



# 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  
Telephone: 651-361-7146 Fax: 651-642-0314 Email: ie-support.doc@state.mn.us

## 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:** Jen Pfeifer – Senior Detention Facility Inspector **Inspected on:** 06/22/2022 to 06/23/2022

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

**Officials Present During Inspection:** Assistant Jail Administrator Dustin Naumann; Jail Administrator Bradley Hunt; Sheriff Don Lorge

**Officials Present for Exit Interview:** Assistant Jail Administrator Dustin Naumann; Jail Administrator Bradley Hunt

**Issued Inspection Report to:** Assistant Jail Administrator Dustin Naumann; Jail Administrator Bradley Hunt; Sheriff Don Lorge; County Coordinator Dillon Hayes; 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	126	119	5	2	96.03%	Compliance rating of 100%
2911	Essential	100	98	2	0	98.00%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** approval **Begins On:** 07/01/2022 **Ends On:** 06/30/2023 **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	120	85	102.00	None.	Capacity to be reduced if approval from Unit Manager. Linear style portion of the jail is not safe to house inmates without significant remodel.

## RULE COMPLIANCE DETAILS

**Chapter 2911 - Mandatory Rules Not In Compliance****Total: 5**

## 1. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 2. Quarterly review of emergency procedures.

There shall be a review of emergency procedures once every three months. The review shall include: A. assignment of persons to specific tasks in case of emergency situations; B. instructions in the use of alarm systems and signals; C. systems for notification of appropriate persons outside the facility; D. information on the location and use of emergency equipment in the facility; E. specification of evacuation routes and procedures; and F. that the review be documented and require signature or initialing by all staff.

**Inspection Findings:**

Reviews of emergency procedures are not being reviewed quarterly by all staff.

**Corrective Actions:**

**Ensure that all staff are reviewing emergency procedures quarterly. Specifically, administrative staff, correctional staff, kitchen staff and medical staff.**

**Response Needed By: 12/31/2022**

## 2. 2911.4000 ANNUAL FOOD SERVICE REVIEW.

A facility's menu content and cycle shall be reviewed at least once annually by a registered dietitian or nutritionist to ensure compliance with part 2911.3900. The review the findings shall be documented and on file.

**Inspection Findings:**

There was no documentation that the menus had been reviewed by the dietician.

**Corrective Actions:**

**Submit the review findings to the Department of Corrections by July 31, 2022.**

**Response Needed By: 07/31/2022**

## 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:**

Well-being checks viewed were found to be out of compliance with the 30-minute time frame allowed in the rule. Well-being checks were also noted to be at too fast a pace to determine signs of life.

**Corrective Actions:**

**The facility shall retrain all staff of the importance of well-being checks and the parameters set in this portion of the rule. The facility shall document this training and submit to the Department of Corrections within 3 months from the date of this inspection. The facility must develop a regular and consistent system for auditing well-being checks.**

**Response Needed By: 07/31/2022**

## 4. 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:**

Medication counts were found to be inaccurate.

**Corrective Actions:**

**Ensure that medication counts are recorded accurately.**

**The facility shall work directly with the medical authority to establish a system of accounting to ensure the dispensing of medication is accurately documented.**

**Response Needed By: 07/31/2022**

5. 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 designated staff member; and B. there is documentation that deficiencies, if any, have been corrected.

**Inspection Findings:**

The linear portion of the facility built in the mid 1970's is in need of significant repair, renovation, or replacement. The maintenance of the this area shall be addressed within 6 months from the date of the inspection.

**Corrective Actions:**

**The Jail Administrator shall continue to work with Mille Lacs County elected officials on a plan to address the physical plant constraints and deficiencies noted in this inspection.**

**Response Needed By: 12/31/2022**

**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:**

Support staff in the kitchen and medical areas are not receiving training consistent with this part of the rule.

**Corrective Actions:**

**Ensure there is documentation that staff with regular or daily contact with inmates are receiving training on security procedures, inmate rights and responsibilities, emergency procedures, interpersonal communication and first aid. Staff in this category are also required to review emergency procedures every quarter and participate in the annual emergency drill.**

**Response Needed By: 12/31/2022**

2. 2911.7400 POLICIES AND PROCEDURES TO DETECT DETERIORATION OF BUILDING AND EQUIPMENT.

The facility administrator or designee shall have policies and procedures designed to detect building and equipment deterioration, safety hazards, and unsanitary conditions. Policies and procedures shall include requirements that facility staff report unsanitary and unsafe conditions as well as physical plant and equipment repairs and replacement needs; and documentation that appropriate work orders or requests for budget resources to effect needed repair, replacement, or corrections have been made.

**Inspection Findings:**

The facility has a procedure for the identification of building and equipment deterioration. Administration is aware of the deficiencies and defects identified in the summary section of this report but, little has been done to address the issues.

**Corrective Actions:**

**It is recommended the elected officials of Mille Lacs County identify the long term incarceration needs of the county and take steps to ensure the safety and security of the inmate population.**

**Response Needed By: 12/31/2022**

**Chapter 2911 - Mandatory Rules In Compliance With Concerns**

**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:**

The policy manual shall be updated to reflect current practice and requirements of the Hardel Sherell Act.

**Corrective Actions:**

**Submit the update policy manual to the Department of Corrections by December 31, 2022.**

**Response Needed By:**

**2. 2911.5450 DANGEROUS MATERIALS.**

A facility shall have a written policy and procedure that specifies that materials dangerous to either security or safety shall be properly secured. Storage and use of flammable, toxic, and caustic materials must be in accordance with all applicable laws and regulations of governing jurisdictions. The policy must cover control and use of tools and culinary and medical equipment.

**Inspection Findings:**

Tools in the kitchen were not properly inventoried.

**Corrective Actions:**

**Although some of the tools in the secure cabinet were inventoried, there were a few items missing from the inventory that should be accounted for and a substantial amount of additional items that were not inventoried.**

**Response Needed By:**

**INSPECTION COMMENTS**

Physical Plant: Linear indirect supervision (Units F, G, J, and M): The linear supervision portion of the facility built in the mid 1970's is in need of significant repair and/or renovation. The design allows for no natural light and has poor sightlines for the observation of inmates. The concrete masonry units blocks in the showers are degrading to the point that paint will not adhere. It appears the HVAC system is incapable of adequately exhausting moisture from these areas exacerbating the problem. The cast iron plumbing, electrical, and HVAC systems in this area are over 40 years old. The National Institute of Corrections estimates the life span of a jail facility to be 25 to 30 years. The issues in this area were also identified in the 2020 Department of Corrections inspection report.

Medical unit: The medical unit is drastically undersized. The Nurse's station shares office space with the exam room, storage, and pharmacy. Items are not safely secured and does pose a safety risk for both staff and inmates.

Laundry and Kitchen: Laundry and kitchen areas are undersized for the number of inmates served. When housing additions were made in 1999 and 2007 the size of these core functions were not increased. The circulation in the kitchen is hindered by a lack of storage causing racks and equipment to be kept in walk ways.

Intake: Intake is the highest traffic area of the jail and is not of sufficient size for the number of inmates processed. The intake area has 5 cells, but, only one with a toilet. This increases movement and slows productivity in the area as staff are required to bring inmates to the bathroom as needed.

Staffing: The Mille Lacs County Jail is currently understaffed by 15 FTE's. The facility is maintaining compliance with the rule by filling posts with overtime. However, it has been shown, long term use of overtime can lead to poor officer retention exacerbating staffing shortages.

Programing: Inmate programing is extensive and diverse. The Program Staff have an excellent relationship with community partners including ministerial, education, and Native American groups. The only drawback to inmate programing is the lack of programing space. The facility has 2 program rooms (one male and one female) that can only accommodate 18 inmates.

Due the concerns listed above it is recommended that the entire area of F, G, J, and M housing be closed until significant upgrades or remodel is completed. Approval for these changes shall be made by the Department of Corrections and any approval for reopening this area shall be made by the inspector.

The facility will be placed on annual inspections.

**JJDPA Compliance**

On June 22, 2022, a Juvenile Justice and Delinquency Prevention (JJDP) 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 holidays. The three core requirements that are looked at during our facility review 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 4 juveniles between October 1, 2021 and the day of the inspection.

DSO: No violations of the facility holding status offenders in the jail were found. Upon review of the files, indication was that juveniles that were brought into the facility were indeed there for delinquent offenses. No juveniles were brought into the secure portion of the jail and were processed in the facility lobby.

Jail Removal: There were no violation for this core requirement.

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 reviewed, the facility has no violations of the JJDP act.

Report completed By: Jen Pfeifer – Senior Detention Facility Inspector

Signature: \_\_\_\_\_

*Jennifer Pfeifer*