



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:

Koochiching County Jail

Address: 715 Fourth Street, International Falls, MN 56649

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Annual **Inspected By:** Jen Pfeifer – Detention Facility Inspector **Inspected on:** 07/30/2019 to 08/13/2019

Inspection Method: Facility tour, staff interviews, employee and resident file reviews, related documentation reviews, and review of video footage.

Officials Present During Inspection: Jail Administrator Pete Kalar

Officials Present for Exit Interview: Jail Administrator Pete Kalar; Sheriff Perryn Hedlund

Issued Inspection Report to: Jail Administrator Pete Kalar; Sheriff Perryn Hedlund; County Administrator Jenny Herman; Regional Manager Sherry Hill

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	117	9	1	92.91%	Compliance rating of 100%
2911	Essential	100	92	4	4	96.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 07/01/2019 **Ends On:** 06/30/2020 **Facility Type:** Jail

Placed on Biennial Status: No **Biennial Status Annual Compliance Form Due On:**

Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Koochiching 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	30	80	24.00	None.	None.

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance

Total: 9

- 2911.0300 INTENDED USE AND NONCONFORMANCE WITH RULES Subpart 2. Nonconformance, unsafe, unsanitary, or illegal conditions.

When conditions do not substantially conform or where specific conditions endanger the health, welfare, or safety of inmates or staff, the facility's use is restricted pursuant to Minnesota Statutes, section 241.021, subdivision 1, or legal proceedings to condemn the facility will be initiated pursuant to Minnesota Statutes, section 641.26 or 642.10.

Inspection Findings:

Staff members have been found to be out of compliance with well-being checks for the last few inspections. They were also found out of compliance during this on-site inspection. Documentation was also inaccurate as to when well-being checks actually occurred.

A large crack in the window in the shower area was found in area B-1.

Sheets were found to be hanging in the housing units and hooks on the shower curtains cause a safety concern and need to be removed along with the ripped shower curtains that are only partially hanging in the units.

Inmate classification continues to be a concern. Inmates of different security classifications continue to be housed together without proper classification.

Lighting in the housing units doesn't allow for a clear view of staff going in and out of the units.

Control door was left open while an inmate was standing right outside on the day of the inspection.

There is a lack of security cameras at this facility. Most notably in the following areas: Perimeter, elevator, holding cells, dayroom of "G" block.

Corrective Actions:

The corrective actions to these issues are addressed within this inspection report.

Response Needed By: 12/01/2019

2. 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:

Although there have been changes made to the policy manual there are still areas that need to be updated. There are policies in place but during the inspection those policies were not reflected in current practices. The same was found with the inmate handbook.

Staff also need to review the policy manual once changes are made.

Corrective Actions:

Review current policy manual and procedures at the jail. Make the necessary changes and submit policy manual to the Department of Corrections.

Assign different sections to be reviewed and signed off by staff each month until the entire policy manual has been reviewed by all staff members.

Response Needed By: 12/01/2019

3. 2911.2600 CLASSIFICATION OF INMATES. Subpart 1. Policy and procedure.

A facility shall have a written policy and procedure that provides for inmate classification in terms of level of custody required, housing assignment, participation in facility programs, and use of any overrides. The facility's policy and procedure on classification shall include consideration of the following: A. inmate gender; B. juvenile or adult status; C. category of offense; D. severity of current charges, convictions, or both; E. degree of escape risk; F. potential risk of safety to others and self; G. institutional disciplinary history; H. serious offense history; I. special needs assessment, inclusive of vulnerable adults, which includes a determination of how medical needs, mental health needs, developmental disability, or other behavioral or physical limitations or disabilities may impact on the classification of an inmate and appropriate housing of same; and J. special management inmate status.

Inspection Findings:

A review of files showed that classification was not consistent. Additionally, some inmates that should have been classified as special management (maximum security) were classified as medium. Other inmates that were not classified as medium or general population were found housed in those areas.

A review of files also showed that inmates classified as special management (maximum-security) were reclassified as soon as the next day strictly because room was available in another unit.

Corrective Actions:

Immediately discontinue the practice of reclassifying inmates from special management status based upon room in another lower classification housing unit.

Ensure that inmates are properly separated per security classification and that all reclassifications and overrides are documented with Supervisory approval.

Revise policy and procedure as well as forms to use the terms: minimum, general population, and special management.

Response Needed By: 09/01/2019

4. 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:

Quarterly reviews of emergency procedures have not been completed by food service or medical staff.

Corrective Actions:

Arrange for at least quarterly, documented emergency procedure reviews for all jail support staff members.

Response Needed By: 12/01/2019

5. 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 check of jail logs and video footage showed well-being checks in excess of the 30 minutes allowed by the rule and one as long as 4 hours between checks.

Corrective Actions:

This is a safety and security concern. All staff shall be re-trained in a proper well-being check. This training shall be documented and submitted to the Department of Corrections.

Response Needed By: 10/01/2019

6. 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:

Daily inspections are not being completed. Correctional staff very infrequently enter the housing units which would make daily inspections of cells, windows and dayspaces impossible.

Corrective Actions:

Require staff members to conduct and document searches on all cells and dayrooms at least once daily.

Response Needed By: 10/01/2019

7. 2911.5550 LOCKS AND KEYS. Subpart 2. Lock policy.

A facility shall have a written policy and procedure that requires that all security perimeter entrances, control center doors, and housing unit doors are kept locked, except when used for admission or exit of employees, inmates, or visitors, and in an emergency. A facility equipped with a sally port shall ensure that only one of the doors of a sally port is opened at any point in time for entry or exit purposes.

Inspection Findings:

The door into dispatch/master control continues to be propped open with inmates in the area.

Corrective Actions:

Ensure that the door into dispatch/master control is kept secure except under the conditions listed in this mandatory rule. This door must not be opened with inmates in the corridor as it is a breach of security and does not maintain the integrity of this high security area.

Response Needed By: 09/01/2019

8. 2911.5800 AVAILABILITY OF MEDICAL AND DENTAL RESOURCES. Subpart 3. Health care policy review.

Facility policy shall ensure that each policy, procedure, and program in the health care delivery system is reviewed and documented at least annually under the direction of the health authority and revised as necessary.

Inspection Findings:

No documentation to show that a health care policy review has been completed.

Corrective Actions:

Arrange for the health authority to review and approve all medical policies and procedures. Submit documentation of this review to facility inspector. This was completed prior to this inspection report being submitted.

Response Needed By: 09/01/2019

9. 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:

Weekly sanitation inspections are completed but are not reflective of the actual conditions found in the cells and cell blocks.

Corrective Actions:

Complete these inspections and ensure that they are thorough and reflective of the conditions in the jail.

Response Needed By: 10/01/2019**Chapter 2911 - Essential Rules Not In Compliance****Total: 4**

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:

The kitchen staff and medical staff are still not meeting the required number of refresher training hours. She has not been trained in emergency procedures, i.p.c., key control, security procedures, boundaries or rights and responsibilities of inmates.

Corrective Actions:

Arrange for additional training for the food service and medical staff. This training should incorporate all the elements listed in this rule. This is a repeat from the last two on-site inspections.

Response Needed By: 12/01/2019

2. 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:

Custody staff training is still informal. There is a proficiency checklist that is filled out by the staff member that is providing the training. There is not a set curriculum or field training manual to track the training received upon being hired.

Corrective Actions:

Develop and implement a comprehensive field training program to ensure consistency in training of new staff members.

Response Needed By: 12/01/2019

3. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 1. Written plan.

A facility administrator or designee shall have and implement a written plan for the constructive scheduling of inmate time. The plan shall: A. identify programs offered in the facility and when the programs are offered; B. identify persons conducting the program and whether or not the persons are facility staff, external community resources under contract, or volunteers; C. be consistent with established legal rights of inmates, type and status of inmates detained in the facility, and rule requirements associated with the facility's classification; D. provide inmates with the option to refuse to participate in facility programs, except work assignments and programs required by statute or court order; E. when males and females are housed in the same facility, provide comparable opportunities for participation in programs and services; and F. require documentation of programs offered and inmates participating in programs.

Inspection Findings:

The program options for the jail are very limited.
Program Scheduling is the responsibility of the Jail Administrator.

Corrective Actions:

Increased programming is an option but the reality is the facility does not have the space(s) to support programming. There is one small multi-purpose room that is not of adequate size to facilitate programming other than vending and as a library. Discussions moving forward may include changing the facility classification to a Class II (90 day lockup).

Response Needed By: 12/01/2019

4. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 7. Recreation plan.

The facility administrator or designee shall have a plan providing opportunities for physical exercise and recreational activities for all inmates consistent with the facility's classification and design. Class I facilities are exempt from this requirement. The plan shall include policies and procedures necessary to protect the facility's security and the welfare of inmates. Policy and procedure shall provide: A. inmates with access to recreational opportunities and equipment, including seven hours of physical exercise or recreation outside the cell and adjacent dayroom areas per week; B. recreational opportunities a minimum of five days per week; C. indoor space and equipment for active recreational activities in all Class II to Class VI facilities; D. outdoor recreational space and equipment for outdoor recreational programming in all Class VI facilities. The space and equipment shall be provided in a manner consistent with the facility's security classification; E. passive and active recreation needs and equipment for a variety of inmates consistent with the facility's classification and offenders served. As an example, activity needs of geriatric, disabled, or geriatric and disabled offenders shall be addressed; F. inmates in segregation with a minimum of one hour a day, seven days a week, of exercise outside the inmates' cells, unless security or safety considerations dictate otherwise; and G. discretionary access by inmates on segregation status to the same recreational facilities as other inmates unless security or safety considerations dictate otherwise. When inmates on segregation status are excluded from use of regular recreation facilities, the alternative area for exercise used shall be documented.

Inspection Findings:

The design and layout of this facility does not allow for any active recreation opportunities. Adding exercise equipment to an already crowded program room does not appear to be a viable alternative.

Corrective Actions:

There is no corrective action at this time as it would take an expansion or significant remodel of the current facility to properly address this issue.

Response Needed By:**Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 1**

1. 2911.1000 TRAINING PLAN.

A facility administrator or designee shall develop and implement a training plan for the orientation of new employees and volunteers and provide for continuing in-service training programs for all employees and volunteers. Training plans shall be documented and describe curriculum, methods of instruction, and objectives. In-service training plans shall be prepared annually and shall provide documentation indicating that training for individual employees has taken into consideration their length of service, position within the organization, and previous training completed.

Inspection Findings:

Some elements of the training plan were missing. Documentation need to be improved in regard to this plan. Discussed with the Jail Administrator during the inspection.

Corrective Actions:

Refine current training plan so that all elements listed above are included.

Response Needed By:**Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 4**

1. 2911.0900 STAFFING REQUIREMENTS. Subpart 4. Class III facilities.

Class III facilities with average daily inmate populations under 30 shall have a full-time staff person employed as facility administrator/program coordinator who shall not be classified as a custody person whose primary duty is supervision of inmates.

Inspection Findings:

The Jail Administrator is also the 911/Dispatch Supervisor, e.h.m. monitor, program coordinator, and designated training officer.

Corrective Actions:

Although allowed by the rule it appears that this position is overloaded and needs to be reviewed to determine what are appropriate duties. Several duties are not getting done in a timely manner. Policy and procedure revisions, camera and well-being check audits, and overall staff supervision is significantly lacking.

Response Needed By:

2. 2911.2600 CLASSIFICATION OF INMATES. Subpart 2. Status change.

The inmate classification plan shall specify criteria and procedures for determining and changing the status of an inmate, including custody, transfers, override functions, and major changes in programs. The plan shall include an appeal process for classification decisions. The use of any override shall be documented.

Inspection Findings:

The reclassification process is sometimes used incorrectly. Inmates are reclassified from special management status based upon room in another lower classification housing unit. At times this was done within the first 24 hours of incarceration.

Corrective Actions:

Develop a system that ensures that inmates are kept at their initial classification for at least 72 hours.

Discontinue the practice of reclassifying inmates based upon room in another lower classification housing unit.

Response Needed By:

3. 2911.3300 CORRESPONDENCE. Subpart 4. Money.

Cash, cashiers checks, or money orders received from incoming mail shall be processed according to facility policy.

Inspection Findings:

Facility policy requires inmate money to be credited to their account. Inmates in fact are allowed to carry cash and currency while in the jail.

Corrective Actions:

It is strongly recommended that the jail discontinue the practice of allowing inmates to keep cash and currency in the jail. This is not a best practice and often times leads to gambling, extortion and strong-arming by other inmates. A secure money depository and card system are the preferred method found in most Minnesota County jails. This is a repeat from the last two on-site inspections.

Response Needed By:

4. 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:

Special Incidents are not being reported on a consistent basis.

Corrective Actions:

As discussed at the time of the inspection report all incidents listed in the rule.

Response Needed By:

INSPECTION COMMENTS

Physical plant:

Built in 1979 the facility is showing signs of its age and deterioration. Most notably the security glazing and window frames. Also noted was the heaving and drops in the floor in certain areas. Some of the more notable undersized spaces include: property room, kitchen, kitchen storage, programs room, garage sallyport, and non-designated medical area. The counter tops in the kitchen area are in need of replacement. Plumbing in the facility cannot be fixed and needs to be replaced. It is strongly recommended that the jail administrator and maintenance personnel work together to create a preventative maintenance schedule for the jail.

Daily inspections should be completed and documented. Garbage was found laying around, shower curtains were ripped and some not hanging correctly or hanging in such a way that cause a safety risk.

There is also no secure court holding area. Inmates are walked from the jail through public areas to get to the courtrooms. This is a safety and security concern.

Programming is very limited as there is not space in the jail to accommodate them.

Well-being checks were viewed as being out of compliance as they exceeded the 30 minutes between checks allowed by the rule. It was also noted that these checks were logged as having happened within the 30 minute time framed allowed. True and correct documentation is imperative. If checks are late they should be logged as late and as to the reason why they were late.

Cash is still being used in the jail. This causes a security risk for the jail as money is often used for gambling and causes a safety concern for the inmates. It is highly recommended that the jail seek an alternative to inmates having cash in their cells.

The National Institute of Corrections estimates that correctional facilities operating 24/7 have an average life expectancy of approximately 25-30 years based on the occupancy rate of the facility. The Koochiching County jail has now been operating for more than 35 years. It is the continued recommendation the elected officials of Koochiching County begin planning for the long-term detention and public safety needs of the county.

The jail will be placed on annual inspections.

JJDPA Compliance

A Juvenile Justice and Delinquency Prevention Act audit was conducted on July 31, 2019. The Koochiching County jail has 24 hours delinquent juvenile hold approval. 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.

According to statewide supervision system and facility records the Koochiching County jail held or processed zero (0) juveniles from October, 2018 through the date of inspection.

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

Jail Removal: No juveniles held at the jail past the time limits set.

Sight and Sound Separation: The current facility would make it difficult to sight and sound separate juveniles from adult inmates however it can and has been done.

The facility does not participate in any "Scared Straight" programs for any youth under public authority.

Based on these facts and documentation that I reviewed, I did not find any violations of the JJDP act during the Koochiching County jail inspection.

Report completed By: Jen Pfeifer – Detention Facility Inspector

Signature:

Jennifer Pfeifer