



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:

Mille Lacs County Jail

Address: 640 Third Street SE, Milaca, MN 56353

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Annual **Inspected By:** Jen Pfeifer – Senior Detention Facility Inspector **Inspected on:** 05/21/2024 to 05/21/2024

Inspection Method: Facility walk-through, staff and inmate interviews, staff and inmate file reviews, facility documentation reviews and video footage review.

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 Jacob McLellan

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	123	3	0	97.62%	Compliance rating of 100%
2911	Essential	100	99	1	0	99.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 07/01/2024 **Ends On:** 06/30/2025 **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:

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.	

RULE COMPLIANCE DETAILS

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

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:

Multiple files were reviewed, and the facility is not consistently completing orientation on all newly admitted inmates.

Corrective Actions:

The facility shall provide orientation as required to all newly admitted inmates. This will be monitored by the inspector during on-site visits to the facility.

Response Needed By: 06/30/2024

2. 2911.2525 ADMISSIONS. Subpart 4. Inmate personal property.

A facility shall have a written policy and procedure that: A. provides for the itemized inventory and secure storage of all personal property of a newly admitted inmate, including money and other valuables; B. specifies any personal property an inmate may retain in the inmate's possession; and C. provides that the inmate shall sign a receipt for all property held until release.

Inspection Findings:

The facility is maintaining an itemized list of all property stored, however inmates are not signing the receipt for all property held until release.

Corrective Actions:

The facility shall provide all inmates with an itemized list of all property received at the time of intake. That receipt shall be signed. This will be monitored during on-site visits by the inspector.

Response Needed By: 06/30/2024

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:

Medication counts were found to be inaccurate in the medication cart.

Corrective Actions:

In conjunction with the medical authority, the facility must establish a system of accounting to ensure the dispensing of medication is accurately documented. Submit a plan to the Department for review.

Response Needed By: 06/30/2024**Chapter 2911 - Essential Rules Not In Compliance****Total: 1**

1. 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 these concerns.

Corrective Actions:

It is recommended that 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: 06/30/2024

INSPECTION COMMENTS

Physical Plant: Facility design is staff intensive and difficult to maintain separation standards for classification.

Medical unit: The medical unit is 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.

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. Three of the five cells do not meet square footage requirements for living space or bed requirements.

MN Statute 241.021- The facility is not completing the required ROI form for all inmates.

The facility will remain on annual inspections.

JJDPA Compliance

On May 21, 2024, 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 three (3) juveniles between October 1, 2023, 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 was 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