



# 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:

### Nobles County Jail

**Address:** 1530 Airport Road, SUITE 100, Worthington, MN 56187

**MN Governing Rule:** 2911 Local Adult Detention Facilities

**Inspection Type:** Biennial **Inspected By:** Jacob Nelson – Detention Facility Inspector **Inspected on:** 07/19/2023

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

**Officials Present During Inspection:** Jail Administrator Dan Bosman; Sheriff Ryan Kruger

**Officials Present for Exit Interview:** Jail Administrator Dan Bosman

**Issued Inspection Report to:** Assistant Jail Administrator Aaron Ahlers; Jail Administrator Dan Bosman; Sheriff Ryan Kruger; County Administrator Bruce Heitkamp; 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	118	2	6	98.41%	Compliance rating of 100%
2911	Essential	99	98	0	1	100.00%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** approval **Begins On:** 09/01/2023 **Ends On:** 08/31/2025 **Facility Type:** Jail  
**Placed on Biennial Status:** Yes **Biennial Status Annual Compliance Form Due On:** 08/31/2024  
**Delinquent Juvenile Hold Approval:** 24 hrs exclusive of weekends and holidays **Certificate Holder:** Nobles 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	88	90	79.20	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's programmer does a complete formal orientation process with inmates; however, it is only done Monday-Friday. This does not meet the requirements of providing an orientation process for all newly admitted inmates.

**Corrective Actions:**

**The Jail Administrator must create an orientation process that meets the requirements of the rule. The Jail Administrator has been provided examples that other facilities have used. Revised orientation process must be sent to DOC by September 29th, 2023.**

**Response Needed By: 09/29/2023**

2. 2911.7300 FIRE INSPECTION. Subpart 1. Annual inspection.

Each facility shall be policy require that a fire inspection of the facility must be conducted in accordance with the applicable fire code on an annual basis by a state fire marshal or local fire official.

**Inspection Findings:**

Fire extinguishers were found that had not been inspected since March of 2022.

**Corrective Actions:**

**Complete an annual fire extinguisher inspection and send documentation to the Department of Corrections by October 31, 2023.**

**Response Needed By: 10/31/2023****Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 6**

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 was completed prior to the inspection and discovered minor updates that need to be made. These updates were discussed with the Jail Administrator at the time of inspection.

**Corrective Actions:**

**Ensure all elements required in 2911 are incorporated into the facility policy manual. Once completed, documentation of changes must be submitted to the Department of Corrections by December 29th, 2023.**

**Response Needed By:**

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:**

The facility does not have a clear process for ensuring emergency medical information is obtained within two hours of admission.

**Corrective Actions:**

**The facility must create a process for ensuring that emergency medical information is obtained within two hours of admission, for individuals who are not booked in upon admission. This should include documenting attempts to have individuals complete the admission process. Additionally, it is recommended that the facility implement a pre-booking screening form that helps obtain emergency medical information.**

**Response Needed By:**

3. 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 audited were found to be within the 30-minute time frame allowed in the rule. However, a small number of well-being checks were found to be completed at a pace too quickly to ensure the well-being of an inmate.

**Corrective Actions:**

**The facility has a well-documented process for auditing well-being checks on all staff. If well-being checks are found to be out of compliance, staff are given re-training and coaching by supervisors.**

**Response Needed By:**

4. 2911.5300 SEARCHES, SHAKEDOWNS, AND CONTRABAND CONTROL. Subpart 4. Daily inspections.

A facility shall be inspected at least daily for contraband, evidence of breaches in security, and inoperable security equipment, and shall document the inspection.

**Inspection Findings:**

The facility is conducting daily inspections, however several days were missing from the daily inspection logs.

**Corrective Actions:**

**Ensure staff are trained on the proper method for logging their daily inspections.**

**Response Needed By:**

5. 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:**

The medical screening form is missing elements of the Rule. Specifically, type of drugs and/or alcohol used, mode of use, frequency used, date and time of last use.

**Corrective Actions:**

**Ensure all elements of the rule are present on the medical screening form.**

**Response Needed By:**

6. 2911.6500 STORAGE. Subpart 2. Refrigeration.

Medication requiring refrigeration shall be refrigerated and secured and the temperature checked daily. There must be separate refrigeration for medications only.

**Inspection Findings:**

Nursing staff handle the temperature checks. However, no checks are completed on weekends when nursing staff are not present.

**Corrective Actions:**

**Ensure temperature checks are completed daily and assign someone to do the checks on weekends when nursing staff are not present.**

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

1. 2911.2800 ADMINISTRATIVE SEGREGATION. Subpart 4. Policy.

Written policy and procedure shall provide that the status of inmates in administrative segregation is reviewed every seven days. These policies shall provide: A. that the review is documented and placed in the inmate's file; B. that the inmate in administrative segregation receive visits from the facility administrator or designee a minimum of once every seven days as a part of the administrative review process; and C. that the review process that is used to release an inmate from administrative segregation is specified.

**Inspection Findings:**

Inmates in administrative segregation are receiving visits weekly, but not always within the 7 days specified in the Rule.

**Corrective Actions:**

**Ensure that inmates are receiving visits from administrator, or designee, a minimum of once every 7 days.**

**Response Needed By:**

## INSPECTION COMMENTS

### Physical Plant:

The jail is showing signs of age, specifically in the shower areas in inmate housing. Recommendations were discussed to improve floor drainage in order to keep floors from further deteriorating. Rusted shower doors continue to be replaced. While the jail was very clean overall, and free of major defects, it's important for them to be proactive in addressing issues as they arise to prevent further deterioration.

### Training:

The staff receive training that is relevant to their job, and they were knowledgeable of their duties and responsibilities, even though there is an increase in new staff members. Training is offered in a variety of methods and allows staff frequent hands-on instruction.

### Operations:

The Nobles County Jail continues to operate at a high level of compliance. Deficiencies in the policy manual were submitted to the administrator for review for implementation by the end of 2023. Jail Administration was very open regarding areas where they lacked compliance and were active in discussions in ways to improve in those areas. Discussions were had regarding the booking process, and ways to ensure all elements of the admissions rule are in compliance, specifically inmate orientation, and obtaining and documenting emergency medical information within 2 hours of intake.

The jail will remain on biennial inspections.

**JJDPA Compliance**

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

On July 19th, 2023, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Nobles County Jail has received a "Rural Exception" to the Juvenile Justice and Delinquency Prevention Act (JJDP). This allows the facility to hold a delinquent juvenile up to 24 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 the jail data, the Nobles County Jail held or processed 19 juveniles since October 1, 2022. I reviewed approximately 100 percent of the juvenile data and files. The findings are as follows:

DSO: I did not find any violations of the facility holding status offenders in the jail. Upon review of the files, indication was that children that were brought into the facility were indeed there for delinquent offenses.

Jail Removal: Files and DOC Portal System data indicate that any children brought into the jail are removed well within the 24 hour time frame allowed per the "Rural Exception." Nobles County utilizes juvenile placement centers in Willmar, Red Wing, and Rochester.

Sight and Sound Separation: The facility design and policies allow for proper sight and sound separation. This includes the route taken to Court. Policies and the court schedule also indicate proper sight and sound separation are maintained.

Court Holding: Nobles County no longer holds juveniles in the jail for court holding, they utilize the secure court holding next to the court rooms. This is a positive change from the past practice of holding juveniles in booking until they were ready for court.

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, Nobles County had zero (0) violations of the JJDP Act.

Report completed By: Jacob Nelson – Detention Facility Inspector

Signature: 