication skills are not being completed prior to being independently assigned.

**Corrective Actions:**

**Ensure that all new correctional staff are receiving training as required as the rule. Submit to the Department of Corrections by 12/11/2023.**

**Response Needed By: 12/11/2023**

2. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 7. Recreation plan.

The facility administrator or designee shall have a plan providing opportunities for physical exercise and recreational activities for all inmates consistent with the facility's classification and design. Class I facilities are exempt from this requirement. The plan shall include policies and procedures necessary to protect the facility's security and the welfare of inmates. Policy and procedure shall provide: A. inmates with access to recreational opportunities and equipment, including seven hours of physical exercise or recreation outside the cell and adjacent dayroom areas per week; B. recreational opportunities a minimum of five days per week; C. indoor space and equipment for active recreational activities in all Class II to Class VI facilities; D. outdoor recreational space and equipment for outdoor recreational programming in all Class VI facilities. The space and equipment shall be provided in a manner consistent with the facility's security classification; E. passive and active recreation needs and equipment for a variety of inmates consistent with the facility's classification and offenders served. As an example, activity needs of geriatric, disabled, or geriatric and disabled offenders shall be addressed; F. inmates in segregation with a minimum of one hour a day, seven days a week, of exercise outside the inmates' cells, unless security or safety considerations dictate otherwise; and G. discretionary access by inmates on segregation status to the same recreational facilities as other inmates unless security or safety considerations dictate otherwise. When inmates on segregation status are excluded from use of regular recreation facilities, the alternative area for exercise used shall be documented.

**Inspection Findings:**

There are two small recreation spaces in the facility but these do not meet the needs of the inmate population.

**Corrective Actions:**

**This is a physical plant issue. It does not appear the facility can comply with the rule without significant renovation of the facility. It is recommended alternative recreational equipment be utilized to improve recreational opportunities at the facility.**

**Response Needed By:**

3. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 4. Reporting of unusual occurrences.

Incidents of an unusual or serious nature shall be reported within ten days of the incident in writing to the Department of Corrections in the format required by the department. The reports shall include the names of persons involved, staff and inmates, nature of the unusual occurrence, actions taken, and the date and time of the occurrence. Unusual occurrences requiring reporting to the DOC include such occurrences as: A. attempted suicide; B. suicide; C. homicide; D. death, by means other than suicide or homicide; E. serious injury or illness subsequent to detention including incidents resulting in hospitalization for medical care; F. hospitalization associated with mental health needs; G. attempted escape or escape from a secured facility; H. incidents of fire requiring medical treatment of staff or inmates or a response by a local fire authority; I. riot; J. assaults of one inmate by another that result in criminal charges or outside medical attention; K. assaults of staff by inmates that result in criminal charges or outside medical attention; L. injury to inmates through response to resistance by staff controlling inmate behavior; M. occurrences of infectious diseases and action taken relative to same when a medical authority has determined that the inmate must be isolated from other inmates; and N. reporting of all notices of intent to file litigation against the facility resulting from matters related to the detention or incarceration of an inmate; O. sexual misconduct, such as inmate on inmate, staff on inmate, and inmate on staff; and P. use of sexual materials, electronic media for sexual purposes, or both. In the event of an emergency such as serious illness or injury where death may be imminent, individuals designated by the inmate shall be notified. Permission for notification, if possible, shall be obtained from the inmate.

**Inspection Findings:**

The facility has not submitted an unusual occurrence through the Department of Corrections portal system since 05/26/2022.

**Corrective Actions:**

**The facility shall report all emergencies and unusual occurrences to the Department of Corrections DOC Portal system. The facility shall submit all qualifying incidents from 01/01/2023 to the date of the inspection.**

**Response Needed By: 06/12/2023****Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 2**

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 does not include the required elements in the rule. Additionally, the policy and procedure manual does not include the required statute language that was due August 01, 2021.

**Corrective Actions:**

**Update the policy and procedure manual to reflect all currently required statute language. This was discussed in detail during the inspection. Submit policy manual with updated statute language and required policies that are out of compliance to the Department of Corrections by 06/12/2023.**

**Response Needed By:**

2. 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:**

The facility policy under this section does not include element A. obtaining and documenting available emergency medical information within two hours of admission.

**Corrective Actions:**

**Update policy manual to include element A, and submit to the Department of Correction by 06/12/2023, for review.**

**Response Needed By:**

**Chapter 2911 - Essential Rules In Compliance With Concerns**

**Total: 2**

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 volunteer contract does not include the provision that the administrator may discontinue a volunteer activity at any time by written notice.

**Corrective Actions:**

**Add this statement to your volunteer packet and send to the Department of Corrections for review.**

**Response Needed By:**

2. 2911.3600 CLOTHING AND BEDDING PROPERTY. Subpart 5. Quantity of clothing.

The facility shall have available sufficient clothing to ensure each inmate clean clothing appropriate to the season.

**Inspection Findings:**

The facility is not providing sufficient clothing to ensure cleanliness and proper hygiene. Inmates are receiving one change of undergarments every two to three days.

**Corrective Actions:**

**It is recommended the facility provide inmates with clean undergarments daily to ensure proper hygiene.**

**Response Needed By:**

**INSPECTION COMMENTS****Physical Plant:**

The Isanti County Jail is showing significant signs of aging. Rust stains, water damage, cracked ceilings, and chipped paint was identified throughout the facility. Additional security concerns were discussed with the jail administrator at the time of the inspection.

Additionally, there are no intercoms or emergency communication systems installed in the housing units for inmate use.

The recreation space does not meet minimum standards and the space would require significant remodel to become in compliance with the rule.

The medical area is significantly undersized and is unable to meet the needs of the inmate population. This area is used for the storage of multiple items and creates an unsafe environment for both medical staff and inmates. It is recommended that the facility utilize alternative areas in the jail to meet with inmates.

The intake space is currently under construction and will be completed by March 30, 2023. The new intake space will provide the facility with additional separation capabilities.

**Well-being checks:**

The well-being checks reviewed during the inspection were found to be in compliance. No time violations were found, and the checks were staggered.

**Hardel Sherrell Act:**

The facility shall review the statutory requirements under the Hardel Sherrell Act and include them in the policy manual. All staff shall be trained on the requirements in the statutes and new policies. This training shall be documented and submitted to the Department of Corrections for review.

The facility will remain on annual inspections.

**JJDPA Compliance**

On March 13, 2023, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Isanti County Jail has a six hour hold approval. The three core requirements included in the audit are the Deinstitutionalization of Status Offenders (DSO), Removal of Juveniles for Adult Jail and Adult Lockups (Jail Removal), and Sight and Sound Separation.

The Isanti County Jail held or processed 14 juveniles during the federal fiscal year from October 1, 2022 to the date of this inspection. 100 percent of the federal year juvenile data was reviewed. The findings are as follows:

DSO: No violations of the facility holding status offenders in the jail.

Jail Removal: No violations for the jail removal standard.

Sight and Sound Separation: The facility design and policies allow for proper sight and sound separation. Juveniles are held in a cell off of booking, away for the male population. Isanti County uses Anoka County Regional Juvenile Center for juvenile placement.

The facility does not participate in any "Scared Straight" programs for any youth that are under public authority.

Based on the documentation reviewed, zero (0) violations of the JJDP Act were determined during the Isanti County inspection.

**Report completed By:** Rachel Dotseth – Detention Facility Inspector

**Signature:**

