



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: Biennial **Inspected By:** Justin Roberts – Senior Detention Facility Inspector **Inspected on:** 07/12/2023 to 07/17/2023

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 Administrator Ryan Krosch; 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	119	4	4	96.85%	Compliance rating of 100%
2911	Essential	98	97	0	1	100.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 09/01/2023 **Ends On:** 08/31/2025 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 08/31/2024
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

- 2911.2500 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 design, the facility is unable to maintain proper inmate separation by classification.

Corrective Actions:

Ensure that inmates are separated according to their security classification. The facility may have to board inmates in other counties to meet this requirement. Additionally, county officials should continue to review the county's long term needs for the facility and address those through a remodel or new construction project.

Response Needed By: 09/30/2023

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 policy manual does not include element A of this rule.

Corrective Actions:

The facility must review its policy and add element A as required. Once this is completed it must be provided to all staff for review. Documentation that this was completed must be submitted to the DOC for review.

Response Needed By: 09/30/2023

3. 2911.5800 AVAILABILITY OF MEDICAL AND DENTAL RESOURCES. Subpart 6. Medical screening.

A facility shall have a written policy and procedure that requires medical screening is performed and recorded by trained staff on all inmates on admission to the facility. The findings are to be recorded in a manner approved by the health authority. The screening process shall include procedures relating to: A. Inquiry into: (1) current illness and health problems, including dental emergencies, and other infectious diseases; (2) medication taken and special health requirements; (3) use of alcohol and other drugs that include types of drugs used, mode of use, amounts used, frequency used, date or time of last use, and history of problems that may have occurred after ceasing use, for example, convulsions; (4) past and present treatment or hospitalization for mental illness or attempted suicide; (5) other health problems designated by the health authority; and (6) signs and symptoms of active tuberculosis to include weight loss, night sweats, persistent cough lasting three weeks or longer, coughing up blood, low grade fever, fatigue, chest pain, prior history of active tuberculosis disease, and results of previous tuberculin skin or blood testing. B. Observations of: (1) behavior that includes state of consciousness, mental status, appearance, conduct, tremor, and sweating; and (2) body deformities, trauma markings, body piercings, bruises, lesions, and jaundice. C. Disposition to: (1) general population; (2) general population and referral to appropriate health care service; (3) referral to appropriate health care service on an emergency basis; and (4) other.

Inspection Findings:

The facility's medical screening does not address the requirements in element A (3) concerning alcohol and drug use.

Corrective Actions:

The facility must review its medical screening questionnaire and add the required elements contain in A (3). Once this is completed it must be submitted to the DOC for review

Response Needed By: 09/30/2023

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 facility does not have a dedicated refrigerator for medications. Medications are stored in a locked box in the staff and inmate food refrigerator. The facility does complete daily temperature checks.

Corrective Actions:

The facility must obtain a dedicated refrigerator for medications and notify the Department of Corrections when completed.

Response Needed By: 09/30/2023

Chapter 2911 - Mandatory Rules In Compliance With Concerns**Total: 4**

1. 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:

During quarterly staff meetings, staff are reviewing drills and emergency procedures. Additionally, staff are reviewing emergency procedures monthly and quarterly through Lexipol. However, there is no documentation that all emergency procedures were reviewed at staff meetings and Lexipol does not document dates the emergency procedures reviews were completed.

Corrective Actions:

The facility must implement a process to document that all emergency procedures are reviewed quarterly.

Response Needed By:

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 facility logs showed that the staff are conducting formal counts. However, the documentation showed that several formal counts were missed or not completed and documented within the required 8 hours.

Corrective Actions:

The facility must retrain its staff on the process for completing formal counts on time and properly documenting them.

Response Needed By:

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:

A review of well-being checks was conducted via video. All checks reviewed were completed within the required 30 minutes. However, some of the checks were conducted at a pace that would make it difficult to observe signs of life.

Additionally, during policy review it was discovered that policy does not address more frequent observations for those going through withdrawals from drugs or alcohol as require by the rule.

Corrective Actions:

The facility must conduct retraining with its staff to include the importance of conducting a well-being check at a pace sufficient enough to observe signs of life.

The facility must also review its policies and add the requirement for more frequent observations for those going through withdrawals from drugs and alcohol. Once completed, the facility must have all staff review the policy.

Additionally, it is recommended that the facility implement an auditing process if the facility doesn't already have an audit process in place, to verify staff are completing well-being checks on time and at a pace that can observe signs of life. The audit should include reviewing at least one period of well-being checks per month for all staff members charged with performing checks. The facility should document and maintain records of all materials used and findings of these audits.

Response Needed By:

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:

The facility is doing daily security inspections. However, not all inspections were documented as required by the rule.

Corrective Actions:

The facility must conduct retraining of all staff responsible for completing daily security inspections. The training must address how to document these inspections.

Response Needed By:

Chapter 2911 - Essential Rules In Compliance With Concerns

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 facility does have a recreation/program space available for inmates to use. Included in this space is a stationary exercise bike and an elliptical machine for inmates to use. There is limited space to provide any other type of physical activity.

Corrective Actions:

The facility shall address the space limitations in any future remodel or building construction plans.

Response Needed By:

INSPECTION COMMENTS**Comments:**

Policy: The facility has made major strides updating its policies and procedures since the last inspection. Policy review discovered a few minor updates that need to be made, these were discussed with the Jail Administrator at the time of inspection. Those updates should also include updating its use of force and duty to report policy to comply with MN statute 243.52 Subd. 2 and Subd. 3.

Physical Plant: The facility is small and showing its age. The facility utilizes 3 small housing units; 2 of the units are dorm style and have very small dayroom spaces attached to them. The other housing unit has 3 cells and a dayroom space that allow for lockdown. However, the way this space is designed, it makes it difficult for staff to conduct proper well-being checks while utilizing all of the cells. Additionally, the limited number of housing units and design of them make it difficult for the facility to properly separate classification levels. The program/recreation space remains small and limits the facility's ability to provide a variety of programs and recreation. The facility is clean, and it is clear staff take pride in keeping the facility clean.

According to the National Institute of Corrections, the average life expectancy of a jail facility operated 24 hours per day, seven days per week, is approximately 30 years, depending on usage. The County is actively in the process of designing a new facility, however nothing has been finalized. Given the issues described and the age of the facility, the County should continue to proceed towards a new facility and must continue to maintain its current facility until construction is completed.

The Jackson County Jail will be placed on biennial inspection status.

JJDPA Compliance

On July 14, 2023, a Juvenile Justice and Delinquency Prevention (JJDP) Act audit was conducted. The Jackson County Jail has received a "Rural Exception" to the JJDP Act. This allows the facility to hold a delinquent juvenile up to 24 hours, excluding weekends and holidays. The three core requirements that are reviewed during the audit 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 six (6) juveniles from October 1, 2022 to July 14, 2023. 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 a Judge, regardless of the time of day. Juveniles are only brought into the facility to obtain fingerprints; the jail is the only fingerprinting station in Jackson County.

DSO: No violations of the facility holding status offenders in the jail were found. The juveniles brought into the facility were indeed there for a delinquent offense.

Jail Removal: Files and DOC Portal data indicate that any juveniles brought into the jail are removed well within the 24-hour time frame allowed by the JJDPA.

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

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

Based on the documentation that reviewed, no violations of the JJDP Act were identified during the Jackson County jail inspection.

Report completed By: Justin Roberts – Senior Detention Facility Inspector

Signature:

