



# 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:

### Norman County Jail

**Address:** 15 Second Avenue, Ada, MN 56510

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

**Inspection Type:** Biennial **Inspected By:** Sarah Johnson – Senior Detention Facility Inspector **Inspected on:** 11/02/2020

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

**Officials Present During Inspection:** Administrator Nichole Thompson; Sheriff Jeremy Thornton

**Officials Present for Exit Interview:** Administrator Nichole Thompson; Sheriff Jeremy Thornton

**Issued Inspection Report to:** Administrator Nichole Thompson; Sheriff Jeremy Thornton; County Administrator LeeAnn Hall; Regional Manager Dayna Brumeister

## 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	117	115	1	1	99.15%	Compliance rating of 100%
2911	Essential	74	73	1	0	98.65%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** conditional approval **Begins On:** 09/01/2020 **Ends On:** 08/31/2022 **Facility Type:** 72 Hour Holding

**Placed on Biennial Status:** Yes **Biennial Status Annual Compliance Form Due On:** 08/31/2021

**Delinquent Juvenile Hold Approval:** no approval **Certificate Holder:** Norman 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	2	100	2.00	Two cells with one bunk in each cell - 07-07-2017.	None.

## RULE COMPLIANCE DETAILS

**Chapter 2911 - Mandatory Rules Not In Compliance****Total: 1**

1. 2911.5800 AVAILABILITY OF MEDICAL AND DENTAL RESOURCES. Subpart 3. Health care policy review.

Facility policy shall ensure that each policy, procedure, and program in the health care delivery system is reviewed and documented at least annually under the direction of the health authority and revised as necessary.

**Inspection Findings:**

The facility's medical policy review is overdue. The facility's physician, Dr. Luthly, currently has the medical polices for review.

**Corrective Actions:**

**Once the County has signed medical policies by their medical authority, please submit verification of review to the Department of Corrections.**

**Response Needed By: 12/31/2020****Chapter 2911 - Essential Rules Not In Compliance****Total: 1**

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:**

The facility does not have post orders.

**Corrective Actions:**

**Create post orders for the facility. The post orders for the facility need to reflect all of the duties of that particular post that are time sensitive; such as well-being checks, meal delivery, medication delivery, and daily facility inspections. Staff will need to review post orders on an annual basis.**

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

1. 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 classification system does not incorporate all the requirements for classification per the rule, letter I is not addressed.

**Corrective Actions:**

**Update the classification system to include all necessary elements of proper classification. Staff will need to be trained on the new classification system.**

**Response Needed By:**

**INSPECTION COMMENTS**

As of March 2020, Norman County has not held inmates due to COVID and they continue to hold no inmates at this time. In 2019, they held two inmates. The facility is clean, well maintained, and staff are continually trained to current standards. Norman County will continue to be placed on a biennial status.

**JJDPA Compliance**

On November 2nd, 2020, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Norman County Jail does not have the authority to hold juveniles as they do not have the ability to sight and sound separate. The Norman County Jail did not hold any juveniles in this period.

**Report completed By:** Sarah Johnson – Senior Detention Facility Inspector

**Signature:**



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