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 FOR: **Kittson County Jail**

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

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Justin Roberts – Senior Detention Facility Inspector **Inspected on:** 07/30/2026

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 Kelly Kukowski

Officials Present for Exit Interview: Jail Administrator Kelly Kukowski

Issued Inspection Report to: Jail Administrator Kelly Kukowski; Sheriff Matt Vig

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	127	122	5	0	96.06%	Compliance rating of 100%
2911	Essential	100	97	3	0	97.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 09/01/2026 **Ends On:** 08/31/2028 **Facility Type:** 90 Day Lockup

Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 08/31/2027

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	Effective Date	%Operating Capacity	Operational Capacity	Bed Details	Conditions
Secure	Coed	6	8/1/2003	85	5.10	None.	

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance **Total: 5**

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:

The facility's policy and procedure requires formal counts to be conducted every 6 hours; however, there were several dates and times throughout 2026 missing, resulting in formal counts not being conducted every 8 hours as required by the rule.

Corrective Actions:

The jail administrator must submit formal count records at the end of the month for the next three months, to the DOC for review.

Response Needed By: 09/07/2026

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:

The facility's policy and procedure requires that daily inspections are conducted and documented on a form as required by the rule; however, staff did not document checks daily throughout 2026.

Corrective Actions:

The facility is changing their policy and procedure to require that these checks are completed and documented once per shift. This will allow the facility to remain in compliance with the rule even if one of the checks are missed each day. Once changes to policy and procedure have been completed, it must be submitted to the DOC for review. Documentation must be submitted to the DOC within 30 days of receipt of this inspection report.

Response Needed By: 09/07/2026

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 questions is missing part of item 4 of the rule, this requires the facility to ask about prior suicide attempts.

Corrective Actions:

The jail administrator must update the medical screening questions to include this information. Once this has been completed, it must be submitted to the DOC for review. Documentation must be submitted to the DOC within 30 days of receipt of this inspection report.

Response Needed By: 09/07/2026

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 stated that they conduct daily temperature checks as required; however, several days were not documented. Staff did not document temperature checks for 3 days in January, 1 day in February, 4 days in March, 1 day in June, and 3 days in July.

Corrective Actions:

The jail administrator must submit daily temperature check records every 30 days for the next three months, to the DOC for review.

Response Needed By: 09/07/2026

5. 2911.7200 HOUSEKEEPING, SANITATION, AND PLANT MAINTENANCE. Subpart 4. Plan.

A facility shall establish a plan for the daily inspection of housekeeping, sanitation, and plant maintenance.

Inspection Findings:

The facility's policy and procedure requires that daily inspections are conducted and documented on a form as required by the rule; however, staff did not document checks daily throughout 2026.

Corrective Actions:

The facility is changing their policy and procedure to require that these checks are completed and documented once per shift. This will allow the facility to remain in compliance with the rule even if one of the checks are missed each day. Once changes to policy and procedure have been completed, it must be submitted to the DOC for review. Documentation must be submitted to the DOC within 30 days of receipt of this inspection report.

Response Needed By: 09/07/2026

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

1. 2911.0700 EMPLOYEE EVALUATION.

Consistent with Minnesota Statutes, an employee shall complete a probationary period and be evaluated during the probationary period before being permanently appointed. The evaluation shall be in writing, discussed with the employee, and made a part of the employee's personnel record.

Inspection Findings:

The jail administrator does meet with staff at the completion of their probationary period and conduct an evaluation with them. However, the evaluation is not written or documented.

Corrective Actions:

The jail administrator must implement a process for conducting probationary evaluations of employees, that is documented in writing. Once this is implemented, documentation of this process must be submitted to the DOC. Documentation must be submitted to the DOC within 30 days of receipt of this inspection report.

Response Needed By: 09/07/2026

2. 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 has policy and procedure that addresses due process; however, the policy was missing item G of the rule.

Corrective Actions:

The facility policy and procedure was updated prior to the inspection to include item G. No further corrective action required.

Response Needed By:

3. 2911.4950 RESPONSE TO RESISTANCE. Subpart 6. Training.

Facility policy shall provide that all personnel authorized to use security equipment and instruments of restraint are trained according to manufacturer's specifications or facility's training requirements.

Inspection Findings:

The facility has OC spray in the dispatch/control room for staff to use when needed. However, there is no documentation that staff have been trained on the use of the OC spray.

Corrective Actions:

The jail administrator must provide training and document training to all staff, if the jail administrator intends to keep the OC spray available for staff to utilize. Once training has been completed, the facility must submit documentation to the DOC that the training was completed. The documentation must be submitted within 30 days of receipt of this inspection report.

Response Needed By: 09/07/2026

INSPECTION COMMENTS

Prior to the inspection, the facility was not providing notices of restoration of right to vote as required by MN statute 243.205. The jail administrator has since implemented a process that provides the requirements in MN statute 243.205.

Kittson County Jail will remain on biennial inspection status.

JJDPA Compliance

On July 30, 2026, a Juvenile Justice and Delinquency Prevention Act (JJDPA) audit was conducted.

A review of DOC Portal data indicated that 0 juvenile(s) was/were processed in the Kittson County Jail from October 1, 2025, to July 30, 2026. A review of the data identified zero violations.

The three core requirements that were reviewed are the Deinstitutionalization of Status Offenders (DSO), Removal of Juveniles for Adult Jails and Lockups (Jail Removal), and Site and Sound separation.

DSO: No violations were identified for the facility holding status offenders in the facility.

Jail Removal: No violations were identified for the jail removal requirements.

Sight and Sound Separation: The facility design and policies allow for sight and sound separation that meet JJDPA requirements.

The facility does not participate in any “Scared Straight” programs for any juveniles that are under public authority.

Based on the documentation reviewed, no violations of the JJDPA were identified during the inspection of Kittson County Jail.

Report completed By: Justin Roberts – Senior Detention Facility Inspector **Signature:**