



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:

Jackson County Jail

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

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Annual **Inspected By:** Joseph Slusarczyk – Detention Facility Inspector **Inspected on:** 08/03/2021

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

Officials Present During Inspection: Sheriff Shawn Haken; Interim Jail Administrator Brandon Hendrickson

Officials Present for Exit Interview: Interim Jail Administrator Brandon Hendrickson

Issued Inspection Report to: Sheriff Shawn Haken; Interim Jail Administrator Brandon Hendrickson; 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	4	1	96.85%	Compliance rating of 100%
2911	Essential	98	95	3	0	96.94%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 09/01/2021 **Ends On:** 08/31/2022 **Facility Type:** Jail

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

Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Jackson 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	18	80	14.40	None.	None.

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance

Total: 4

- 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 is in need of updates to reflect current practice and procedures. There was no documentation of a yearly review of the policy manual.

Corrective Actions:

Although the county has plans to switch to Lexipol, the current policy and procedure manual needs to stay updated until that time. Review policies annually and document the review.

Response Needed By: 03/31/2022

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:

There was no documentation of quarterly emergency reviews.

Corrective Actions:

Review of emergency procedures shall be done quarterly and documented. Nursing staff an/or other contractors regularly in the facility shall be included in this review. Submit 1st and 2nd quarter reviews to the Department of Corrections by September 30, 2021. Submit 3rd and 4th quarter reviews to the Department of Corrections by December 31, 2021.

Response Needed By: 09/30/2021

3. 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 checks were found to be completed at too fast a pace to ensure the well-being of the inmate.

Corrective Actions:

Well-being shall be conducted every 30 minutes. These checks shall be staggered and shall be conducted at a pace where the correctional officers can personally observe the well-being of each inmate. It is highly recommended that the facility complete a regular system of auditing checks. These audits should be formally documented to include any and all follow-up with correctional staff.

Response Needed By: 09/30/2021

4. 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. This entry can also be added to the shift change report. These inspections are imperative to detect breaches in security, inoperable equipment and contraband. This was noted in the last two inspections.

Response Needed By: 09/30/2021

Chapter 2911 - Essential Rules Not In Compliance

Total: 3

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:

Special incidents are not being reported to the Department of Corrections. This has been noted in the past three inspection reports.

Corrective Actions:

Review rule for reporting requirements for special incidents. The facility shall be required to review all incident reports monthly with the Department of Corrections for review to ensure compliance.

Response Needed By: 09/30/2021

3. 2911.5000 POST ORDERS; FORMAL INMATE COUNT; WELL-BEING CHECKS. Subpart 1. Post orders and accountability.

There shall be written orders for every security post that are reviewed annually and updated if necessary. A written policy and procedure shall require that personnel read, sign, and date applicable post orders at least annually, or as needed for new posts or revisions. Medium and large facilities with multiple posts may need to conduct these reviews more often.

Inspection Findings:

POST orders are not being reviewed annually.

Corrective Actions:

POST orders shall be reviewed by all correctional personnel annually and shall be documented. Submit documentation to the Department of Corrections by September 30, 2021.

Response Needed By: 09/30/2021

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

1. 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:

Formal Counts are being logged but there is no system in place of verifying inmates in the facility. Formal Counts mimic well-being checks and should be done completely separate of each other.

Corrective Actions:

It is recommended that the facility print a roster of inmates in the facility and verify each inmates whereabouts while completing the formal count.

INSPECTION COMMENTS**Comments:**

This was Brandon Hendrickon's first inspection.

The facility was clean and appears to be well maintained.

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 facility will be required to review all incident reports with the inspector monthly to ensure compliance.

The facility has completed the required monthly and weekly inspections, however they are not specific enough as to what is being inspected. The inspector will work with the facility to ensure that all areas of the facility are being inspected as required.

Mental health screening was being completed at intake but the facility was not using the approved screening tool. This was added immediately to the booking process during the inspection.

The jail is not ADA compliant.

The jail will be placed on annual inspections.

JJDPA Compliance

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

On August 3, 2021, 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 DOC Portal System, the Jackson County Jail processed 0 juveniles from October 1, 2020 to August 1, 2021. 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: Joseph Slusarczyk – Detention Facility Inspector

Signature: 