



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
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INSPECTION DETAILS

Kittson County Jail

FOR:

Address: 410 S Fifth Street, SUITE 102, Hallock, MN 56728

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Lauren Bizzotto – Detention Facility Inspector **Inspected on:** 07/10/2024

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 Kelly Kukowski

Officials Present for Exit Interview: Jail Administrator Kelly Kukowski; Sheriff Matt Vig

Issued Inspection Report to: Jail Administrator Kelly Kukowski; Sheriff Matt Vig; County Administrator Aimee Sugden; Regional Manager Jake 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	127	122	3	2	97.64%	Compliance rating of 100%
2911	Essential	100	99	1	0	99.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 09/01/2024 **Ends On:** 08/31/2026 **Facility Type:** 90 Day Lockup
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 08/31/2025
Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Kittson 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	%Operating Capacity	Operational Capacity	Bed Details	Conditions
Secure	Coed	6	85	5.10	None.	

RULE COMPLIANCE DETAILS

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

1. 2911.5550 LOCKS AND KEYS. Subpart 1. General.

Keys or other access control devices to security locks shall be properly tagged and stored in a secure cabinet within a secure area, and out of reach of the inmates or the public. At least one complete functional set of facility keys shall be kept on hand for replacement or emergency purposes. Keys that serve a critical security purpose shall be easily identifiable and never issued except upon order of the facility administrator or person in charge, and according to established procedure. No security keys shall be made available to inmates regardless of status.

Inspection Findings:

The facility's procedure for emergency keys is to store them in an unlocked drawer outside of the secured area of the facility. During the inspection, the keys were not in their assigned location. The emergency keys were found inside an unsecured drawer in the facility booking area. Once found, the emergency keys were immediately secured.

Corrective Actions:

The facility must develop a plan for the proper storage and controlled access of the emergency keys and submit it to the Department of Corrections for approval.

Response Needed By: 08/30/2024

2. 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 is not documenting any refrigerator temperatures daily.

Corrective Actions:

The facility must implement a plan to document refrigerator temperatures daily. This plan should be submitted to the Department of Corrections.

Response Needed By: 08/30/2024

3. 2911.6500 STORAGE. Subpart 6. Needles and other medical sharps.

There shall be a written policy and procedure for the control and disposal of medical sharps and supplies. Medical sharps and supplies when used or stored in inmate housing areas shall be accounted for and secured in a locked area.

Inspection Findings:

The facility is not inventorying medical sharps.

Corrective Actions:

The facility shall implement a plan to inventory medical sharps and submit it to the Department of Corrections for review.

Response Needed By: 08/30/2024**Chapter 2911 - Essential Rules Not In Compliance****Total: 1**

1. 2911.7300 FIRE INSPECTION. Subpart 5. Fire alarm requirements.

There shall be a fire alarm and automatic detection system required, as approved by the authority having jurisdiction, or a plan for addressing these or other deficiencies within a reasonable time. The authority may approve any variances, exceptions, or equivalencies.

Inspection Findings:

Documentation showed a third party conducted the last sprinkler inspection on April 14, 2023, which exceeds the annual inspection timeframe.

Corrective Actions:

The facility must have the sprinklers inspected within 30 days of receiving this report and submit the documentation to the Department of Corrections no later than August 30, 2024.

Response Needed By: 08/30/2024

Chapter 2911 - Mandatory Rules In Compliance With Concerns

Total: 2

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 conducted and documented three times daily; however, some formal counts were completed late.

Corrective Actions:

At the time of inspection, the facility adjusted the formal count schedule to include four formal counts daily, every six hours, preventing checks from being conducted late. No further action is required.

Response Needed By: 08/30/2024

2. 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:

During the review of daily inspections, it was found that the facility missed five days of inspections since January 1, 2024.

Corrective Actions:

At the time of the inspection, this was addressed with the jail administrator. The facility must continue conducting the inspections daily. No further action is required.

Response Needed By: 08/30/2024

INSPECTION COMMENTS

Programming: The Jail Administrator continues to do a good job offering programming and resources for inmates.

Physical plant: The facility's physical plant is limited, but they have converted an area to be a dedicated recreation and library space for inmates. The facility was clean and well maintained.

The Kittson County Jail is operating at a high level of compliance with the 2911 Rules. Kittson County Jail will be placed back on biennial inspection status.

JJDPA Compliance

On July 9th, 2024, a Juvenile Justice and Delinquency Prevention Act audit was conducted. According to the DOC Portal System and the Kittson County Jail staff, the Kittson County Jail held or processed 0 (zero) juveniles during the federal fiscal year 2023-2024. They do not have any scared straight programming.

While they could hold juveniles if there was no adult in the secure side of the jail, this would then mean they could not take in an adult. They have decided that they will not hold juveniles. Juveniles are taken directly to Northwestern MN Juvenile Center by law enforcement. Juveniles are walked through the secure perimeter when they are brought to court. They are escorted by an officer and the adult inmates are separated from the area. Therefore, there are no violations of the Juvenile Justice and Delinquency Prevention Act.

Report completed By: Lauren Bizzotto – Detention Facility Inspector

Signature: 