



## 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:

**Address:** 100 S Vine, Mora, MN 55051

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

**Inspection Type:** Biennial **Inspected By:** Lori Schopf – Senior Detention Facility Inspector **Inspected on:** 01/07/2026

**Inspection Method:** Facility walk-through, staff and inmate interviews, staff and inmate file reviews, facility documentation reviews, and video footage review.

**Officials Present During Inspection:** Jail Administrator Chris Bergwick

**Officials Present for Exit Interview:** Jail Administrator Chris Bergwick

**Issued Inspection Report to:** Jail Administrator Chris Bergwick; Sheriff Brian Smith

### RULE COMPLIANCE SUMMARY

Rule Chapter	Requirement Type	Total Applicable	Total Compliance	Total Non Compliance	Total Compliance With Recommendations	Compliance Rating	Substantial Compliance Result/Criteria
2911	Mandatory	126	123	3	0	97.62%	Compliance rating of 100%
2911	Essential	100	98	2	0	98.00%	Compliance rating of 90%

### TERMS OF OPERATION

**Authority to Operate:** approval **Begins On:** 03/01/2026 **Ends On:** 02/29/2028 **Facility Type:** Jail

**Placed on Biennial Status:** Yes **Biennial Status Annual Compliance Form Due On:** 02/28/2027

**Delinquent Juvenile Hold Approval:** 24 hrs exclusive of weekends and holidays **Certificate Holder:** Kanabec 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	Effective Date	%Operating Capacity	Operational Capacity	Bed Details	Conditions
Secure	Coed	60	1/13/2010	85	51.00	None.	

### RULE COMPLIANCE DETAILS

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

## 1. 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:**

A review of eight medical files identified one file in which the referral section of the Brief Jail Mental Health Screen (BJMHS) was not properly completed.

**Corrective Actions:**

**The facility shall provide refresher training to correctional staff on the proper completion of the BJMHS, including accurate completion of the referral section. Documentation confirming completion of the refresher training must be recorded and submitted for review.**

**Response Needed By: 02/27/2026**

## 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:**

A review of all 2025 documentation revealed that the facility conducted only one quarterly review of emergency procedures on August 27, 2025.

**Corrective Actions:**

**The facility has scheduled quarterly emergency procedure reviews for the upcoming year, ensuring all staff, including support personnel, participate. Documentation of staff attendance will be maintained, and the Inspector will continue to review for compliance.**

**Response Needed By: 02/27/2026**

## 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:**

A review of documentation showed the facility was completing daily inspections on housekeeping and sanitation, but there was no documentation to show staff completed a daily inspection for contraband, evidence of breaches, and inoperable security equipment.

**Corrective Actions:**

**The facility has implemented a plan to ensure daily inspections are conducted for contraband, evidence of breaches, and inoperable security equipment. Send the inspector 30 days of completed inspections to ensure compliance with the rule.**

**Response Needed By: 02/27/2026**

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

Documentation reviewed showed that one staff member did not receive training in D. Vulnerable Adults and L. Diversity Training prior to being independently assigned.

**Corrective Actions:**

**Upon identification of these findings, the Jail Administrator immediately assigned the required training to the staff member. Documentation verifying completion of the training shall be submitted to the Inspector.**

**Response Needed By: 02/27/2026****2. 2911.7300 FIRE INSPECTION. Subpart 4. Weekly inspection.**

There shall be an applicable fire code and safety inspection of the facility at least weekly by a designated staff member.

**Inspection Findings:**

A review of documentation showed that the last weekly fire inspection was conducted on April 24, 2025.

**Corrective Actions:**

**The facility must ensure that fire and safety inspections are conducted weekly. Send completed weekly inspections to the inspector at the end of each month for a period of 3 months. The inspector will continue to monitor for compliance.**

**Response Needed By: 02/27/2026****INSPECTION COMMENTS**

The jail will remain on a biennial inspection cycle.

**JJDPA Compliance**

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

On January 7, 2026, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Kanabec County Jail has a 24 hour hold approval (exclusive of 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.

The Kanabec County Jail held or processed four (4) juveniles since October 1, 2025. I reviewed 100 percent of the juvenile data. The findings are as follows:

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

Jail Removal: I did not find any 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 and sub-dayroom off of booking away from the general population.

**Report completed By:** Lori Schopf – Senior Detention Facility Inspector

**Signature:** 