



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:

Mille Lacs County Jail

Address: 640 Third Street, Milaca, MN 56353

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Annual **Inspected By:** Sarah Johnson – Senior Detention Facility Inspector **Inspected on:** 08/22/2019

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

Officials Present During Inspection: Assistant Jail Administrator Heather Stephens; Jail Administrator Bradley Hunt; Sheriff Don Lorge

Officials Present for Exit Interview: Assistant Jail Administrator Heather Stephens; Jail Administrator Bradley Hunt

Issued Inspection Report to: Assistant Jail Administrator Heather Stephens; Jail Administrator Bradley Hunt; Sheriff Don Lorge; County Administrator Pat Oman; Regional Manager Sherry Hill

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	121	4	1	96.83%	Compliance rating of 100%
2911	Essential	100	97	3	0	97.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 07/01/2019 **Ends On:** 06/30/2020 **Facility Type:** Jail

Placed on Biennial Status: No **Biennial Status Annual Compliance Form Due On:**

Delinquent Juvenile Hold Approval: 6 hrs **Certificate Holder:** Mille Lacs 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	147	85	124.95	None.	None.

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance

Total: 4

- 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 staffing plan is incorrect in its staffing calculations.

Corrective Actions:

See Staffing comments.

Response Needed By: 10/31/2019

2. 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: 10/31/2019

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:

The well-being checks are being done in a timely manner but it was noted that during sleeping hours staff completed the well-being checks at a pace that was too fast to be regarded as a well-being check or did not always look in each cell.

Corrective Actions:

Well-being checks need to be completed at a pace that verifies all inmates are ok. Staff need to have a review of policy or retraining on how proper well-being checks are completed. It is strongly recommended that the Jail Administrator be reviewing video of well-being checks. Submit corrective action of proper well-being checks to the Department of Corrections for review.

Response Needed By: 10/31/2019

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:

No documentation to show that weekly sanitation inspections are being completed.

Corrective Actions:

Create a weekly sanitation checklist for the facility that addresses the sanitation for the facility. Submit weekly sanitation inspection to the Department of Corrections for review.

Response Needed By: 10/31/2019

Chapter 2911 - Essential Rules Not In Compliance**Total: 3****1. 2911.0900 STAFFING REQUIREMENTS. Subpart 17. Escort, movement, or booking staff.**

Class I to Class VI facilities' staff shall be provided as follows: A. internal escort, rover, or movement officers in sufficient numbers as determined in the approved staffing plan under this subpart to ensure that inmates have access to staff, programs, activities, and services, and that the safety and security of the facility is not compromised; B. sufficient staff present to provide for the booking of offenders without a reduction in the safety or security of the facility and inmates; C. in multifloor jails, custody staff posted on each floor occupied by inmates; and D. sufficient numbers of staff to complete duties listed in post orders. Class I to Class VI facility staff shall not be used for the external transportation of inmates or court security if the level of inmate supervision, inmate admission, programs, or internal inmate movement would be reduced below minimums afforded under the facility's staffing plan.

Inspection Findings:

See Staffing Comments.

Corrective Actions:

NA.

Response Needed By:

2. 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:

The facility does not conduct a monthly security inspection.

Corrective Actions:

Create a monthly security inspection for all security equipment such as handcuffs, leg irons, first aid kit, restraint chair, flex cuffs, and security cameras. Security equipment should be inventoried and checked for condition.

Response Needed By:

3. 2911.7300 FIRE INSPECTION. Subpart 4. Weekly inspection.

There shall be an applicable fire code and safety inspection of the facility at least weekly by a designated staff member.

Inspection Findings:

No documentation to show that weekly fire inspections are being completed.

Corrective Actions:

Create and implement a weekly fire inspection for the facility.

Response Needed By:

Chapter 2911 - Mandatory Rules In Compliance With Concerns

Total: 1

1. 2911.7200 HOUSEKEEPING, SANITATION, AND PLANT MAINTENANCE. Subpart 2. Maintenance plan.

A written housekeeping plan for all areas of the physical plant shall provide for daily housekeeping and regular maintenance by assigning specific duties and responsibilities. Facility floors are kept clean, dry, and free of hazardous substances. A written policy and procedure shall establish the following requirements: A. weekly sanitation inspections of all institution areas by a designed staff member; and B. there is documentation that deficiencies, if any, have been corrected.

Inspection Findings:

See Inspection Comments #2. Physical Plant concerns.

A plan for potential renovation and replacement of the Medium/Maximum area was discussed during the inspection closeout.

Corrective Actions:

An overall plan of action is needed to address the physical plant constraints and deficiencies noted in this inspection.

Response Needed By:

INSPECTION COMMENTS

STAFFING:

Line staff - Staffing at this facility is a serious out of compliance issue. After reviewing the facility's staffing plan, it was discovered the staffing plan was inaccurate in describing the facilities staffing posts and the facility is not in compliance with required staffing levels for staffing requirements 2911.0900.01 Staffing Plan, 2911.17 Escort, movement, booking staff, and 0900.26 Ancillary functions. The staffing plan outlines two rover positions for the jail for 8 hours each, Monday through Friday. This should be seven days a week, 24 hours a day as needed for a facility of this bed capacity and design. Also, these two rover positions are assigned to the courts and court holding, not the jail. This drops the jail two staff below for the full day shift taking two staff outside the secure perimeter of the jail. The facility must stop using jail staff as court security and the rover post may not leave the secure facility unless additional staffing is available. A new staffing plan will be required, addressing the rover positions and the number of staff that will need to be hired to fill this post.

Sergeants Position - The staffing plan identifies that the facility is short one Sergeant position. This facility would greatly benefit from an additional sergeants position to fill the need of an administrative sergeant and a shift relief for the other Sergeants.

It is clear that being below the minimum required staffing levels is the reason many of the daily operations of the facility are not getting done such as the fire, sanitation, security inspections.

The facility will have until October 15th, 2019 to address the staffing requirements with a new staffing plan and a resolution to the staffing shortages.

Physical Plant Concerns:

During the close out of the inspection potential remodel and renovation ideas were again discussed. This would solve the majority of space and physical plant deficiencies that now exist at the jail. The medium/maximum area, kitchen, health services and laundry areas would be included in this potential project.

The original part of the jail was remodeled in 1974 and is linear and in-direct in design with extremely poor sight lines. There is no natural light in this area and the ceilings are low. The showers in most of the housing units show significant signs of wear and are in need of a more permanent solution than repainting. It is difficult to keep these showers sanitary and maintained. The rest of the plumbing infrastructure in this area of the building is showing signs of deterioration as well.

Booking has one cell with a toilet. Often times interview rooms are used to hold inmates overnight as there is a lack of holding cells.

The laundry area, medical area, and kitchen are grossly undersized for a facility that has on average close to 90 inmates. The circulation in the kitchen is difficult as there are a lot of carts, racks and equipment in this area. As the number of beds in the facility had increased the support spaces did not.

Parts of this facility no longer meet the needs of the inmates or the staff. The officials of Mille Lacs County should address the physical plant needs and the future public safety needs for this facility with long-term solutions in mind.

There is a significant amount of programs and activities available at the jail.

JJDP A Compliance

On August 22, 2019, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Mille Lacs County jail has 6 hour hold approval. This allows the facility to hold a delinquent juvenile up to 6 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 facility records, the Mille Lacs County Jail held or processed 117 juveniles between October 2018 and the day of the inspection. There is also a nonsecure holding room in the Sheriff's office and a holding cell.

DSO: I did not find any violations of the facility holding status offenders in the jail. Upon review of the files, indication was that juveniles that were brought into the facility were indeed there for delinquent offenses.

Jail Removal: There is one violations for this core requirement. One Juvenile was kept past the 6 hour hold ability.

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.

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, the facility had one violation of the JJDP act during the Mille Lacs County inspection.

Report completed By: Sarah Johnson – Senior Detention Facility Inspector

Signature:

