



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:

Kanabec County Jail

Address: 100 S Vine, Mora, MN 55051

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Lori Schopf – Detention Facility Inspector **Inspected on:** 02/01/2024

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	121	5	0	96.03%	Compliance rating of 100%
2911	Essential	100	99	0	1	100.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 03/01/2024 **Ends On:** 02/28/2026 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 02/28/2025
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: 5

- 2911.0900 STAFFING REQUIREMENTS. Subpart 1. Staffing plan and staffing analysis.

The facility administrator shall prepare and retain a staffing plan. The staffing plan shall identify: A. jail personnel assignments for: (1) facility administration and supervisors; (2) facility programs including exercise and recreation; (3) inmate admission, booking, supervision, and custody; (4) support services including medical, food services, maintenance, and clerical; and (5) other jail-relevant functions such as escort and transportation of inmates; B. the days of the week that the assignments are filled; C. the hours of the day that the assignments are covered; and D. any deviations from the plan with respect to weekends, holidays, or other atypical situations must be considered. The facility administrator or designee shall review the facility's staffing plan at least once each year. The review shall be documented in written form sufficient to indicate that staffing plans have been reviewed and revised as appropriate to the facility's needs or referred to the facility' governing body for funding consideration. A facility with a design capacity of more than 60 beds must have a staffing analysis and staffing plan approved by the commissioner of corrections. This staffing analysis shall include all posts, functions, net annual work hours appropriate to each post, and total number of employees to fill the identified posts and functions.

Inspection Findings:

The facility does not have an updated staffing plan.

Corrective Actions:

Submit the updated staffing plan to the Department of Corrections by March 31, 2023.

Response Needed By: 03/31/2024

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. The facility shall add the auditing of meal service to their process of auditing well-being checks.

Response Needed By: 03/31/2024

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 all well-being checks were completed within 30 minutes. However, staff logged a meal pass as a well-being check and the staff did not personally observe all inmates receiving a tray.

Corrective Actions:

The facility must update their procedure to include a well-being check during, before, or after meal services, and retrain all staff on the new process. Once completed the facility must submit documentation of the updated procedure and retaining to the Department of Corrections for review, this must be completed by March 31, 2024.

Response Needed By: 03/31/2024

4. 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 initial medical screening did not incorporate all areas of the rule.

Corrective Actions:

This was discussed with the Jail Administrator at the time of the inspection. Once the facility has updated the initial medical screening it must be submitted to the Department of Correction for review. This must be completed by March 31, 2024.

Response Needed By: 03/31/2024

5. 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:

Medical refrigerator temperatures are taken when nursing staff are in the building but are not being recorded when medical is not in the facility.

Corrective Actions:

The facility shall develop a plan to ensure that temperatures are taken and recorded daily. The facility must submit the updated plan to the Department of Corrections by March 31, 2024.

Response Needed By: 03/31/2024

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

1. 2911.2850 INMATE DISCIPLINE PLAN. Subpart 3. Due process.

Disciplinary segregation shall be used only in accordance with due process to include at a minimum: A. published rules of conduct and penalties for violation of rules; B. written notice of alleged violation of a rule; C. the right to be heard by an impartial hearing officer and to present evidence in defense: (1) the inmate may waive the hearing in writing; and (2) a written record is made of the disciplinary hearing and sanctions or other actions taken as a result of the hearing; D. the right to appeal; E. the status of an inmate placed on disciplinary segregation for more than 30 continuous days subsequent to a disciplinary hearing shall be reviewed, approved, and documented by the facility administrator or designee at least once every 30 days, and the facility shall develop written policy, procedure, and practice that provides that inmates in disciplinary segregation receive visits from the facility administrator or designee at least once every seven days as a part of the disciplinary segregation review process; F. an inmate placed in segregation for an alleged rule violation shall have a disciplinary hearing within 72 hours of segregation, exclusive of holidays and weekends, unless documented cause can be shown for delays. Examples of causes for delay are inmate requests for delay, or logistical impossibility, as in the case of mass disturbances; and G. the facility administrator or designee can order immediate segregation when it is necessary to protect the inmate or others. This action is reviewed and documented within three working days.

Inspection Findings:

The facility process does not allow for an inmate to waive their right to a hearing in writing.

Corrective Actions:

The facility shall update its violation documents with an area for the inmate to sign for whether or not they would like a hearing or waive their right. Submit the updated document to the Department of Corrections by March 31, 2023.

INSPECTION COMMENTS

The Kanabec County Jail is well-maintained, clean, and organized. The Jail Administrator was well-prepared for the inspection and provided all the documentation needed.

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 February 1, 2024, 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 zero (0) juveniles since October 1, 2023. 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 – Detention Facility Inspector

Signature:

