



# 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:

### 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:** Jacob Nelson – Detention Facility Inspector **Inspected on:** 10/04/2023

**Inspection Method:** Full inspection, to include policy review, facility tour, staff interviews, employee file reviews, and related documentation reviews.

**Officials Present During Inspection:** Chief Deputy Bryan Bose; Jail Administrator Janette Engels; Sheriff Heath Landsman

**Officials Present for Exit Interview:** Chief Deputy Bryan Bose; Jail Administrator Janette Engels; Sheriff Heath Landsman

**Issued Inspection Report to:** Chief Deputy Bryan Bose; Jail Administrator Janette Engels; Sheriff Heath Landsman; County Administrator Carolyn McDonald; 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	2	3	98.41%	Compliance rating of 100%
2911	Essential	91	89	1	1	98.90%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** approval **Begins On:** 11/01/2023 **Ends On:** 10/31/2024 **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: 2**

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:**

The facility documents the orientation process by having the inmate acknowledge that they received the inmate handbook. This does not meet the requirements of providing an orientation process for all newly admitted inmates.

**Corrective Actions:**

**Within 30 days of receipt of this report, an orientation process must be developed that meets the requirements of the rule. This must be submitted to the DOC, along with documentation that all inmates currently being held have received the orientation.**

**Response Needed By: 11/30/2023**

2. 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 were found to be out of compliance with the 30-minute time frame allowed in the Rule. Staff also are not consistently going to the cell front to conduct the checks.

**Corrective Actions:**

**Immediately upon receipt of this order, the Jail Administrator shall begin well-being check audits of staff to ensure compliance with this Rule. All staff must be retrained on proper well-being checks, and documentation sent to the DOC within 30 days of receipt of this order, no later than November 30th, 2023.**

**Response Needed By: 11/30/2023****Chapter 2911 - Essential Rules Not In Compliance****Total: 1**

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:**

Current training plan lacks detail to show that all staff are receiving the required annual training as outlined in the Rule.

**Corrective Actions:**

**The Jail Administrator shall audit all staff training records to ensure that all training requirements are met by December 31, 2023. This shall include Custody Staff requirements, and Administrative Staff requirements.**

**Response Needed By:****Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 3**

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:**

Policy review discovered minor updates that need to be made.

**Corrective Actions:**

**No later than December 29th, 2023, submit policy revisions for Chapter 2911 Rules: 2911.1000, 2911.1400, 2911.2525, 2911.2525 subp. 3, 2911.2750, 2911.3100 subp. 1, 2911.3100 subp. 4, 2911.3100 subp. 5, 2911.3200, 2911.3300 subp. 4, 2911.3300 subp. 6, 2911.3400, 2911.3500, 2911.3600 subp. 8, 2911.3700 subp. 5, 2911.5300 subp. 3, 2911.6600 subp. 16, 2911.7500.**

**Response Needed By:**

2. 2911.5800 AVAILABILITY OF MEDICAL AND DENTAL RESOURCES. Subpart 6. Medical screening.

A facility shall have a written policy and procedure that requires medical screening is performed and recorded by trained staff on all inmates on admission to the facility. The findings are to be recorded in a manner approved by the health authority. The screening process shall include procedures relating to: A. Inquiry into: (1) current illness and health problems, including dental emergencies, and other infectious diseases; (2) medication taken and special health requirements; (3) use of alcohol and other drugs that include types of drugs used, mode of use, amounts used, frequency used, date or time of last use, and history of problems that may have occurred after ceasing use, for example, convulsions; (4) past and present treatment or hospitalization for mental illness or attempted suicide; (5) other health problems designated by the health authority; and (6) signs and symptoms of active tuberculosis to include weight loss, night sweats, persistent cough lasting three weeks or longer, coughing up blood, low grade fever, fatigue, chest pain, prior history of active tuberculosis disease, and results of previous tuberculin skin or blood testing. B. Observations of: (1) behavior that includes state of consciousness, mental status, appearance, conduct, tremor, and sweating; and (2) body deformities, trauma markings, body piercings, bruises, lesions, and jaundice. C. Disposition to: (1) general population; (2) general population and referral to appropriate health care service; (3) referral to appropriate health care service on an emergency basis; and (4) other.

**Inspection Findings:**

Medical screenings completed at intake are missing elements of the rule, to include the mode of drug use, frequency of use, and history of problems that have occurred after ceasing use.

**Corrective Actions:**

**Within 30 days of receipt of this report, submit an initial medical screening that meets all applicable requirements.**

**Response Needed By:**

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:**

Weekly documentation is inconsistent, and weeks are missing from the logs.

**Corrective Actions:**

**Ensure sanitation checks are completed weekly and documentation is accurately saved.**

**Response Needed By:**

**Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 1**

1. 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:**

Weekly documentation is inconsistent, and weeks are missing from the logs.

**Corrective Actions:**

**Ensure fire inspections are completed weekly and documentation is accurately saved.**

**Response Needed By:**

**INSPECTION COMMENTS**

This was Janette Engels first inspection as Jail Administrator.

The policy manual is nearing completion, with minor updates needing to be made before going into effect. Also needing to be added are statutory requirements in Minnesota Statute 241.021 to include: Involuntary Administration of Medications, Critical Incident Debriefs, Telehealth policy, Code of Conduct, and Notice of Rights.

The jail facility continues to be in good condition, and it's clear that maintenance issues are addressed in a timely manner before further deterioration occurs.

**Training:**

Since taking over the Jail, the Jail Administrator has been working on cleaning up staff training records to ensure the Rule requirements are met. While the upcoming training plan for 2024 is compliant, the Jail Administrator will be auditing staff training records for 2023 to ensure staff are meeting the required annual training requirements.

The facility will remain on annual inspections due to well-being check violations, and continued updates needed to the policy manual and training plan.

**JJDPA Compliance**

Compliance Report for monitoring Facilities Pursuant to the Juvenile Justice Delinquency Prevention JJDP Act of 2002.

On 10/4/2023, 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: Jacob Nelson – Detention Facility Inspector

Signature: 