



# 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  
Telephone: 651-361-7146 Fax: 651-642-0314 Email: ie-support.doc@state.mn.us

## INSPECTION DETAILS FOR:

### Olmsted County Jail

**Address:** 101 Fourth Street SE, Rochester, MN 55904

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

**Inspection Type:** Biennial **Inspected By:** Jacob Nelson – Detention Facility Inspector **Inspected on:** 05/23/2024

**Inspection Method:** Facility walk-through, staff and inmate interviews, staff and inmate file reviews, facility documentation review and video footage review.

**Officials Present During Inspection:** Captain Macey Tesmer; Director Samantha Reps

**Officials Present for Exit Interview:** Captain Macey Tesmer; Director Samantha Reps

**Issued Inspection Report to:** Captain David Adams; Captain Macey Tesmer; Director Samantha Reps; Sheriff Kevin Torgerson; County Administrator Heidi Welsch; 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	122	1	3	99.21%	Compliance rating of 100%
2911	Essential	102	102	0	0	100.00%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** approval **Begins On:** 07/01/2024 **Ends On:** 06/30/2026 **Facility Type:** Jail  
**Placed on Biennial Status:** Yes **Biennial Status Annual Compliance Form Due On:** 06/30/2025  
**Delinquent Juvenile Hold Approval:** 6 hrs **Certificate Holder:** Olmsted County Sheriff's Office  
**Special Conditions:**

### 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
Minimum secure	Coed	60	100	60.00	Minimum secure beds located outside of the secure perimeter in a separate building across the street.	
Secure	Coed	170	90	153.00	Located at 101 Fourth Street SE, Rochester, MN 55904.	

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

## 1. 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:**

The facility had no documentation of its staffing plan being reviewed for this year.

**Corrective Actions:**

**This has been corrected, and the facility has a plan in place for the annual documented review of its staffing plan. No further action is needed at this time.**

**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:**

A review of the facility's policy was conducted prior to the inspection. Seven policies do not meet all of the requirements of the Chapter 2911 Rules or State Statutes governing county jails.

**Corrective Actions:**

**This was discussed with the Jail Administrator at the time of the inspection and the facility is working on updating these policies. Once updated, have staff review the changes to the policy manual. Submit the changes to the Department of Corrections for review by September 2, 2024.**

**Response Needed By:**

## 2. 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:**

Orientation sheets were found unsigned in two inmate files.

**Corrective Actions:**

**The facility shall develop a consistent process for ensuring all inmates are signing that they received orientation, prior to being moved to inmate housing areas. Send procedure to the DOC by September 2, 2024.**

**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:**

A review of well-being checks was conducted via video for multiple dates and times. There were three checks found to be completed at too fast a pace to ensure the inmate's well-being.

**Corrective Actions:**

**The facility has an auditing plan in place that is conducted by supervisors. The Inspector will continue to monitor for compliance for well-being checks.**

**Response Needed By:**

## INSPECTION COMMENTS

The facility shall remain on biennial inspections

## JJDPA Compliance

On May 23, 2024, a Juvenile Justice and Delinquency Prevention (JJDP) Act audit was conducted. The Olmsted County Jail has no approval to hold delinquent juveniles.

DSO: No violations of the facility holding status offenders.

Jail Removal: Juveniles held at the jail would have been certified as adults.

Sight and Sound Separation: The facility houses no juveniles. Juveniles are brought through the garage sally port and booking area at times when higher security is needed as an access route to court. Steps are taken to ensure that juveniles are kept separate from adults both in the booking area and court holding areas. The facility does not participate in any "Scared Straight" programs for any youth under public authority. No violations of the JJDP Act were identified at the Olmsted County Jail.

**Report completed By:** Jacob Nelson – Detention Facility Inspector

**Signature:**

