



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:

McLeod County Jail

Address: 801 Tenth Street, Glencoe, MN 55336

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Annual **Inspected By:** Timothy Thompson – Unit Manager **Inspected on:** 05/15/2019

Inspection Method: This was an on-site annual inspection. The inspection included a facility tour, staff and inmate interviews, review of documentation, and review of video surveillance.

Officials Present During Inspection: Jail Administrator Will Feltman

Officials Present for Exit Interview: Jail Administrator Will Feltman; Sheriff Scott Rehmann

Issued Inspection Report to: Jail Administrator Will Feltman; Sheriff Scott Rehmann; County Administrator Cindy Schultz Ford; District Supervisor Danya 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	126	119	3	4	97.62%	Compliance rating of 100%
2911	Essential	101	96	2	3	98.02%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 06/01/2019 **Ends On:** 05/31/2020 **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:** McLeod County Sheriff's Office

Special Conditions: The "Conditional Approval" may be changed to "Approved" upon receipt of the corrective action noted in this report.

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	59	85	50.15	None.	None.

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance**Total: 3****1. 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:

There has been no staffing plan review for the year 2019. Although staffing appears adequate, there is no documentation of the staffing plan review.

Corrective Actions:

Review the current staffing plan and document the review and any staffing needs.

Response Needed By: 07/15/2019**2. 2911.2500 SEPARATION OF INMATES. Subpart 1. General.**

A combination of separate housing units inclusive of special management areas, general population, and minimum security areas and cells, dormitories, and dayroom spaces shall be provided to properly segregate inmates pursuant to Minnesota Statutes, section 641.14. The facility shall provide for the separate housing of the following categories of inmates: A. female and male inmates; B. community custody inmates such as work release or sentencing to service; C. inmates requiring disciplinary segregation; D. inmates requiring administrative segregation; E. juveniles who do not meet Minnesota statutory requirements for placement with adults; F. special management, general population, and minimum security inmates as considered appropriate to the facilities design intent and classification system; and G. inmates classified as mentally ill or special needs inmates in a manner consistent with Minnesota Statutes, section 253B.05.

Inspection Findings:

All classifications of females are held in one housing unit. This practice increases the potential for contraband introduction, strong arming, and overall operational difficulties.

Corrective Actions:

Inmates of various classifications as noted above must be kept separate. This may include the need for housing some inmates out of county. Provide a written plan that outlines how the facility intends to meet the separation needs as set forth in the rules.

Response Needed By: 07/01/2019**3. 2911.6200 MEDICAL AND DENTAL RECORDS. Subpart 2. Data practices.**

The medical record file shall be maintained separately and according to the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13.

Inspection Findings:

There is medical data maintained in the same file as general inmate data (i.e. booking, classification screens, incident reports, etc.).

Corrective Actions:

Separate medical data from general information. Medical data must be maintained according to the Minnesota Government Data Practices Act.

Response Needed By: 07/01/2019

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

1. 2911.4900 SECURITY INSPECTION.

The facility shall have a written policy and procedure to require the facility administrator or designee to inspect all areas within the security perimeter, and equipment at least monthly and initiate corrective action if needed.

Inspection Findings:

There is no documentation of monthly security inspections.

Corrective Actions:

It is recommended facility administration develop documentation of the monthly security inspections.

Response Needed By:

2. 2911.4950 RESPONSE TO RESISTANCE. Subpart 4. Equipment.

The issue, storage, inspection, and use of chemical agents, impact devices, electronic control devices, and other security devices shall be governed by written policy and procedure. All unissued security devices and equipment shall be stored in a secure, readily accessible depository located outside inmate housing and activity areas, and inventoried at least monthly to determine condition and expiration dates of the devices and equipment.

Inspection Findings:

There was no inventory for restraints that are kept in Master Control.

Corrective Actions:

It is strongly recommended that all restraints, chemicals, etc. (items listed above) are inventoried, and expiration dates noted for all appropriate security equipment.

Response Needed By:**Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 4**

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:

Staff currently go over the handbook with the inmate during intake. Administration is considering putting the orientation materials on the Kiosks.

Corrective Actions:

It seems it would be beneficial to put the orientation material on the Kiosk system and to track that all inmates have reviewed the orientation material, including facility rules. It is strongly recommended the orientation material be place in the Kiosk system.

Response Needed By:

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:

Classification documentation appears appropriate. However, female inmates of various classifications are being housed in the same unit, which makes the classification dysfunctional.

Corrective Actions:

As stated above, mixing inmates of various classification makes the system dysfunctional. Inmates of various classification must be separated according to 2911.2500 subpart 1. This may include the need for housing some inmates out of county.

This may be addressed in the written plan that is required for corrective action as noted in 2911.2500 subpart 1.

Response Needed By:

3. 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:

There is a system of accountability. The system seems to be adequate. However, medications checked on the day of inspection were not able to be reconciled. It appeared to be due to the lack of organization of the medications in the cart.

Corrective Actions:

Recommendations were provided to administration to better organize the medication cart, as well as to limit the allowance of personal medications brought into the facility.

Response Needed By:

4. 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:

There is a cleaning schedule. Inmates are given cleaning supplies every other evening. During the facility tour, there were clear cleanliness concerns. The floors appeared dusty/dirty in several areas of the facility. Some areas had paper and clothes laying on the floor. Beds were unmade. There was general disorganization in some cellblock areas.

Corrective Actions:

It is strongly recommended facility administration increase the frequency of providing cleaning supplies to be done daily (in some places it may need to be twice per day). Facility staff should become more diligent in ensuring inmates are cleaning the cellblock and their cells.

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

1. 2911.1800 JOB DESCRIPTIONS.

A facility administrator or designee shall have a written job description for all position classifications and post assignments that define responsibilities, duties, and qualifications.

Inspection Findings:

There are position descriptions (PD). However, most of the PD's that were provided were written well over ten years ago.

Corrective Actions:

It is recommended the position descriptions be updated to ensure accuracy with the position requirements.

Response Needed By:

2. 2911.2700 INFORMATION TO INMATES. Subpart 1. Information made available to inmates.

Copies of policies and rules governing conduct and disciplinary consequences; procedures for obtaining personal hygiene and commissary items; and policies governing visiting, correspondence, bathing, laundry, and clothing and bedding exchange shall be made available to all inmates. Information will be made available to disabled inmates including those that are hearing impaired, visually impaired, or unable to speak in a form that is accessible to them. Information required under this subpart shall be available in English. There shall be procedures in place to address the language barriers of non-English-speaking inmates. Policy and procedures shall ensure, to the extent practical, that inmates who are unable to speak English are provided with the information outlined in this part within 24 hours of admission to the facility in a form that is accessible to the inmate.

Inspection Findings:

Although inmates are given this information during intake, it may be beneficial and increase efficiency of the delivery of this information if it were provided on the Kiosk system.

Corrective Actions:

It is recommended this information also be provided on the Kiosk system. This may then be tracked to ensure inmates have reviewed the information and the facility rules.

Response Needed By:

3. 2911.7300 FIRE INSPECTION. Subpart 5. Fire alarm requirements.

There shall be a fire alarm and automatic detection system required, as approved by the authority having jurisdiction, or a plan for addressing these or other deficiencies within a reasonable time. The authority may approve any variances, exceptions, or equivalencies.

Inspection Findings:

Gopher State Fire Equipment completed system maintenance on 5/8/19.
The last fire alarm inspection was completed by National Fire Alarm Company on 5/1/18. The fire alarm inspection is past due.

Corrective Actions:

It is strongly recommended the fire alarm be inspected and tested. Provide documentation of the update testing upon completion.

Response Needed By:

INSPECTION COMMENTS

Summary:

Overall, the facility is well run. There are several provisions that are not in compliance with the rules, but I am confident Jail Administration will make the necessary changes to comply with the rules. It appears some of the issues were due to the experience level of the Administrator. As Mr. Feltman gains more experience operations, and the compliance rating will likely continue to improve.

Due to Mr. Feltman being in the position for less than one year, the facility will remain on annual inspection status. This is common practice when a facility has new administration. This allows for a closer working relationship between the Department of Corrections and new administration. It also allows the Administrator to have more contact with the facility inspector to ensure stronger compliance with the rules.

Mr. Feltman has made additional security enhancements to the facility since our first meeting. Suicide resistant clothes hooks have been installed throughout. It is a very positive enhancement for several reasons. It improves safety for the inmates, and it shows Mr. Feltman's willingness to implement recommendations.

JJDPA Compliance

Juvenile Compliance Monitoring:

On May 15, 2019, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The McLeod County Jail has received a "Rural Exception" to the Juvenile Justice and Delinquency Prevention Act (JJDP). This allows the facility to hold a delinquent juvenile up to 24 hours, excluding weekends and holiday. 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 the Statewide Supervision System, the McLeod County Jail held or processed 16 juveniles since the beginning of the 2019 Federal Fiscal year. I reviewed approximately 100 percent of the juvenile data for this time period, and approximately 50 percent of the files. The findings are as follows:

DSO: There was one (1) violation of the DSO. There was a CHIPS youth (Failure to obey a summons) that was held in the facility.

Jail Removal: Although all youth were removed within the 24 hour time frame, there was one (1) CHIPS youth that was held in the facility. Since the facility is in violation of the DSO, they are also in violation of the Jail Removal provision.

Sight and Sound Separation: The facility design and policies allow for proper sight and sound separation. This includes the route taken to Court holding. Policies and the court schedule also indicate proper sight and sound separation are maintained. This was verified on previous visits.

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

Based on the documentation that I reviewed, there were two (2) violations of the JJDP act based on the McLeod County juvenile holding data for the current Federal Fiscal year. Additional education was provided to the facility administrator to help ensure these types of violations do not occur in the future.

Report completed By: Timothy Thompson – Unit Manager

Signature:

A handwritten signature in black ink, appearing to read "Timothy Thompson", written over a horizontal line.