



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:

Lincoln County Jail

Address: 322 N Wallace, PO BOX 166, Ivanhoe, MN 56142

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Justin Roberts – Senior Detention Facility Inspector **Inspected on:** 04/24/2025 to 05/01/2025

Inspection Method: Facility walkthrough, staff and inmate interviews, staff and inmate file reviews, and facility video and documentation reviews.

Officials Present During Inspection: Jail Administrator Robin Sik

Officials Present for Exit Interview: Jail Administrator Robin Sik; Sheriff Bob Bushman

Issued Inspection Report to: Jail Administrator Robin Sik; Sheriff Bob Bushman; County Administrator Joe Drietz; Regional Manager Dayna Burmeister

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	124	2	1	98.43%	Compliance rating of 100%
2911	Essential	103	103	0	0	100.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 06/01/2025 **Ends On:** 05/31/2027 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 05/31/2026
Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Lincoln 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	15	7/1/2002	80	12.00	None.	

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance**Total: 2****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: 05/30/2025**2. 2911.6800 CONTROL. Subpart 1. Records.**

Records of receipt, the quantity of the drugs, and the disposition of all prescription medications shall be maintained in detail to enable an accurate accounting.

Inspection Findings:

According to the Jail Administrator, not all medications are being documented that they were received at the facility. Medications that are brought into the facility that are expired, have a count discrepancy, and/or another individual's name on them, are not being documented.

Corrective Actions:

The facility must document receipt of all medications that come into the facility. The receipt documentation must include the quantity and the disposition of the medication. The facility must provide documentation to the DOC for review once this item has been resolved, this must be completed within 30 days of receipt of this inspection report.

Response Needed By: 05/30/2025**Chapter 2911 - Mandatory Rules In Compliance With Recommendations****Total: 1****1. 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:

The facility is completing the mental health screening using the Men and Women Correctional Mental Health Screen. However, the facility is documenting the referral requirement separate from the screen in the Shift Log. This makes it difficult to determine if and when someone was referred on for further mental health screening.

Corrective Actions:

It is recommended that the facility add the referral portion into their screening questions, to include if and when an individual is referred for further screening.

Response Needed By:

INSPECTION COMMENTS

The Lincoln County Jail will remain on biennial inspections.

JJDPA Compliance

On April 24, 2025, a Juvenile Justice and Delinquency Prevention (JJDP) Act Audit was conducted. A review of DOC Portal indicated that zero (0) juveniles were processed in the Lincoln County Jail from October 1, 2024, to April 24, 2025. A review of data identified no violations.

DSO: No violations determined of the facility holding status offenders in the jail.

Jail Removal: No violations of the jail removal standard.

Sight and Sound Separation: The facility design and policies allow for proper sight and sound separation.

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

Based on the documentation reviewed, zero (0) violations of the JJDP Act were identified during the Lincoln County Jail inspection.

Report completed By: Justin Roberts – Senior Detention Facility Inspector

Signature:

