



# 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:

### Kanabec County Jail

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

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

**Inspection Type:** Biennial **Inspected By:** Jen Pfeifer – Senior Detention Facility Inspector **Inspected on:** 01/26/2022

**Inspection Method:** Inmate and staff file review, facility tour, review of video footage, and related documentation reviews.

**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; County Coordinator Kristine McNally; 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	119	3	4	97.62%	Compliance rating of 100%
2911	Essential	100	97	1	2	99.00%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** conditional approval **Begins On:** 03/01/2022 **Ends On:** 02/29/2024 **Facility Type:** Jail  
**Placed on Biennial Status:** Yes **Biennial Status Annual Compliance Form Due On:** 02/28/2023  
**Delinquent Juvenile Hold Approval:** 24 hrs exclusive of weekends and holidays **Certificate Holder:** Kanabec 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	60	85	51.00	None.	None.

## RULE COMPLIANCE DETAILS

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

## 1. 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 and procedure manual is in need of updates. Updates must include the new requirements in statute that were mandated July 1, 2021.

**Corrective Actions:**

**Update policy manual to reflect changes in legislation. As policies are updated they should be sent to the Minnesota Department of Corrections for review.**

**Response Needed By: 08/01/2022**

## 2. 2911.4500 SUPERVISION OF MEAL SERVING.

Meals shall be served under the direct supervision of staff.

**Inspection Findings:**

Meal service is not being consistently supervised.

**Corrective Actions:**

**Staff members shall remain at the housing unit entrance until all inmates have taken a tray. Trays may not be left on tables unsupervised prior to service. This was noted in the last inspection report.**

**Response Needed By: 03/01/2022**

## 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 video showed that well-being checks were not all completed within 30 minutes. The quality of the well-being checks completed has improved. The pace was appropriate and several were staggered.

**Corrective Actions:**

**A system shall be developed to audit well-being checks. This audit shall be documented. Since this has been noted in previous inspections, the facility shall provide the results of those audits to the Department of Corrections on the first of every month beginning March 1, 2022; to include copies of the logs being audited.**

**Response Needed By: 03/01/2022**

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

## 1. 2911.4950 RESPONSE TO RESISTANCE. Subpart 4. Equipment.

The issue, storage, inspection, and use of chemical agents, impact devices, electronic control devices, and other security devices shall be governed by written policy and procedure. All unissued security devices and equipment shall be stored in a secure, readily accessible depository located outside inmate housing and activity areas, and inventoried at least monthly to determine condition and expiration dates of the devices and equipment.

**Inspection Findings:**

Unused security equipment is not being inventoried monthly.

**Corrective Actions:**

**Unused security equipment is being checked out but there is no system for inventorying this equipment monthly as required by rule. Develop a system for completion monthly and provide to the Department of Corrections.**

**Response Needed By: 03/01/2022****Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 4**

## 1. 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:**

Staff are receiving some medical training but it is not reflected in detail in the training records.

**Corrective Actions:**

**Medical training should include recognition of signs and symptoms of illness, recognition of signs and symptoms of mental illness, developmental disabilities, emotional disturbances and chemical dependency.**

**It is also recommended that training include the recognition of withdrawal symptoms.**

**Response Needed By:**

## 2. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 1. Emergency plan.

A facility shall have a written disaster plan. The plan shall include policies and procedures designed to protect the public by securely detaining inmates who represent a danger to the community or to themselves when the facility must be evacuated in total. The plan shall also include: A. location of alarms and fire fighting equipment; B. an emergency drill policy as follows: (1) at least annual drills at all facility locations; and (2) drills shall be conducted even when evacuation of extremely dangerous inmates may not be included; C. specific assignments and tasks for personnel; D. persons and emergency departments to be notified; E. procedure for evacuation of inmates; and F. arrangements for temporary confinement of inmates.

**Inspection Findings:**

Emergency drills have not been conducted due to the COVID-19 Pandemic.

**Corrective Actions:**

**The facility will need to request a variance for this rule. Any time a rule has not been met due to situations out of the control of the facility, a variance must be requested. A variance must be requested by February 11, 2022.**

**Response Needed By:**

3. 2911.7200 HOUSEKEEPING, SANITATION, AND PLANT MAINTENANCE. Subpart 1. General.

A facility shall have a policy and procedure that provides that the facility shall: A. be kept in good repair to protect the health, comfort, safety, and well-being of inmates and staff; B. document weekly sanitation inspections; and C. document deficiencies from the weekly sanitation inspection, if any, have been ordered.

**Inspection Findings:**

Inspections are not being completed consistently.

**Corrective Actions:**

**Weekly sanitation inspections shall be completed weekly. The Jail Administrator shall develop a system to monitor compliance with these inspections.**

**Response Needed By:**

4. 2911.7300 FIRE INSPECTION. Subpart 1. Annual inspection.

Each facility shall be policy require that a fire inspection of the facility must be conducted in accordance with the applicable fire code on an annual basis by a state fire marshal or local fire official.

**Inspection Findings:**

Weekly fire inspections are not being completed consistently.

**Corrective Actions:**

**Fire inspections shall be completed weekly. The Jail Administrator shall develop a system to monitor the weekly completion of these inspections.**

**Response Needed By:**

**Chapter 2911 - Essential Rules In Compliance With Concerns**

**Total: 2**

1. 2911.1200 CLERICAL AND SUPPORT EMPLOYEES WITH REGULAR OR DAILY INMATE CONTACT: TRAINING. Subpart 2. Regular or daily inmate contact.

A facility shall have a written policy and procedure that provides that all new clerical and support employees who have regular or daily inmate contact receive 40 hours of orientation and training during their first year of employment. These hours are to be completed before being independently assigned to a particular job. The employees are given an additional 16 hours of training each subsequent year of employment. At a minimum, this training covers the following areas: A. security procedures and regulations; B. rights and responsibilities of inmates; C. all applicable emergency procedures; D. interpersonal relations and communication skills; and E. first aid.

**Inspection Findings:**

Health and food service staff have not completed certain mandatory training elements.

**Corrective Actions:**

**Ensure that all support staff have received all applicable training elements and refresher training.**

**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:**

The facility has not entered a special incident into the DOC portal system for 46 months.

**Corrective Actions:**

**The facility reports being instructed differently then the rule indicates.**

**All incidents as they are listed in this section of the rule need to be reported along with the additional requirement to report the use of restraints for pregnant females and any use of force that results in substantial bodily harm as defined in statute.**

**The facility shall compile a list of all inmates taken by ambulance to the hospital from January 1, 2021-January 31, 2022 and the reason for the transport to the inspector by March 1, 2022.**

**Response Needed By:**

**INSPECTION COMMENTS**

The facility is well maintained, clean and organized. Inmates were complimentary of the facility and reported good communication with staff.

The facility will need to use a validated mental health screen at intake. The screen they are currently using has questions that have been added and so the scoring criteria is no longer valid. This will need to be discussed with the medical authority for approval.

Special Incidents as listed and required by rule will be entered into the Department of Corrections Portal System within 10 days of the incident. Should the Jail Administrator have questions as to what is required he should contact the inspector.

A variance shall be submitted to the Department of Corrections due to emergency drills not being conducted in 2020 or 2021.

The jail will remain on a biennial inspection cycle.

**JJDP A Compliance**

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

On January 26, 2022, 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 3 juveniles since October 1, 2021. 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: Jen Pfeifer – Senior Detention Facility Inspector

Signature:

