



# 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:** 05/03/2023

**Inspection Method:** Facility tour, staff and resident interviews, employee and resident file reviews, and related documentation reviews.

**Officials Present During Inspection:** Jail Administrator Robin Sik; Sheriff Chad Meester

**Officials Present for Exit Interview:** Jail Administrator Robin Sik

**Issued Inspection Report to:** Jail Administrator Robin Sik; Sheriff Chad Meester; 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 Concerns	Compliance Rating	Substantial Compliance Result/Criteria
2911	Mandatory	127	122	3	2	97.64%	Compliance rating of 100%
2911	Essential	102	101	0	1	100.00%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** approval **Begins On:** 06/01/2023 **Ends On:** 05/31/2025 **Facility Type:** Jail  
**Placed on Biennial Status:** Yes **Biennial Status Annual Compliance Form Due On:** 05/31/2024  
**Delinquent Juvenile Hold Approval:** 24 hrs exclusive of weekends and holidays **Certificate Holder:** Lincoln 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	15	80	12.00	None.	None.

## RULE COMPLIANCE DETAILS

### Chapter 2911 - Mandatory Rules Not In Compliance

**Total: 3**

- 2911.0900 STAFFING REQUIREMENTS. Subpart 1. Staffing plan and staffing analysis.

The facility administrator shall prepare and retain a staffing plan. The staffing plan shall identify: A. jail personnel assignments for: (1) facility administration and supervisors; (2) facility programs including exercise and recreation; (3) inmate admission, booking, supervision, and custody; (4) support services including medical, food services, maintenance, and clerical; and (5) other jail-relevant functions such as escort and transportation of inmates; B. the days of the week that the assignments are filled; C. the hours of the day that the assignments are covered; and D. any deviations from the plan with respect to weekends, holidays, or other atypical situations must be considered. The facility administrator or designee shall review the facility's staffing plan at least once each year. The review shall be documented in written form sufficient to indicate that staffing plans have been reviewed and revised as appropriate to the facility's needs or referred to the facility' governing body for funding consideration. A facility with a design capacity of more than 60 beds must have a staffing analysis and staffing plan approved by the commissioner of corrections. This staffing analysis shall include all posts, functions, net annual work hours appropriate to each post, and total number of employees to fill the identified posts and functions.

**Inspection Findings:**

The facility does not have an updated staffing plan as required by the rule.

**Corrective Actions:**

**The Jail Administrator must prepare an annual staffing plan that addresses all requirements in the rule. Once the staffing plan is completed, it must be submitted to the DOC for review.**

**Response Needed By: 07/31/2023**

2. 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:**

The facility does not have an orientation process in place that meets the requirements of the rule.

**Corrective Actions:**

**The Jail Administrator must create an orientation process that meets the requirements of the rule. The Jail Administrator has been provided examples that other facilities have used. Submit to the Department of Corrections by June 30, 2023.**

**Response Needed By: 06/30/2023**

3. 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:**

An audit of well-being checks was completed using facility video footage. Well-being checks were found to be in compliance with the 30-minute time frame allowed in the rule, however, the majority of the checks are completed at a pace too fast to determine an inmate's well-being.

**Corrective Actions:**

**The Jail Administrator must retrain staff to complete well-being checks at a pace sufficient to ensure they are observing signs of life and/or distress. Additionally, well-being checks are being done at a distance that may make it difficult to observe signs of life and/or distress given the current pace. The Jail Administrator has been provided with a well-being check training PowerPoint and video. Once this retraining has been completed, documentation verifying its completion must be submitted to the DOC. Additionally, the assigned inspector will conduct random site visits to review the quality of well-being checks.**

**Response Needed By: 07/31/2023**

**Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 2**

## 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:**

The facility has an annual training plan, however it is missing required elements defined in the rule.

**Corrective Actions:**

**The Jail Administrator must include the method of instruction and the length of time for each training in the annual training plan.**

**Response Needed By:**

## 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:**

Facility policy is in need of updates to reflect missing requirements in the rule.

**Corrective Actions:**

**The Jail Administrator must review the facility's policies and make the necessary changes to meet all requirements of the rule. A list of the areas that don't fully address the requirements has been provided to the Jail Administrator.**

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

## 1. 2911.1600 DESIGNATED TRAINING OFFICER.

A facility shall have a designated training officer responsible for: A. maintenance of training plans as required in part 2911.1000; B. maintenance of training records in sufficient detail to allow inspector assessment of compliance with parts 2911.1100 to 2911.1700; and C. documentation of waivers of training requirements based on equivalent training received before employment or demonstrated competency through proficiency testing.

**Inspection Findings:**

The facility maintains training records for each staff member, however, the training records only include the certificate obtained and does not provide detailed information about the topics covered or the length of time the training was for. This makes it difficult to assess the total number of hours each staff member has obtained each year.

**Corrective Actions:**

**The Jail Administrator must create a document that tracks all training completed each year for each individual staff member. The document should include the date of the training, the title or description of the training, method of the training, and length of training.**

## INSPECTION COMMENTS

### Physical Plant:

The facility is generally clean and in good physical condition. There are areas of the jail that would benefit from paint, but overall, the facility is well maintained.

### Programs/Recreation:

The facility has two program spaces, the library/classroom and the gym. The gym has a basketball hoop but contains no other activities. It is recommended that the facility seek out ideas for additional program opportunities in the space. This was discussed in detail at the facility and various options were discussed. Both spaces are appropriately sized to meet the needs of the facility.

### Well-Being Checks:

After review of video footage provided by the facility, well-being checks are being conducted at too fast a pace to determine an inmate's well-being. The importance of well-being checks and the need for training was discussed during the inspection. It is imperative that correctional staff are taking the time to observe signs of life and/or distress when completing the required checks. It is further recommended that the Jail Administrator create an auditing process to determine if staff are completing well-being checks as required by the rule.

The Lincoln County Jail will be placed on biennial inspections.

## JJDPA Compliance

On May 3, 2023, 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, 2022, to May 3, 2023. 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: \_\_\_\_\_

