



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:

Northwest Regional Corrections Center

Address: 816 Marin Avenue, SUITE 110, Crookston, MN 56716

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Sarah Johnson – Senior Detention Facility Inspector **Inspected on:** 11/20/2019

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

Officials Present During Inspection: Jail Administrator Joey Pederson

Officials Present for Exit Interview: Executive Director Andrew Larson; Jail Administrator Joey Pederson

Issued Inspection Report to: Executive Director Andrew Larson; County Administrator Charles Whiting; Regional Manager Sherry Hill

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	122	3	1	97.62%	Compliance rating of 100%
2911	Essential	100	97	2	1	98.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 02/01/2020 **Ends On:** 01/31/2022 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 01/31/2021
Delinquent Juvenile Hold Approval: no approval **Certificate Holder:** Tri-County Community Corrections
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	200	95	190.00	Located at 816 Marin Avenue.	None.

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance

Total: 3

- 2911.0900 STAFFING REQUIREMENTS. Subpart 1. Staffing plan and staffing analysis.

The facility administrator shall prepare and retain a staffing plan. The staffing plan shall identify: A. jail personnel assignments for: (1) facility administration and supervisors; (2) facility programs including exercise and recreation; (3) inmate admission, booking, supervision, and custody; (4) support services including medical, food services, maintenance, and clerical; and (5) other jail-relevant functions such as escort and transportation of inmates; B. the days of the week that the assignments are filled; C. the hours of the day that the assignments are covered; and D. any deviations from the plan with respect to weekends, holidays, or other atypical situations must be considered. The facility administrator or designee shall review the facility's staffing plan at least once each year. The review shall be documented in written form sufficient to indicate that staffing plans have been reviewed and revised as appropriate to the facility's needs or referred to the facility's governing body for funding consideration. A facility with a design capacity of more than 60 beds must have a staffing analysis and staffing plan approved by the commissioner of corrections. This staffing analysis shall include all posts, functions, net annual work hours appropriate to each post, and total number of employees to fill the identified posts and functions.

Inspection Findings:

See Staffing Comments.

Corrective Actions:

N/A.

Response Needed By: 01/15/2020

2. 2911.2500 SEPARATION OF INMATES. Subpart 1. General.

A combination of separate housing units inclusive of special management areas, general population, and minimum security areas and cells, dormitories, and dayroom spaces shall be provided to properly segregate inmates pursuant to Minnesota Statutes, section 641.14. The facility shall provide for the separate housing of the following categories of inmates: A. female and male inmates; B. community custody inmates such as work release or sentencing to service; C. inmates requiring disciplinary segregation; D. inmates requiring administrative segregation; E. juveniles who do not meet Minnesota statutory requirements for placement with adults; F. special management, general population, and minimum security inmates as considered appropriate to the facilities design intent and classification system; and G. inmates classified as mentally ill or special needs inmates in a manner consistent with Minnesota Statutes, section 253B.05.

Inspection Findings:

The female inmates are not properly separated. They are classified as general population and general population release eligible. They are using the general population release term instead of minimum security. They are not separating minimum security from their general population females.

Corrective Actions:

The facility will need to address how they classify and properly separate the female inmate population as they do the male population. They will need to submit a corrective action plan to the Department of Corrections for review.

Response Needed By: 01/15/2020

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:

The well-being checks are being done in a timely manner but it was noted that during sleeping hours some staff completed the well-being checks at a pace that was too fast to be regarded as a well-being check.

Corrective Actions:

Well-being checks need to be completed at a pace that verifies all inmates are ok. Staff need to have a review of policy or retraining on how proper well-being checks are completed. Submit corrective action of proper well-being checks to the Department of Corrections for review.

Response Needed By: 01/15/2020**Chapter 2911 - Essential Rules Not In Compliance****Total: 2**

1. 2911.0900 STAFFING REQUIREMENTS. Subpart 15. Ratio of custody staff to inmates, reporting incidents, and responding to emergencies.

A. A facility with a design capacity of 60 or fewer beds shall meet the staffing ratios in this item. For inmate supervision, the overall facilitywide minimum ratio of custody staff to inmates shall be one custody officer to 25 inmates. These staff must be in the facility and on duty at all times and not involved in temporary duties outside of the facility. Included in this ratio are all staff who are assigned and trained in the custody and supervision of inmates as their primary duty. Staff not directly responsible for custody and supervision of inmates such as administrative, supervisory, program, bailiff, or support staff shall not be included in this ratio; B. A facility with a design capacity of 60 or more beds shall meet the staffing ratios in this item. For inmate supervision, the overall facilitywide minimum ratio of custody staff to inmates shall not be less than: (1) 1 to 60 inmates for direct supervision housing units with lockdown capability; (2) 1 to 48 inmates for direct supervision dormitories; (3) 1 to 40 for indirect or podular inmate supervision; and (4) 1 to 25 inmates for linear housing areas; C. A facility administrator may apply for a specific variance from the staffing requirements in this subpart from the commissioner. Consideration of this variance shall require that supervision of inmates is accomplished in an appropriate manner and that the safety and security of the facility, staff, and inmates are not compromised.

Inspection Findings:

See Staffing Comments.

Corrective Actions:

N/A.

Response Needed By:

2. 2911.0900 STAFFING REQUIREMENTS. Subpart 20. Coordination of programs.

In a Class III and Class VI facility, a staff person shall be designated to coordinate educational and vocational programs, social service programs, work release, and volunteer services programs. The following minimum inmate to program staff ratio shall apply for the average daily population: A. 30 or under, program staffing needs comply with subpart 4; B. 31 to 60, one full-time program staff person; and C. over 60, program staffing needs are addressed as part of the overall facility staffing plan.

Inspection Findings:

The facility uses line staff to provide recreation to the inmates. When the facility is short staffed, the recreation is pulled, leaving inmates without the ability to actively recreate as required. The inmate population average for 2018 was 180, and a facility of this size should have a full-time programs person dedicated to recreation.

Corrective Actions:

This has been an ongoing issue for this facility. It is strongly recommended to hire a full-time recreation staff to address this need.

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

1. 2911.5550 LOCKS AND KEYS. Subpart 3. Regular testing.

Locks to security doors or gates shall be tested for proper function at least weekly to ensure proper operation.

Inspection Findings:

Facility emergency exit locks are not tested on a weekly basis.

Corrective Actions:

Create a weekly lock inspection procedure for the facility to check all emergency exit doors both manually and electronically. Submit the new lock inspection procedures to the Department of Corrections for review.

Response Needed By:

Chapter 2911 - Essential Rules In Compliance With Concerns

Total: 1

1. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 7. Recreation plan.

The facility administrator or designee shall have a plan providing opportunities for physical exercise and recreational activities for all inmates consistent with the facility's classification and design. Class I facilities are exempt from this requirement. The plan shall include policies and procedures necessary to protect the facility's security and the welfare of inmates. Policy and procedure shall provide: A. inmates with access to recreational opportunities and equipment, including seven hours of physical exercise or recreation outside the cell and adjacent dayroom areas per week; B. recreational opportunities a minimum of five days per week; C. indoor space and equipment for active recreational activities in all Class II to Class VI facilities; D. outdoor recreational space and equipment for outdoor recreational programming in all Class VI facilities. The space and equipment shall be provided in a manner consistent with the facility's security classification; E. passive and active recreation needs and equipment for a variety of inmates consistent with the facility's classification and offenders served. As an example, activity needs of geriatric, disabled, or geriatric and disabled offenders shall be addressed; F. inmates in segregation with a minimum of one hour a day, seven days a week, of exercise outside the inmates' cells, unless security or safety considerations dictate otherwise; and G. discretionary access by inmates on segregation status to the same recreational facilities as other inmates unless security or safety considerations dictate otherwise. When inmates on segregation status are excluded from use of regular recreation facilities, the alternative area for exercise used shall be documented.

Inspection Findings:

There are times when active recreation is not offered due to lack of staff. Active recreation plays a vital role in inmate programming. Recreation reduces facility incidents and inmates are less problematic when they can actively recreate on a regular basis.

Corrective Actions:

It is recommended to address the programming needs for this facility and hire a full-time recreation person.

Response Needed By:

INSPECTION COMMENTS

STAFFING REQUIREMENTS: The average daily population for the Northwest Regional Corrections Center is 180 inmates which has increased steadily since the new facility opened. After reviewing the staffing levels for the 6pm to 6am shift; it is noted the staffing levels drop below minimum requirements from 11pm to 6am. The staffing requirements for a facility were changed in 2013 to require one staff person to 60 inmates in a direct supervision housing unit. The facility utilizes one staff member to supervise 120 inmates after 11pm in the direct supervision unit. This leaves the 6pm shift short one staff person for inmate supervision after 11pm. The facility will need to readdress their staffing plan to meet the staffing levels required. This will require the facility add an additional two staff members to fill the 11pm to 6am shortage. The facility will also need to resubmit their staffing plan to the Department of Corrections to address this staffing coverage.

Also, the officials of NWRCC will need to plan for additional staffing in the future. The needs of the evening shift will require to have a rover to address a facilities needs as the inmate population needs increase.

Overall, NWRCC is a well run facility and continues to run at a high level of compliance. The facility does have a new and successful mental health program that provides mental health programing and services that continue after the inmate leaves the facility. They also have a highly successful GED program that ranks one of the highest graduation rates in the state.

The facility will stay on a biennial status.

JJDPa Compliance

On November 20th, 2019, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Northwest Regional Corrections Center does not have approval to hold juveniles. No juveniles were brought to the facility. The facility does not participate in any scared straight programming.

Report completed By: Sarah Johnson – Senior Detention Facility Inspector

Signature:


