



## 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:

#### Lake Of The Woods County Jail

**Address:** 206 Eighth Avenue SE, SUITE 300, Baudette, MN 56623

**MN Governing Rule:** 2911 Local Adult Detention Facilities

**Inspection Type:** Annual **Inspected By:** Justin Roberts – Senior Detention Facility Inspector **Inspected on:** 08/14/2025 to 08/20/2025

**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 Tami Maurer

**Officials Present for Exit Interview:** Jail Administrator Tami Maurer

**Issued Inspection Report to:** Jail Administrator Tami Maurer; Sheriff Gary Fish; County Board of Commissioners Jon Waibel; Regional Manager Jake McLellan

### 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	128	122	6	0	95.31%	Compliance rating of 100%
2911	Essential	96	95	1	0	98.96%	Compliance rating of 90%

### TERMS OF OPERATION

**Authority to Operate:** approval

**Begins On:** 10/01/2025 **Ends On:** 09/30/2026

**Facility Type:** 72 Hour Holding

**Placed on Biennial Status:** No

**Biennial Status Annual Compliance Form Due On:**

**Delinquent Juvenile Hold Approval:** no approval

**Certificate Holder:** Lake Of The Woods 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	5	8/1/2002	80	4.00	None.	

### RULE COMPLIANCE DETAILS

#### Chapter 2911 - Mandatory Rules Not In Compliance

**Total: 6**

1. 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:**

A policy and procedure review was completed prior to the inspection, the review found minor items that needed to be resolved to meet all policy and procedure requirements.

**Corrective Actions:**

**The items found during the review were provided to the Jail Administrator prior to the inspection and changes were made to meet the requirements. The corrective actions were completed prior to the inspection and verified.**

**Response Needed By:**

2. 2911.2525 ADMISSIONS. Subpart 1. Policies and procedures.

A facility shall have written policies and procedures for processing new inmates to the facility to include, at a minimum, the following: A. obtaining and documenting available emergency medical information within two hours of admission; B. verification of court commitment papers or other legal documentation of detention. Verification shall include checking the date of admission, duration of confinement, and specific charges; C. a search of the inmate and the inmate's possessions; D. inventory and storage of the inmate's personal property; E. initial medical screening to include an assessment of the inmate's health status, including any medical or mental health needs; F. telephone calls made by the inmate during the booking and admission process and prior to assignment to other housing areas; G. shower and hair cleansing; H. issue of bedding, clothing, and personal hygiene items according to the rule requirements applicable to the anticipated length of stay of the inmate; I. photographing and fingerprinting including notation of identifying marks or unusual characteristics such as birthmarks or tattoos; J. interviewing to obtain the following identifying data: (1) name and aliases of person; (2) current address, or last known address; (3) health insurance information; (4) gender; (5) age; (6) date of birth; (7) place of birth; (8) race; (9) present or last place of employment; (10) emergency contact including name, relation, address, and telephone number; and (11) additional information concerning special custody requirements or special needs; K. initial classification of the inmate and assignment to a housing unit; L. an assigned booking number; and M. Social Security number, driver's license number, or state identification number, if available.

**Inspection Findings:**

A review of inmate admission records showed that inmates are not being referred for mental health services, when their mental health screenings indicate a referral should be made.

**Corrective Actions:**

**The facility must review its procedure for referring inmates and must retrain their staff of the procedure. The facility must complete this within 30 days of receipt of this inspection report and provide documentation to the DOC that this has been completed.**

**Response Needed By: 09/19/2025**

3. 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:**

A review of inmate admissions records found that not all inmates are receiving orientation. The facility is not completing orientation until inmates are housed in general population housing.

**Corrective Actions:**

**The facility must review its procedure for completing orientation with all newly admitted inmates regardless of where they will be housed. The facility must send the updated procedure to the DOC within 30 days of receipt of this inspection report.**

**Response Needed By: 09/19/2025**

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4. 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:**

A review of the facility's daily inspection documentation found that the facility has missed multiple daily inspections.

**Corrective Actions:**

**The facility must review its procedure for completing and documenting daily inspections and must retrain their staff of the procedure. The facility must complete this within 30 days of receipt of this inspection report and provide documentation to the DOC that this has been completed.**

**Response Needed By: 09/19/2025**

## 5. 2911.6200 MEDICAL AND DENTAL RECORDS. Subpart 1b. Release of information consent forms.

Release of information consent forms must comply with applicable federal and state regulations.

**Inspection Findings:**

During the review of inmate admission records, an inmate booked in on July 5, 2025, had an incomplete Intake Release of Information form that is required by Minnesota Statute 241.021 Subd. 7.

**Corrective Actions:**

**The facility must retrain their staff on completing the Intake Release of Information form. The facility must complete the training within 30 days of receipt of this inspection report and submit documentation to the DOC that the training was completed.**

**Response Needed By: 09/19/2025**

## 6. 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:**

A review of the facility's daily inspection documentation found that the facility has missed multiple daily inspections.

**Corrective Actions:**

**The facility must review its procedure for completing and documenting daily inspections and must retrain their staff of the procedure. The facility must complete this within 30 days of receipt of this inspection report and provide documentation to the DOC that this has been completed.**

**Response Needed By: 09/19/2025**

**Chapter 2911 - Essential Rules Not In Compliance****Total: 1**

## 1. 2911.7400 POLICIES AND PROCEDURES TO DETECT DETERIORATION OF BUILDING AND EQUIPMENT.

The facility administrator or designee shall have policies and procedures designed to detect building and equipment deterioration, safety hazards, and unsanitary conditions. Policies and procedures shall include requirements that facility staff report unsanitary and unsafe conditions as well as physical plant and equipment repairs and replacement needs; and documentation that appropriate work orders or requests for budget resources to effect needed repair, replacement, or corrections have been made.

**Inspection Findings:**

The facility is still currently working on making necessary improvements to the facility's plumbing. However, there are other physical plant conditions that need to be addressed.

The interior of the facility is in need of being repainted, there are areas within the facility that are missing paint and areas where paint is actively peeling. Specifically, in the shower areas paint is actively peeling, this could lead to mold issues or even deterioration of the walls and ceilings if moisture from the shower is able to penetrate those areas.

The facility's detention HVAC vents/grilles are in need of replacement and/or cleaning. In several locations the detention vents/grilles are rusty, this could lead to a weakening of the metal vents/grilles and could be broken by inmates to make a weapon to harm themselves or others.

When the facility was built, detention caulking was used to fill in gaps from construction. Over time inmates have picked at the caulking in most locations, in some of the locations they have significantly picked away at the caulking and filled the gaps with what appears to be toilet paper. Specifically, the exterior walls of the facility's pre-cast walls have caulking joints to fill gaps between each wall panel, if the inmates continue to remove the caulking it could create a small gap that can access the exterior of the building. This would not only allow for contraband to be passed into the building but could lead to deterioration of the concrete walls if water is able to penetrate these areas.

**Corrective Actions:**

**The facility must create a plan and timeline to address and resolve these issues. The plan must be submitted to the DOC for review within 30 days of receipt of this inspection report. The facility must also keep DOC updated as to the progress of resolving these issues.**

**Response Needed By: 09/19/2025**

**INSPECTION COMMENTS**

Due to the aging physical plant and the deterioration of the physical plant as identified in rule violation 2911.7400, the facility will remain on annual inspections.

**JJDPA Compliance**

On August 14, 2025, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Lake of the Woods County Jail has no approval to hold juveniles. All juveniles that need to be held are taken to the Northwestern Minnesota Juvenile Center in Bemidji, MN.

According to facility records no juveniles were held or processed at the jail for the federal fiscal year 2024-2025.

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

**Signature:**

