



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:

Itasca County Jail

Address: 440 First Avenue, Grand Rapids, MN 55744

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Annual **Inspected By:** Troy Okerlund – Detention Facility Inspector

Inspected on: 06/08/2022 to 06/09/2022

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

Officials Present During Inspection: Assistant Jail Administrator Shawn Racine; Jail Administrator Lucas Thompson

Officials Present for Exit Interview: Assistant Jail Administrator Shawn Racine; Jail Administrator Lucas Thompson

Issued Inspection Report to: Assistant Jail Administrator Shawn Racine; Jail Administrator Lucas Thompson; Sheriff Vic Williams; County Administrator Brett Skyles; Regional Manager Jacob 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	122	4	0	96.83%	Compliance rating of 100%
2911	Essential	98	93	1	4	98.98%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 07/01/2022 **Ends On:** 06/30/2023 **Facility Type:** Jail

Placed on Biennial Status: No **Biennial Status Annual Compliance Form Due On:**

Delinquent Juvenile Hold Approval: no approval **Certificate Holder:** Itasca 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
Minimum secure	Coed	40	100	40.00	None.	None.
Secure	Coed	58	85	49.30	None.	None.

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance**Total: 4**

1. 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:

Given the current facility design the Itasca County Jail is unable to maintain proper inmate separation by classification.

Corrective Actions:

Ensure that inmates are separated according to their security classification. Board out inmates that are not able to be properly separated according to their classification.

Response Needed By: 12/02/2022

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 is using a mental health screening form that has been modified from the DOC approved form. Minnesota Statute 641.15 subdivision 3A that requires as part of the intake procedure, that local corrections use a mental health screening tool approved by the DOC. Currently there are three approved forms one being a brief jail mental health screen, a correctional mental health screen for men and a correctional mental health screen for women.

Corrective Actions:

The facility must use one of the DOC approved mental health screen during intakes. If the facility wants to attempt to digitalize the form it must be the exact copy of the approved form(s) with no alterations as this data is required to be reported to the state and any alterations may lead to unreliable data collection.

Response Needed By: 12/02/2022

3. 2911.3200 INMATE VISITATION

The facility administrator or designee shall develop and implement an inmate visiting policy. The policy shall be in writing and include: A. attorney/client interviews allowed in a manner consistent with Minnesota Statutes, section 481.10; B. a schedule of visiting hours that includes the days and times for visits that includes visits during the normal business day, and evenings or weekends; C. establishment of a uniform number of permissible visits and the number of visitors permitted per visit; D. that an adult inmate be permitted an initial visit with a member or members of the inmate's immediate family at the next regularly scheduled visiting period; E. that all facilities schedule a minimum of eight visiting hours per week: (1) a minimum of three separate and distinct visiting days per week; and (2) 20 minutes' duration minimum for each visit unless the number of persons attempting to visit exceeds the facility's ability to meet this requirement, or the inmate's behavior dictates a need to terminate a visit earlier; F. allowed visits for identified members of an inmate's immediate family; G. when a visit to an inmate is denied for reasonable grounds on the belief that the visit might endanger the security of the facility, the action and reasons for denial shall be documented; H. that visitors register, giving names, addresses, and relationship to inmate; I that any area used for inmate visiting may be subject to audio monitoring, recording, or both. The facility shall use signs and the inmate handbook to inform the inmate about audio monitoring and recording. Professional visits not be audio recorded, unless a court order has been issued; J. that policies for parents, guardians, and attorneys visiting juveniles are unrestrictive as administratively possible and the initial visit of a juvenile by parents, guardians, and attorneys be permitted at any time; K. picture identification of visitors be required for identification purposes; L. that juvenile children be allowed to visit parents, regardless of age, as deemed appropriate by the parent or guardian accompanying the child and when a dispute over children visiting occurs between the inmate and the parent or legal guardian, the inmate be referred to the court for resolution; and M. facility policy and procedures setting forth criteria for authorized friend visiting.

Inspection Findings:

Minnesota Rule 3200 requires that exact language be included in policy. The facility was missing a small portion of policy in subsection L. "When a dispute over children visiting occurs between the inmate and the parent or legal guardian, the inmate be referred to the court for resolution" no violations were found in regard to this other than text missing in policy.

Corrective Actions:

Update policy accordingly to include all of the required language within the rule specifically "that juvenile children be allowed to visit parents, regardless of age, as deemed appropriate by the parent or guardian accompanying the child and when a dispute over children visiting occurs between the inmate and the parent or legal guardian, the inmate be referred to the court for resolution."

Response Needed By: 12/02/2022

4. 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 check video identified checks conducted at a pace that was too fast to be regarded as a well-being check. Signs of life such as movement, rise and fall of chest and other signs of life would be difficult to determine at such a quick pace.

It should be noted that in some of the well-being checks it was difficult to determine what the inmate was doing inside of the cell. If an inmate is actively exercising or using the restroom this often leads to the correctional staff not pausing or staring at an inmate in an effort not to make the inmate uncomfortable additionally it is readily apparent that the inmate is not actively in distress.

The review included well-being logs. No late well-being checks were found.

Corrective Actions:

It is recommended that correctional staff stop motion in front of the inmates door and observe the inmate for no less than two seconds. In instances of inmate overdoses, it has been found that the inmate still show signs of life such as chest rise or head bobbing but they are actively in distress. Additional time to evaluate may lead to better outcomes of accurately determining an inmate's well being.

Response Needed By: 12/02/2022

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

1. 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:

The size of the program room does not allow for inmates to participate in active recreation.

Corrective Actions:

This is a physical plant issue that cannot be resolved without significant remodel or new construction. The County is currently building a new facility to address this and other issues.

Response Needed By: 12/02/2022**Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 4**

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:

Facility policy didn't include that administrative and managerial staff receive data practices. However, while on site staff stated they are trained on data practices. Prior to this report, facility policy was modified to reflect current procedures that data practices is part of the required training.

Corrective Actions:

Facility policy has been updated to reflect that data practices is part of the required training.

Response Needed By:

2. 2911.2850 INMATE DISCIPLINE PLAN. Subpart 6. Removing clothing and bedding.

The facility administrator or designee shall have a policy and procedure for removing clothing and bedding from an inmate. The following shall be included: A. clothing and bedding shall be removed from an inmate only when the inmate's behavior threatens the health, safety, or security of self, other persons, or property. When appropriate, alternative clothing and bedding shall be issued; B. clothing and bedding shall be returned to the inmate as soon as it is reasonable to believe the behavior that caused the action will not continue; C. the decision to deprive an inmate of articles of clothing or bedding shall be reviewed by the officer in charge or the supervisor during each eight-hour period; and D. the review shall be documented.

Inspection Findings:

Minnesota Rule 2850 requires that exact language be included in policy. The facility was missing a small portion of policy in subsection 6A "When appropriate, alternative clothing and bedding shall be issued."

Corrective Actions:

Within a few hours and prior to writing this report the facility has modified policy to meet the requirements of 2911.2850 subdivision 6

Response Needed By:

3. 2911.3400 TELEPHONE ACCESS.

A facility shall have a written policy and procedure that provides for inmate access to a telephone. Attorney/client telephone consultation shall be allowed in a manner consistent with Minnesota Statutes, section 481.10. Newly admitted inmates shall be permitted a local or collect long-distance telephone call to a family member or significant other during the admission process. Inmates shall be allowed telephone access to maintain contact with family members or significant others. Nonlegal calls may be made at the expense of the inmate. The minimum time allowed per call shall be ten minutes except where there are substantial reasons to justify limitations. Nonlegal telephone conversations may be monitored and recorded. Reasons for denial of telephone access shall be documented.

Inspection Findings:

Policy should be clarified throughout the manual to distinguish that newly admitted inmates shall be permitted a local or collect long distance telephone call to a family member or significant other during the admission process. This is also consistent with rule 2911.2525 stating that telephone calls may be made by the inmate during the booking and admission process and prior to assignment to other housing areas. Some areas of the policy reflect this language while others state that it occurs after booking or that phone calls during booking are for the purposes of arranging bond.

Corrective Actions:

When speaking with supervisory staff it was found that the facility standard operating procedure of allowing inmates to place phone calls during the booking and admission process to friends and family members is consistent with what the rule requires. The policy should be modified throughout to be consistent with the rule.

Response Needed By:

4. 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 rule requires that the policy include a statement that the administrator may discontinue a volunteer activity at any time by written notice. The facility doesn't currently have this in policy, but they have not discontinued volunteer activity in the recent past.

Corrective Actions:

The facility must update policy to be consistent with the rule requirements of 2911.3500 specifically a statement that the administrator may discontinue a volunteer activity at anytime by written notice.

Response Needed By:

INSPECTION COMMENTS**Physical Plant:**

On April 23, 2020, the Sunset date for the Itasca County Jail was extended to May 1, 2023. The Itasca County Board of Commissioners approved a new correctional facility build. The new jail facility projected completion date is December 2023.

As previously noted the current facility has many physical plant issues limiting the overall quality of the jail. These have been noted within the sunset letter and previous inspections. The jail continues to make investments where needed to make sure that the facility runs in a safe manner.

While conducting the facility inspection it was noticed that the breakaway hooks in the shower are no longer operating as expected. It is recommended that the hooks be repaired, replaced or removed.

The Itasca County Jail will remain on an annual inspection cycle.

JJDPA Compliance

On June 8, 2022, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Itasca County Jail has no juvenile hold authority.

The Itasca County Jail does not hold or process juveniles in the secure perimeter.

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

No violations of the JJDP act were identified during the Itasca County Jail inspection.

Report completed By: Troy Okerlund – Detention Facility Inspector

Signature:

