



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:

Murray County Jail

Address: 2500 28th Street, PO BOX 57, Slayton, MN 56172

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Annual **Inspected By:** Daniel Lipa – Detention Facility Inspector

Inspected on: 10/18/2022 to 10/19/2022

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

Officials Present During Inspection: Chief Deputy Heath Landsman; Jail Administrator Bryan Bose

Officials Present for Exit Interview: Chief Deputy Heath Landsman; Jail Administrator Bryan Bose

Issued Inspection Report to: Chief Deputy Heath Landsman; Jail Administrator Bryan Bose; Sheriff Steve Telkamp; County Administrator Tom Burke; 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	109	11	6	91.27%	Compliance rating of 100%
2911	Essential	91	84	6	1	93.41%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval

Begins On: 11/01/2022 **Ends On:** 10/31/2023

Facility Type: 72 Hour Holding

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: Murray County 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	4	75	3.00	None.	None.

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance

Total: 11

- 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 facility is missing several sections of 2911 in the policy manual and many others need to be updated to be compliant.

Corrective Actions:

Update policies as outlined in the inspection report and forward them to the Inspections & Enforcement Unit as they are completed.

Response Needed By: 04/30/2023

2. 2911.2550 RELEASES. Subpart 1. Release procedures.

A facility shall have written procedures for releasing inmates that include, at a minimum, the following: A. verification of identity; B. verification of authority to release; C. return of stored property with a receipt for the inmate to sign, unless the property is held for authorized investigation or litigation; and D. arrangements for completion of any pending action, such as grievances, or claims for damaged or lost possessions.

Inspection Findings:

The facility does not currently have a policy on the release of inmates.

Corrective Actions:

Create a policy with language consistent with the requirements in this rule part. Forward the completed policy to the Inspections & Enforcement Unit.

Response Needed By: 04/30/2023

3. 2911.2600 CLASSIFICATION OF INMATES. Subpart 1. Policy and procedure.

A facility shall have a written policy and procedure that provides for inmate classification in terms of level of custody required, housing assignment, participation in facility programs, and use of any overrides. The facility's policy and procedure on classification shall include consideration of the following: A. inmate gender; B. juvenile or adult status; C. category of offense; D. severity of current charges, convictions, or both; E. degree of escape risk; F. potential risk of safety to others and self; G. institutional disciplinary history; H. serious offense history; I. special needs assessment, inclusive of vulnerable adults, which includes a determination of how medical needs, mental health needs, developmental disability, or other behavioral or physical limitations or disabilities may impact on the classification of an inmate and appropriate housing of same; and J. special management inmate status.

Inspection Findings:

The current jail classification fails to consider all parts required by Rule 2911.2600.1. Several parts of the required scoring categories are missing, and the jail only utilizes maximum and minimum classification.

Corrective Actions:

Develop a policy consistent with this rule requirement and add missing subparts. Forward the completed policy and form to the Inspections & Enforcement Unit. Train all staff on the updated classification policy.

Response Needed By: 04/30/2023

4. 2911.3300 CORRESPONDENCE. Subpart 5. Postage allowance for indigent inmates.

Indigent inmates shall receive a postage allowance sufficient to maintain communications with the persons listed in subpart 3, item C. Written policy, procedure, and practice must provide that an indigent inmate is provided with a system enabling the inmate to send a minimum of two letters or postcards per week to individuals not listed in subpart 3, item C.

Inspection Findings:

There is no policy providing for inmates to be able to send indigent mail from the facility.

Corrective Actions:

Develop a policy consistent with this Rule part. Forward the policy to the Inspections & Enforcement Unit.

Response Needed By: 04/30/2023

5. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 5. Inmate death.

A facility shall have a written policy and procedure that specifies actions to be taken in the event of an inmate death. When an inmate death occurs: A. the date, time, and circumstances of the inmate's death shall be recorded in the inmate's record; B. if the inmate dies in the facility, the coroner or medical examiner's office shall be notified; C. personal belongings shall be handled in a responsible and legal manner; D. records of a deceased inmate shall be retained for a period of time specified by county policy; E. the facility administrator or designee shall ensure observance of all pertinent laws and allow appropriate investigating authorities full access to all facts surrounding the death; and F. in the event the death involves a "vulnerable adult" notification procedures shall be followed in a manner consistent with statutory requirements.

Inspection Findings:

The inmate death policy does not address all of the requirements from 2911.3700.5 or MN state statute.

Corrective Actions:

Update the inmate death policy to include the requirements of this Rule part as well as the requirements in State Statute 241.021. Forward the policy to the Inspections & Enforcement Unit.

Response Needed By: 04/30/2023

6. 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:

There is not a policy consistent with this Rule part. During the on-site inspection there were potentially dangerous items left unsecured throughout the facility. There were also spray bottles without proper labels on them. Staff confirmed that inmates are not allowed access to flammable, toxic or caustic materials.

Corrective Actions:

Create and implement a policy consistent with this Rule part. Forward the policy to the Inspections & Enforcement Unit.

Response Needed By: 04/30/2023

7. 2911.5800 AVAILABILITY OF MEDICAL AND DENTAL RESOURCES. Subpart 4. Emergency health care.

A facility shall develop a written policy and procedure that requires that the facility provide 24-hour emergency care availability as outlined in a written plan, which includes provisions for the following arrangements: A. emergency evacuation of the inmate from within the facility; B. use of an emergency medical vehicle, available on a 24-hour basis; C. use of one or more designated hospital emergency rooms or other appropriate health facilities; D. emergency on-call physician and dental services when the emergency health facility is not located in a nearby community; and E. security procedures that provide for the immediate transfer of inmates when appropriate.

Inspection Findings:

Policy language is not consistent with the requirements in the Rule. The policy only outlines the use of the Murray County Ambulance service.

Corrective Actions:

Update policy language to be consistent with this Rule part. Forward the policy to the Inspections & Enforcement Unit.**Response Needed By: 04/30/2023**

8. 2911.6200 MEDICAL AND DENTAL RECORDS. Subpart 6. Transfer of records.

A facility shall have a written policy and procedure regarding the transfer of health records and information that establishes the following requirements: A. summaries or copies of the health record are sent to the facility to which the inmate is transferred. Upon the request and written authorization of the inmate, physicians or medical facilities in the community shall be provided health record information; and B. The facility administrator or designee, which may include the responsible physician, health care personnel, or health-trained staff of the facility from which the inmate is being transferred, shall minimally share with the facility administrator of the facility designated to receive the inmate information regarding the inmate's medical management, security, and ability to participate in programs. In the absence of informed consent forms signed by the inmate involved, the information may be provided in summary manner to ensure a level of medical care consistent with the inmate's needs.

Inspection Findings:

There is no policy outlining the transfer of medical records consistent with this Rule part.

Corrective Actions:**Create and implement a policy that includes the required language from this Rule part. Forward the policy to the Inspections & Enforcement Unit.****Response Needed By: 04/30/2023**

9. 2911.6500 STORAGE. Subpart 6. Needles and other medical sharps.

There shall be a written policy and procedure for the control and disposal of medical sharps and supplies. Medical sharps and supplies when used or stored in inmate housing areas shall be accounted for and secured in a locked area.

Inspection Findings:

There is not currently a policy on the handling of needles and other medical sharps. Staff explained the proper procedure for handling and disposing of these items.

Corrective Actions:**In conjunction with the medical provider, create a policy consistent with this Rule part. Forward the policy to the Inspections & Enforcement Unit.****Response Needed By: 04/30/2023**

10. 2911.6600 DELIVERY. Subpart 16. Keep-on-person medications.

There shall be a policy and procedure for keep-on-person medications that provides for: A. medications identified and approved by the health authority as appropriate for self-administration and storage in an inmate's cell; B. procedures for an inmate's overdose of the medication; C. consequences if too much medication is found in the inmate's possession; D. how the distribution of medications under this subpart is going to be documented; and E. nonprescription medications, if any, that are available to inmates through vending machines or commissary. Keep-on-person medications shall be documented for each inmate.

Inspection Findings:

There is currently no policy concerning keep-on-person medications as required by this Rule part.

Corrective Actions:**Create and implement a policy consistent with the requirements of this Rule part. Forward the policy to the Inspections & Enforcement Unit.****Response Needed By: 04/30/2023**

11. 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:

Facility lacks policy for this Rule part.

Corrective Actions:

Create a policy consistent with the Rule part. Forward the policy to the Inspections & Enforcement Unit.

Response Needed By: 04/30/2023

Chapter 2911 - Essential Rules Not In Compliance**Total: 6****1. 2911.1400 ADMINISTRATIVE AND MANAGERIAL STAFF TRAINING.**

A facility shall have a written policy and procedure that provides that the facility's administrative and managerial staff receive at least 16 hours of orientation. Orientation training shall include, at a minimum, general management and related subjects, data practices, decision-making processes, labor law, employee-management relations, the interaction of elements of the criminal justice system, and relationships with other service agencies. After orientation, a facility's administrative and managerial staff shall receive at least 16 hours of training annually.

Inspection Findings:

There is no section for administrative or managerial training in the policy manual.

Corrective Actions:

Create a policy consistent with this rule part. Forward the updated policy to the Inspections & Enforcement Unit.

Response Needed By: 04/30/2023

2. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 2.A. Arrangements for religious services and counseling.

A facility shall have either a chaplain with the minimum qualifications of clinical pastoral education or equivalent specialized training and endorsement by the appropriate religious certifying body or a community clergy consultant meeting the qualifications to assist the facility administrator in arranging for religious services and counseling as requested. No inmate shall be required to attend religious services. Religious services shall be held in a location that the inmates who do not wish to participate are not exposed to the service. Attendance or lack of attendance at religious services shall not be considered a criterion for rights or privileges within the facility. The facility administrator or designee in cooperation with the chaplain or community religious resource, plans, directs, and advises on aspects of the religious program, including approval and training of both lay and clergy volunteers from faiths represented by the inmate population. When a religious leader of an inmate's faith is not represented through chaplaincy staff, community religious resources, or volunteers, the chaplains or community religious resource shall assist the inmate in contacting such a person. That person shall have the appropriate credentials from that faith judicatory and may minister to the inmate with the approval of the chaplain or community religious resource. An inmate requesting private interviews or counseling in a setting not capable of being audio monitored with chaplaincy staff, community religious resources, or volunteers, or persons with the approval of the chaplain or community religious resource shall be given the opportunity within the policies as are reasonable and necessary to protect the facility's security. Bibles or sacred books of another religion may be made available to inmates by the facility, through local library or other community resources and limited to the inmate's period of confinement.

Inspection Findings:

The jail does not have a dedicated Chaplain or community resource to act as a Chaplain for the facility. The facility lacks policy on the use of a Chaplain.

Corrective Actions:

Recruit a contracted community member who fulfills the requirements of this rule part and can act as a religious resource when needed by the facility. Inform the Inspections & Enforcement Unit once this has been completed.

Create a policy consistent with the requirements of the Rule part and forward the policy to the Inspections & Enforcement Unit.

Response Needed By: 04/30/2023

3. 2911.3300 CORRESPONDENCE. Subpart 4. Money.

Cash, cashiers checks, or money orders received from incoming mail shall be processed according to facility policy.

Inspection Findings:

The process for handling money coming into the facility is not identified in the policy manual. Staff members were able to identify the process currently used.

Corrective Actions:

Add the desired process for handling money coming into the facility into the policy manual and train staff on the policy. Forward the policy to the Inspections & Enforcement Unit.

Response Needed By: 04/30/2023

4. 2911.4300 RELIGIOUS DIETS.

A facility shall have a written policy and procedure that provides for special diets or meal accommodations for inmates whose religious beliefs require adherence to religious dietary laws. Creation of religious diets shall involve a dietitian and strive to meet the nutritional guidelines under part 2911.3900.

Inspection Findings:

The jail contracts with an outside business that provides religious diet meals. The facility lacks policy on providing for a religious diet.

Corrective Actions:

Create a policy consistent with the language contained in this Rule part. Forward the policy to the Inspections & Enforcement Unit.

Response Needed By: 04/30/2023

5. 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 is completing the inspections as required by the Rule, but does not have the written policy that is required.

Corrective Actions:

Create a policy that complies with this rule part and the practices already in place. Forward the policy to the Inspections & Enforcement Unit.

Response Needed By: 04/30/2023

6. 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:

Facility staff indicated that the designated staff member was not consistently performing the weekly fire and safety inspection.

Corrective Actions:

Create a process to complete these inspections reliably each week to ensure compliance with this Rule part. Inform the Inspections & Enforcement Unit once this process has been established.

Response Needed By: 04/30/2023

Chapter 2911 - Mandatory Rules In Compliance With Concerns

Total: 6

1. 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 forms include a signature for the property inventory, but it is not currently required by facility policy.

Corrective Actions:

Add the language from 2911.2525.4 requiring that inmate's sign the inventory of their property to the facility policy manual. Forward the completed policy to the Inspections & Enforcement Unit by April 30, 2023.

Response Needed By: 04/30/2023

2. 2911.2750 INMATE HYGIENE. Subpart 1. Personal hygiene.

The facility administrator or designee shall have and implement a written policy for personal hygiene practices of all inmates to include special assistance for those inmates who are unable to care for themselves. A written policy and procedure shall require that articles needed for personal hygiene are available to all inmates, and include at a minimum, the following: A. soap; B. toothbrush; C. toothpaste; D. shampoo; E. shaving equipment; F. materials essential to feminine hygiene; G. comb; and H. toilet paper.

Inspection Findings:

The facility provides hygiene supplies, but does not have a list of all supplies in their policy manual.

Corrective Actions:

Update the policy manual to include a list of provided items consistent with this Rule part. Forward the policy to the Inspections & Enforcement Unit by April 30, 2023.

Response Needed By: 04/30/2023

3. 2911.3200 INMATE VISITATION

The facility administrator or designee shall develop and implement an inmate visiting policy. The policy shall be in writing and include: A. attorney/client interviews allowed in a manner consistent with Minnesota Statutes, section 481.10; B. a schedule of visiting hours that includes the days and times for visits that includes visits during the normal business day, and evenings or weekends; C. establishment of a uniform number of permissible visits and the number of visitors permitted per visit; D. that an adult inmate be permitted an initial visit with a member or members of the inmate's immediate family at the next regularly scheduled visiting period; E. that all facilities schedule a minimum of eight visiting hours per week: (1) a minimum of three separate and distinct visiting days per week; and (2) 20 minutes' duration minimum for each visit unless the number of persons attempting to visit exceeds the facility's ability to meet this requirement, or the inmate's behavior dictates a need to terminate a visit earlier; F. allowed visits for identified members of an inmate's immediate family; G. when a visit to an inmate is denied for reasonable grounds on the belief that the visit might endanger the security of the facility, the action and reasons for denial shall be documented; H. that visitors register, giving names, addresses, and relationship to inmate; I that any area used for inmate visiting may be subject to audio monitoring, recording, or both. The facility shall use signs and the inmate handbook to inform the inmate about audio monitoring and recording. Professional visits not be audio recorded, unless a court order has been issued; J. that policies for parents, guardians, and attorneys visiting juveniles are unrestrictive as administratively possible and the initial visit of a juvenile by parents, guardians, and attorneys be permitted at any time; K. picture identification of visitors be required for identification purposes; L. that juvenile children be allowed to visit parents, regardless of age, as deemed appropriate by the parent or guardian accompanying the child and when a dispute over children visiting occurs between the inmate and the parent or legal guardian, the inmate be referred to the court for resolution; and M. facility policy and procedures setting forth criteria for authorized friend visiting.

Inspection Findings:

The inmate handbook fails to inform inmates that the visiting area may be monitored via audio or video. Policy denies visits for any inmates before they have a court appearance.

Corrective Actions:

This was addressed and corrected during the on-site inspection. No further action is required at this time.

Response Needed By:

4. 2911.5000 POST ORDERS; FORMAL INMATE COUNT; WELL-BEING CHECKS. Subpart 4. Counting.

A facility shall have a written policy describing the system of counting inmates. Formal counts shall be completed with an official entry made in the daily log at least once each eight hours. The facility shall maintain a system that identifies the whereabouts of all inmates in custody and includes a system of accountability for inmates approved for temporary absences from their assigned housing units. A written policy and procedure shall provide that staff regulate inmate movement.

Inspection Findings:

Current policy is inconsistent. In one place it specifies formal counts being conducted every 12 hours, and in another place it requires formal counts every 8 hours.

Corrective Actions:

This was addressed and corrected during the on-site inspection. No further action is required at this time.

Response Needed By:

5. 2911.5800 AVAILABILITY OF MEDICAL AND DENTAL RESOURCES. Subpart 1. Availability of resources, general.

Under the direction of a health authority, a facility shall develop a written policy and procedure that provides for the delivery of health care services, including medical, dental, and mental health services.

Inspection Findings:

Several medical policies are omitted from the policy manual or need to be updated.

Corrective Actions:

Once the medical policies have been created or updated, consult with the medical director to ensure they are approved by them and that they meet the requirements in Rule 2911.

Response Needed By:

6. 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 is not currently a policy outlining this procedure. Staff are completing the necessary inspections and follow-up.

Corrective Actions:

Create and implement a policy consistent with this Rule part. Forward the policy to the Inspections & Enforcement Unit.

Response Needed By: 04/30/2023

Chapter 2911 - Essential Rules In Compliance With Concerns

Total: 1

1. 2911.1300 CUSTODY STAFF TRAINING.

A facility shall have a written policy and procedure that provides that all custody staff receive 120 hours of orientation and training during the first year of employment. Forty of these hours are completed prior to being independently assigned to a particular post. All persons in this category are given an additional 16 hours of training each subsequent year. At a minimum, training completed before independent assignment to a particular post shall include: A. security procedures; B. supervision of inmates; C. signs of suicide risk and suicide precautions; D. vulnerable inmates; E. response to resistance regulations and tactics; F. report writing; G. inmate rules and regulations; H. rights and responsibilities of inmates; I. fire and emergency procedures; J. key control; K. interpersonal relations and communication skills; L. diversity training; M. distribution of medications; N. right to know; and O. blood-borne pathogens and communicable diseases.

Inspection Findings:

The facility is completing the required training, but the policy manual does not reflect the required orientation training topics that are required by Rule.

Corrective Actions:

Update the policy to be consistent with 2911.1300. Forward the updated policy to Inspections & Enforcement by April 30, 2023.

Response Needed By: 04/30/2023

INSPECTION COMMENTS

The facility policy manual is severely out-of-date. Many sections do not conform with Rule 2911 or applicable state statutes. The current Jail Administrator has made strides in improving the manual and has made progress to bring the policy manual up to compliance.

The physical plant of the jail is in good condition, considering the age of the facility. The bunks, while appropriate for the time that they were installed should be considered a high priority replacement item as funding is available. The bunks do not conform with current best practices and could pose a suicide risk. If the administration intends to double-bunk, the issue of seating must be addressed. Each cell only has one desk and chair combination. Excess items and unsecured tools should be removed from the sally port area as they create a hazard to the safety and security of the facility.

In addition to the policy changes required, language from State Statutes 241.021, 241.88 and 243.52 needs to be written into the facility policy manual. The facility must implement these changes or create policies where applicable and forward them to the Inspections & Enforcement Unit by January 31, 2023.

Due to the number of corrective actions and the turnover in jail administration, the Murray County Jail will remain on annual inspection status.

JJDPA Compliance

Compliance Report for monitoring Facilities Pursuant to the Juvenile Justice Delinquency Prevention JJDP Act of 2002. On 10/18/2022, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Murray County Jail has received a "Rural Exception" to the JJDP. This allows the facility to hold a delinquent juvenile up to 24 hours, excluding weekends and holiday. The three core requirements that are looked at during the facility review are Deinstitutionalization of Status Offenders (DSO), Removal of Juveniles for Adult Jail and Adult Lockups (Jail Removal), and Sight and Sound separation.

The Murray County Jail held or processed zero (0) juveniles during the year auditing period. The findings are as follows:

DSO: No violations of the facility holding status offenders in the jail.

Jail Removal: No violations for the jail removal standard.

Sight and Sound Separation: The facility design and policies allow for proper sight and sound separation.

Murray County does not hold delinquent juveniles in the facility per their policy. The facility does not participate in any "Scared Straight" programs for any youth that are under public authority.

Court holding: The courtrooms do not have a secure court holding area.

Based on the documentation reviewed, no violations of the JJDP act during were found during the Murray County jail inspection.

Report completed By: Daniel Lipa – Detention Facility Inspector

Signature:

