



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:

Jackson County Jail

Address: 400 Sherman Street, PO BOX 229, Jackson, MN 56143

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Jen Pfeifer – Detention Facility Inspector **Inspected on:** 08/22/2019 to 08/29/2019

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

Officials Present During Inspection: Jail Administrator Gary Reif

Officials Present for Exit Interview: Jail Administrator Gary Reif

Issued Inspection Report to: Jail Administrator Gary Reif; Sheriff Shawn Haken; County Coordinator Steven Duncan; Records 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	127	122	3	2	97.64%	Compliance rating of 100%
2911	Essential	98	96	2	0	97.96%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 09/01/2019 **Ends On:** 08/31/2021 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 08/31/2020
Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Jackson 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	%Operating Capacity	Operational Capacity	Bed Details	Conditions
Secure	Coed	18	80	14.40	None.	None.

RULE COMPLIANCE DETAILS

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

1. 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:

There is no orientation in place and nothing indicated in the file signed by the inmate that they received orientation.

Corrective Actions:

Create an orientation as part of your admissions process and have the inmate sign off that they have received this as part of the admissions process.

Response Needed By: 11/30/2019

2. 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:

A review of video and jail logs showed well-being checks to be out of compliance with the 30 minute time frame allowed in the rule. Staff were also observed not completing checks in a way where all inmates can be personally observed.

Corrective Actions:

Well-being checks were discussed in detail at the time of the inspection. It is recommended that the jail administrator or designee audit these to ensure compliance.

Response Needed By: 09/30/2019

3. 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:

There was no documentation that daily inspections are being completed.

Corrective Actions:

Document daily inspections in the daily log form. Can be added to the shift change report. These are imperative to detect breaches in security, inoperable equipment and contraband.

This was noted in the last inspection.

Response Needed By: 11/30/2019

Chapter 2911 - Essential Rules Not In Compliance**Total: 2****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:

Although there is a recreation schedule and some exercise equipment available, the recreation space available is not adequate to meet the needs of the facility population.

Corrective Actions:

This is a physical plant constraint and cannot be remedied without a major remodel to the jail.

Any future plans for a remodel or renovation must include space to provide active recreational activities. No further action is required at this time.

Response Needed By:**2. 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:

There have been no incidents reported to the Department of Corrections since prior to 2016.

Corrective Actions:

**Ensure that all incidents outlined in the rule are reported to the Department of Corrections within 10 days of the incident.
The jail will need to go back to January 1, 2019 and enter all incidents that are required by the rule.**

Response Needed By: 11/30/2019

Chapter 2911 - Mandatory Rules In Compliance With Concerns**Total: 2**

1. 2911.1000 TRAINING PLAN.

A facility administrator or designee shall develop and implement a training plan for the orientation of new employees and volunteers and provide for continuing in-service training programs for all employees and volunteers. Training plans shall be documented and describe curriculum, methods of instruction, and objectives. In-service training plans shall be prepared annually and shall provide documentation indicating that training for individual employees has taken into consideration their length of service, position within the organization, and previous training completed.

Inspection Findings:

There is a training plan in place but it does not describe curriculum or method of instruction.

Corrective Actions:

Update training plan for 2018 to describe curriculum and include the method of instruction. Submit new training plan to the Department of Corrections by January 2020. This was noted in the last inspection.

Response Needed By:

2. 2911.1350 MEDICAL TRAINING FOR CUSTODY STAFF.

By policy and procedure a training program shall be established by the facility administrator in cooperation with the health authority, that provides instruction in the following areas: A. first aid training for custody personnel responsible for the supervision, safety, and well-being of prisoners; B. recognition of signs and symptoms of illness and knowledge of action required in potential emergency situations; C. administration of first aid and cardiopulmonary resuscitation (CPR). Recertification training shall occur as required with respect to first aid and CPR. The training shall be documented; D. methods of obtaining assistance; E. recognition of signs and symptoms of mental illness, developmental disabilities, emotional disturbance, and chemical dependency; and F. procedures for inmate transfers to appropriate medical facilities or other health care providers.

Inspection Findings:

Medical training is completed but it does not include recognition of signs and symptoms of mental illness, developmental disabilities, emotional disturbance and chemical dependency training.

Corrective Actions:

Work with your medical authority to provide these specific trainings to your staff. With an increase of these symptoms being seen in the jails, it is extremely important that the staff are trained in recognizing specific instances where action is needed.

Response Needed By:

INSPECTION COMMENTS

Comments:

The jail has recently acquired MEND Corrections Health Care as it's medical authority. Medication accountability was discussed at the time of the inspection and a resolution was agreed upon.

I would encourage the facility whenever possible to seek out additional training outside the facility. This becomes a challenge for facilities of this size but will enhance the training program and keep correctional staff up-to-date with best correctional practices.

Special incidents need to be reported to the Department of Corrections. This was noted in the last three inspections.

The jail is not ADA compliant.

The jail will remain on biennial inspections.

JJDPA Compliance

Compliance Report for the Monitoring Facilities Pursuant to the Juvenile Justice and Delinquency Prevention Act of 2002.

On August 22, 2019, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Jackson 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 holidays. 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.

According to the Statewide Supervision System, the Jackson County Jail processed 4 juveniles from October 1 2018 to August 20, 2019. The findings are as follows:

The Jackson County Jail does not allow any juveniles in the jail per the jail policy without prior approval by the Judge, regardless of time of day. A juvenile log is kept for juveniles court ordered for fingerprinting. The jail is the only finger printing station in Jackson County.

DSO and Jail Removal: I did not find any violations of the facility holding status offenders in the jail.

Sight and Sound Separation: The facility design and policies allow for proper sight and sound separation.

Court Holding: There is a secure court holding room at Jackson County, but the court holding is not utilized for juveniles. They are taken straight into court. If they need to wait for transport after court, they are monitored in the jail lobby.

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 did not find any violations of the JJDP act during the Jackson County inspection.

Report completed By: Jen Pfeifer – Detention Facility Inspector

Signature: _____

Jennifer Pfeifer