



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:

Mower County Jail

Address: 201 Second Avenue, SUITE 4, Austin, MN 55912

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Annual **Inspected By:** Jen Pfeifer – Detention Facility Inspector **Inspected on:** 01/15/2019 to 02/13/2019

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

Officials Present During Inspection: Jail Administrator James Brown

Officials Present for Exit Interview: Jail Administrator James Brown

Issued Inspection Report to: Jail Administrator James Brown; Sheriff Steve Sandvig; County Administrator Craig Oscarson; 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	121	3	2	97.62%	Compliance rating of 100%
2911	Essential	100	95	2	3	98.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 01/01/2019 **Ends On:** 12/31/2019 **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:** Mower County Sheriff's Department
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	88	90	79.20	None.	None.

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance

Total: 3

- 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 and procedure manual is in need of further revision to coincide with the Chapter 2911 revisions.

Corrective Actions:

Continue revisions to policy manual. Submit completed manual to facility inspector for review.

Response Needed By: 08/01/2019

2. 2911.2525 ADMISSIONS. Subpart 1. Policies and procedures.

A facility shall have written policies and procedures for processing new inmates to the facility to include, at a minimum, the following: A. obtaining and documenting available emergency medical information within two hours of admission; B. verification of court commitment papers or other legal documentation of detention. Verification shall include checking the date of admission, duration of confinement, and specific charges; C. a search of the inmate and the inmate's possessions; D. inventory and storage of the inmate's personal property; E. initial medical screening to include an assessment of the inmate's health status, including any medical or mental health needs; F. telephone calls made by the inmate during the booking and admission process and prior to assignment to other housing areas; G. shower and hair cleansing; H. issue of bedding, clothing, and personal hygiene items according to the rule requirements applicable to the anticipated length of stay of the inmate; I. photographing and fingerprinting including notation of identifying marks or unusual characteristics such as birthmarks or tattoos; J. interviewing to obtain the following identifying data: (1) name and aliases of person; (2) current address, or last known address; (3) health insurance information; (4) gender; (5) age; (6) date of birth; (7) place of birth; (8) race; (9) present or last place of employment; (10) emergency contact including name, relation, address, and telephone number; and (11) additional information concerning special custody requirements or special needs; K. initial classification of the inmate and assignment to a housing unit; L. an assigned booking number; and M. Social Security number, driver's license number, or state identification number, if available.

Inspection Findings:

There is a policy on admissions into the facility however it does not include the elements listed in the rule.

Corrective Actions:

Update the admissions policy to include elements A-M listed in the rule. Submit policy to the Department of Corrections.

Response Needed By: 08/01/2019

3. 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:

There was not a weekly sanitation inspection completed.

Corrective Actions:

Develop and complete a weekly sanitation inspection. Document this inspection and record any deficiencies.

Response Needed By: 03/01/2019

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:

A check of training records showed that medical staff did not receive all of the training required in this rule part.

Corrective Actions:

Provide initial and refresher training as well as quarterly review of emergency procedures to all medical staff.

Response Needed By: 04/01/2019

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:

Security equipment is stored in the individual housing units and is not inventoried.

Corrective Actions:

Create a secured storage area for all unissued security equipment that is not located in the housing units. This unissued equipment shall be inventoried at least monthly. A process for checking out/in security devices is recommended for proper accountability of equipment.

Response Needed By: 03/01/2019**Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 2**

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:

Medical Staff have not signed off on quarterly emergency procedures.

Corrective Actions:

Ensure that medical staff read and sign off on the facilities emergency procedures quarterly. This was addressed at the time of the inspection.

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:

The culinary tools are properly secured and stored in an office in the kitchen. An inventory sheet was created, however, it was not accurate as to what tools were stored in that area.

Corrective Actions:

Update the inventory sheet to accurately account for the culinary tools located in the cabinet. It is recommended that the culinary tools be verified daily to ensure proper accountability.

Response Needed By:**Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 3****1. 2911.1600 DESIGNATED TRAINING OFFICER.**

A facility shall have a designated training officer responsible for: A. maintenance of training plans as required in part 2911.1000; B. maintenance of training records in sufficient detail to allow inspector assessment of compliance with parts 2911.1100 to 2911.1700; and C. documentation of waivers of training requirements based on equivalent training received before employment or demonstrated competency through proficiency testing.

Inspection Findings:

The jail administrator continues to take on the role of training.

Corrective Actions:

The jail as hired a training sergeant but have been unable to utilize this position due to staffing shortages. This has placed extra duties on the jail administrator and so records were not up-to-date at the time of the inspection.

Notify the Department of Corrections when this position has been actively filled.

Response Needed By:**2. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 4. Reporting of unusual occurrences.**

Incidents of an unusual or serious nature shall be reported within ten days of the incident in writing to the Department of Corrections in the format required by the department. The reports shall include the names of persons involved, staff and inmates, nature of the unusual occurrence, actions taken, and the date and time of the occurrence. Unusual occurrences requiring reporting to the DOC include such occurrences as: A. attempted suicide; B. suicide; C. homicide; D. death, by means other than suicide or homicide; E. serious injury or illness subsequent to detention including incidents resulting in hospitalization for medical care; F. hospitalization associated with mental health needs; G. attempted escape or escape from a secured facility; H. incidents of fire requiring medical treatment of staff or inmates or a response by a local fire authority; I. riot; J. assaults of one inmate by another that result in criminal charges or outside medical attention; K. assaults of staff by inmates that result in criminal charges or outside medical attention; L. injury to inmates through response to resistance by staff controlling inmate behavior; M. occurrences of infectious diseases and action taken relative to same when a medical authority has determined that the inmate must be isolated from other inmates; and N. reporting of all notices of intent to file litigation against the facility resulting from matters related to the detention or incarceration of an inmate; O. sexual misconduct, such as inmate on inmate, staff on inmate, and inmate on staff; and P. use of sexual materials, electronic media for sexual purposes, or both. In the event of an emergency such as serious illness or injury where death may be imminent, individuals designated by the inmate shall be notified. Permission for notification, if possible, shall be obtained from the inmate.

Inspection Findings:

The facility has not reported a majority of it's special incidents in the past few years to the Department of Corrections.

Corrective Actions:

Submit to the Department of Corrections all incidents that are required according to the rule. This was discussed at the time of the inspection.

Response Needed By: 04/01/2019**3. 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:

An overall security inspection is not documented. However, many elements of these inspections are completed during weekly and monthly inspections.

Corrective Actions:

Formalize the process of monthly security inspections. Designate staff member(s) to complete this task.

Response Needed By:

INSPECTION COMMENTS

This was James Brown's first inspection as he became jail administrator 7 months ago.

The facility does not have maintenance personnel assigned specifically to the building and the building is beginning to show signs of age. Many of the inmate housing areas are in need of paint.

Camera coverage is poor in inmate housing areas specifically in general population. This was addressed with the Sheriff at the time of the inspection.

The facility policy manual is in need of updates and we will be working through these in the next 6 months.

The programs department appears to have a wide variety of programming for inmates and has an exceptional volunteer orientation and training program.

The facility will be moved to annual inspections.

JJDPA Compliance

On January 18, 2019, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Mower County Jail has received a "Rural Exception" to the Juvenile Justice and Delinquency Act (JJDP). This allows for the facility to hold a delinquent juvenile up to 24 hours, excluding weekends and holidays. The three core requirements that are looked at during a facility review are Deinstitutionalization of status Offenders (DSO), Removal of Juveniles for Adult Jails and Lock-Ups, and Sight and Sound Separation.

According to the Statewide Supervision System, the Mower County Jail processed zero (0) juveniles during the Federal Fiscal Year beginning October 2018.

There were no violations and the jail does not participate in any scared straight programs.

Report completed By: Jen Pfeifer – Detention Facility Inspector

Signature:

