



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:** Chris Thoma – Detention Facility Inspector **Inspected on:** 06/09/2021

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; 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	123	1	2	99.21%	Compliance rating of 100%
2911	Essential	100	97	1	2	99.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 07/01/2021 **Ends On:** 06/30/2022 **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: 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 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 has not been addressed since the last 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: 12/30/2021**Chapter 2911 - Essential Rules Not In Compliance****Total: 1**

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: 12/30/2021**Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 2**

1. 2911.3800 FOOD HANDLING PRACTICES.

Food service shall be provided according to Minnesota Department of Health rules.

Inspection Findings:

The kitchen has not had a health inspection this year. The Minnesota Department of Health suspended health inspections in congregate living setting during the COVID-19 pandemic.

Corrective Actions:

Work with MDH to have an inspection completed as soon as practicable.

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:

Inmates did not have access to concentrated chemicals. However, the diluted cleaning chemicals were not labeled properly.

Corrective Actions:

Contact the cleaning chemical vender and obtain labels that comply with the laws and regulations governing chemical labeling.

Response Needed By:**Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 2**

1. 2911.5000 POST ORDERS; FORMAL INMATE COUNT; WELL-BEING CHECKS. Subpart 1. Post orders and accountability.

There shall be written orders for every security post that are reviewed annually and updated if necessary. A written policy and procedure shall require that personnel read, sign, and date applicable post orders at least annually, or as needed for new posts or revisions. Medium and large facilities with multiple posts may need to conduct these reviews more often.

Inspection Findings:

There was some confusion as to the location of the post orders in the booking area. It also was not clear if the post orders had been signed by all staff members.

Corrective Actions:

Establish a procedure to include an administrative review of all post orders annually. After review, there should be a procedure for all staff to read, sign, and date the post orders. Ensure staff are aware of the location of the post orders at each post.

Response Needed By:

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:

INSPECTION COMMENTS

In spite of the failing infrastructure of the physical plant, most notable in units F, G, J, and M, the Mille Lacs County Jail is in substantial compliance with Rule. Mille Lacs County will remain on an annual inspection cycle due to the structural issues identified in this report.

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.

Laundry and Kitchen:

Both the laundry and the kitchen 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 travel 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.

Perimeter:

A separate security letter has been sent to the Sheriff regarding the secure perimeter.

Staffing:

The Mille Lacs County Jail is currently understaffed by 8 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. There are 3 people currently in the hiring process and the County is conducting a staffing study to determine comparative compensation.

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.

JJDPA Compliance

On June 9, 2021, 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 12 juveniles between October 1, 2020 and the day of the inspection.

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 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 that I reviewed, the facility had no violations of the JJDP act.

Report completed By: Chris Thoma – Detention Facility Inspector

Signature: _____

