



# 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 – Senior Detention Facility Inspector **Inspected on:** 06/04/2024

**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 Carrie Geiss

**Officials Present for Exit Interview:** Chief Deputy Jon Froemke; Jail Administrator Carrie Geiss; Sheriff Perryn Hedlund

**Issued Inspection Report to:** Chief Deputy Jon Froemke; Jail Administrator Carrie Geiss; Sheriff Perryn Hedlund; County Administrator Adam Coe; 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	127	125	2	0	98.43%	Compliance rating of 100%
2911	Essential	100	98	1	1	99.00%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** approval **Begins On:** 07/01/2024 **Ends On:** 06/30/2025 **Facility Type:** 90 Day Lockup  
**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:**

### 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.	

## RULE COMPLIANCE DETAILS

**Chapter 2911 - Mandatory Rules Not In Compliance****Total: 2**

1. 2911.2525 ADMISSIONS. Subpart 3. Orientation to rules and services.

A facility shall develop a written policy and procedure that provides: A. a method for all newly admitted inmates to receive orientation information in a manner the inmates can understand; and B. documentation by a statement that is signed and dated by the inmate that the inmate completed orientation.

**Inspection Findings:**

Orientation is not being completed during the intake process. Orientation is done through texters in the housing units; however, it doesn't ensure that all inmates are receiving orientation in a manner in which they understand and does not allow for the inmate to sign and date the completed orientation form.

**Corrective Actions:**

**Develop an orientation process for inmates to be completed during intake. This must include documentation of date and time the orientation was provided and must be signed by the inmate. Submit to the Department of Corrections for review.**

**Response Needed By: 07/30/2024**

2. 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:**

Sanitation inspections are not being completed consistently every week.

**Corrective Actions:**

**Weekly sanitation inspections shall be completed, and any deficiencies shall be documented. The facility shall provide the inspector of these weekly inspections on the 30th day of each month for review. Inspector will reevaluate in 3 months.**

**Response Needed By: 07/30/2024****Chapter 2911 - Essential Rules Not In Compliance****Total: 1**

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

There shall be an applicable fire code and safety inspection of the facility at least weekly by a designated staff member.

**Inspection Findings:**

Weekly fire inspections are not being completed consistently.

**Corrective Actions:**

**Fire inspections shall be completed and documented weekly. The inspection shall document in detail those areas that were inspected, and any deficiencies found by the facility. The facility shall submit documentation on the 30th day of each month to the inspector for review.**

**Response Needed By: 07/30/2024****Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 1**

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 the 911 dispatch supervisor, healthcare liaison, training officer, jail construction liaison, and facility programmer.

**Corrective Actions:**

**It is recommended that the officials of Koochiching County provide assistance to the Jail Administrator so that she is able to focus on the needs of the jail, the custody staff in which she supervises, and plan for the construction and transitioning of the new facility.**

**Response Needed By:**

**INSPECTION COMMENTS****Physical Plant:**

The facility continues to show signs of significant age. The booking area, program space, and medical areas are extremely undersized and unable to meet the needs of the current population. The program space does not allow for active recreation, the booking area does not allow for the privacy of inmates and there is no designated space for the medical authority to meet with inmates.

Due to the aging physical plant, the Koochiching County Jail will remain on an annual inspection cycle.

**JJDPA Compliance**

The Juvenile Justice and Delinquency Prevention (JJDP) Act audit was conducted on June 4, 2023. The Koochiching County Jail has 24 hours delinquent juvenile hold approval. The three (3) core requirements of the JJDP Act are Deinstitutionalization of Status Offenders (DSO), Removal of Juveniles for Adult Jail and Adult Lockups (Jail Removal), and Sight and Sound separation.

According to facility records the Koochiching County Jail held or processed two (2) juveniles from October 1, 2023, through the date of inspection.

DSO: No violations of the facility holding any status offenders.

Jail Removal: No juveniles were held in the jail longer than the approved limit.

Sight and Sound Separation: The design of the facility makes sight and sound separation difficult but with operational adaptations, it is achievable.

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

Based on the information reviewed during this compliance check, there were no violations of the JJDP Act during the Koochiching County Jail inspection.

**Report completed By:** Jen Pfeifer – Senior Detention Facility Inspector

**Signature:**

