



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:** Chris Thoma – Detention Facility Inspector **Inspected on:** 06/25/2020

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: Chief Deputy Jon Froemke; Jail Administrator Pete Kalar

Issued Inspection Report to: Chief Deputy Jon Froemke; 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	122	5	0	96.06%	Compliance rating of 100%
2911	Essential	100	95	2	3	98.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 07/01/2020 **Ends On:** 06/30/2021 **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: 5

- 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. Physical plant issues include a large crack in the window was found in unit B and shower curtains being held up by shoestrings and zip ties in multiple 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. There is a lack of security cameras in the facility.

Corrective Actions:

Corrective action is addressed in each section of this report as well as the summary statement.

Response Needed By: 08/01/2020

2. 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 inmates classified as special management (maximum-security) under the calculated classification were overridden to general population due to spacing issues.

Corrective Actions:

Immediately discontinue the practice of reclassifying inmates from special management status based on space availability in another classification housing unit.

Ensure that inmates are properly separated per security classification and that all reclassifications and overrides are based on classification criteria and behavior.

Response Needed By: 08/01/2020

3. 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 inmate counts are completed at each shift change. Because the facility operates on 12 hours shifts, the counts are only be conducted 2 times a day.

Corrective Actions:

Establish an inmate count procedure that formally counts each inmate at least once every 8 hours.

Response Needed By: 08/01/2020

4. 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 video review of well-being checks showed that staff were entering all units within the 30 minute time allowed by the rule but not all cells were being checked and the pace of the checks were too fast to determine if an inmate was in distress.

Corrective Actions:

Continue to train staff to slow their pace during checks and ensure they are checking all occupied cells. Establish a well-being check review process to monitor compliance with the rule throughout the year.

Response Needed By: 08/01/2020

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:

The facility utilizes a single refrigerator for multiple purposes including employee use and inmate medication. The temperature of the refrigerator is not checked.

Corrective Actions:

Allocate a refrigerator for inmate medication only and ensure the temperature is checked and logged daily.

Response Needed By: 08/01/2020

Chapter 2911 - Essential Rules Not In Compliance

Total: 2

1. 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:

There has limited programming available to the inmate population. The Jail Administrator is taking on the duties of a program coordinator.

Corrective Actions:

Increased programming is a possibility but the physical plant and design of the building does not afford the space to support it. There is one room that is not of adequate size to facilitate programming. This space is used for canteen vending and library. No active recreation space is available. Discussions moving forward should include changing the facility classification from a Class III (Jail) to a Class II (Lock-up) facility.

Response Needed By:

2. 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:

No immediate corrective action is needed. However, discussions on significant remodel, expansion, or new construction should take place to address the long term needs of the County.

Response Needed By:**Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 3**

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 outlined in this report are not getting done in a timely manner.

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:

Inmates are reclassified from special management status based upon room in another classification housing unit.

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 three on-site inspections. Jail Administration is working on bringing in a vendor for canteen and banking software.

Response Needed By:

INSPECTION COMMENTS

Physical plant:

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 40 years. It is the continued recommendation that elected officials of Koochiching County begin planning for the long-term detention and public safety needs of the county.

The facility is showing considerable signs deterioration. The last inspection noted security glazing and window frame deterioration, heaving and drooping in the floor and plumbing infrastructure issues. These conditions still exist and are not correctable without significant remodeling.

The facility is also lacking space in several notable areas including:

Programing-

There is no active recreation space for inmates. The library space is the only area to met for group programing, it is undersized, and is also utilized for vending machines. Conducting daily programs with each classification is extremely cumbersome.

Kitchen-

The kitchen is drastically undersized. The pantry area is no more then a closet with shelves that also includes freezers. The counters are in need of replacement.

Other-

Other undersized areas causing operational issues include medical space for the care of inmates, the property room, and vehicle sally port. 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.

It is strongly recommended that the jail administrator and maintenance personnel work together to create a preventative maintenance schedule for the jail. There is a maintenance ticket system in place that is working well.

Well-being checks:

Well-being checks were viewed as being out of compliance as not all occupied cells were checked during the well-being check rounds. Officers should be encouraged to slow their pace and check every inmate on each round.

Shower curtains are in need of replacement as many are ripped. New mounting brackets should be considered to replace the zip ties and shoestrings currently holding up the curtains.

Security:

Cash is still allowed in the jail. This causes a security risk for the jail as money is often used for gambling, strong arming, and causes a safety concern for the inmates. Jail Administration is working on contracting with a vendor to provide banking software and canteen services to eliminate this concern.

Weekly and monthly security inspections showed marked improvement since the last visit.

Training:

Due to the COVID-19 pandemic, training has been difficult to accomplish. Administration should continue efforts to complete, at least, the minimum hours of training by the end of the year.

The jail will remain on annual inspections.

JJDPA Compliance

A Juvenile Justice and Delinquency Prevention Act audit was conducted on June 25, 2020. 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 facility records the Koochiching County Jail held or processed one (1) juvenile from October 1, 2019 through the date of inspection.

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

Jail Removal: No juveniles were 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 the information reviewed during this compliance check, there were no violations of the JJDP act during the Koochiching County Jail inspection.

Report completed By: Chris Thoma – Detention Facility Inspector

Signature:

