



Facility Inspection Report Issued By The Minnesota Department of Corrections Pursuant to MN Statute 241.021, Subdivision 1

Inspection and Enforcement Unit, 1450 Energy Park Drive, Suite 200, St.Paul MN 55108
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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:** Sarah Johnson – Senior Detention Facility Inspector **Inspected on:** 07/02/2020

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 Sheila Murphy; 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	120	2	4	98.41%	Compliance rating of 100%
2911	Essential	101	98	2	1	98.02%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 06/01/2020 **Ends On:** 05/31/2021 **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:** McLeod 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	59	85	50.15	None.	None.

RULE COMPLIANCE DETAILS

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

1. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 1. Emergency plan.

A facility shall have a written disaster plan. The plan shall include policies and procedures designed to protect the public by securely detaining inmates who represent a danger to the community or to themselves when the facility must be evacuated in total. The plan shall also include: A. location of alarms and fire fighting equipment; B. an emergency drill policy as follows: (1) at least annual drills at all facility locations; and (2) drills shall be conducted even when evacuation of extremely dangerous inmates may not be included; C. specific assignments and tasks for personnel; D. persons and emergency departments to be notified; E. procedure for evacuation of inmates; and F. arrangements for temporary confinement of inmates.

Inspection Findings:

The facility has not completed an annual emergency evacuation drill for the jail.

Corrective Actions:

Conduct an emergency evacuation drill to include all staff. It is vital for staff to know how to respond to an evacuation emergency at the jail. All drills should include all staff and should be documented for verification purposes. Submit to the Department of Corrections a plan for an evacuation drill for the facility.

Response Needed By: 09/15/2020

2. 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 in master control.

Corrective Actions:

Separate all medical data from general information and keep it in the locked medical unit. Private medical data must be maintained according to the Minnesota Government Data Practices Act.

Response Needed By: 09/15/2020**Chapter 2911 - Essential Rules Not In Compliance****Total: 2**

1. 2911.1200 CLERICAL AND SUPPORT EMPLOYEES WITH REGULAR OR DAILY INMATE CONTACT: TRAINING. Subpart 2. Regular or daily inmate contact.

A facility shall have a written policy and procedure that provides that all new clerical and support employees who have regular or daily inmate contact receive 40 hours of orientation and training during their first year of employment. These hours are to be completed before being independently assigned to a particular job. The employees are given an additional 16 hours of training each subsequent year of employment. At a minimum, this training covers the following areas: A. security procedures and regulations; B. rights and responsibilities of inmates; C. all applicable emergency procedures; D. interpersonal relations and communication skills; and E. first aid.

Inspection Findings:

The support employees for the jail include the nurses and they have not receive the required training for support employees with inmate contact.

Corrective Actions:

It is recommended the nurse receive the required 16 hours of training as it pertains to the safety and security of the jail. The training should focus on knowing the security procedures and regulations and all emergency procedures for the jail.

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:

The facility does not conduct a monthly security equipment check.

Corrective Actions:

Create a monthly security equipment check to include all security equipment the facility uses, such as restraints, restraint chair, mace, tazers and first aid bag. The security equipment must be inventoried and check for condition. Documentation should be kept for verification purposes.

Response Needed By:

Chapter 2911 - Mandatory Rules In Compliance With Concerns

Total: 4

1. 2911.0900 STAFFING REQUIREMENTS. Subpart 26. Ancillary functions.

Personnel shall be provided to perform ancillary functions such as transportation or court escort to the extent necessary to ensure that security, supervision of inmates, the administration of program activities, and the efficient operation of the facility are not reduced or jeopardized by such activities.

Inspection Findings:

See Staffing Comments.

Corrective Actions:

NA.

Response Needed By:

2. 2911.5800 AVAILABILITY OF MEDICAL AND DENTAL RESOURCES. Subpart 2. Health care.

Medical, dental, and mental health matters involving clinical judgments are the sole province of the responsible physician, dentist, and psychiatrist or qualified psychologist respectively; however, security regulations applicable to facility personnel also apply to health personnel.

Inspection Findings:

The facility needs a policy that reflects the rule.

Corrective Actions:

Create a policy that gives clear definition to the role of the health care provider for the facility. Submit the policy to the Department of Corrections for review.

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 but the medical staff do not reconcile the medication count to verify an accurate accounting of medication.

Corrective Actions:

It is recommended to have the medical staff or staff complete a pill verification count weekly to verify the correct medication count on all prescription medication. Notify staff in the change in procedures for medication accountability. Submit documentation of new medication procedures to the Department of Corrections for review.

Response Needed By:

4. 2911.7100 INMATES WITH SPECIAL NEEDS. Subpart 3. Management of inmates.

A policy and procedure shall be developed for the management of inmates with special needs and shall include: A. procedures that require referral for emergency admission under Minnesota Statutes, chapter 253B, of persons considered to be mentally ill or developmentally disabled, and in imminent danger of injuring self or others if not immediately restrained; and B. procedures for accessing and using emergency services according to Minnesota Statutes, chapter 253B, for adults who are experiencing an emotional crisis or mental illness.

Inspection Findings:

The facility needs a more comprehensive policy and procedure on how they are going to deal with inmates who are experiencing a mental health crisis.

Corrective Actions:

Work with your provider and community partners to formulate a policy that addresses an inmate that is in crisis and how that inmate will receive proper mental health services.

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

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 a new monthly security inspection for the facility but it does not address all the security equipment utilizes.

Corrective Actions:

Create a monthly security inspection for all security equipment the facility utilizes such as response to resistance, restraint chair, duress buttons, security cameras, and communication buttons.

Response Needed By:

INSPECTION COMMENTS**COMMENTS**

Staffing: Sometimes staff are needed as court security. Jail staff may only be utilized for court security when they are above minimum staffing levels. At no time will staff be allowed to leave the jail and provide ancillary functions outside the jail if staffing levels are at minimum.

Medical Policies: The Jail Administrator will need to work with the health provider to combine any jail medical policies and provider Advanced Correctional Care medical policies that are not consistent with each other. This includes policies on addressing inmates with mental health needs. Once policies are finished, staff will need to review any changed medical polices.

Medical Area: When the addition was added to the jail, a medical area was included. This area is not being utilized as it was designed. The medication cart, dedications and charts are still being kept in master control. Move all medical supplies and records to the medical area as it was intended.

Booking Area: The booking area is also not being utilized as intended. It is strongly recommended to move staff to the booking post and out of master control. This will greatly cut down on the movement into master control.

Locks: The locks in the old section of the jail are antiquated and starting to become problematic to fix. Staff are either required to carry multiple rings of keys for each individual unit or return to master control to exchange a set which is cumbersome and inefficient. It is recommended if the locks are to be replaced in the future to key them all the same as the newer section to reduced the large quantity of keys staff must carry.

Due to Mr. Feltman being in the position for less than two years, the facility will remain on annual inspection status. The facility continues to make progress and improve with implementation of changes and compliance.

JJDPA Compliance

Juvenile Compliance Monitoring:

On July 2, 2020, 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 27 juveniles since the beginning of the 2020 Federal Fiscal year. I reviewed approximately 100 percent of the juvenile data for this time period, and approximately 100 percent of the files. The findings are as follows:

DSO: There were no violation of the DSO requirements.

Jail Removal: According to data, all youth were removed within the 24 hour time frame as required by the JJDP Act.

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 no violations of the JJDP act based on the McLeod County juvenile holding data for the current Federal Fiscal year.

NOTE- The facility does hold juveniles coming back for court before they are brought over to court and they process each of the juveniles in. It is recommended to have the juvenile taken straight to court or held in court holding by the courts. This would alleviate staff having to keep them sight and sound separated from adults on court days. Also, for easier record keeping when juvenile are brought into the facility for court, it is recommended they use the federal juvenile compliance form for proper documentation. The facility needs better documentation on the documented time when the juvenile was in the facility and the time they were released.

Report completed By: Sarah Johnson – Senior Detention Facility Inspector

Signature:

