



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:

Otter Tail County Jail

Address: 416 S Mill Street, Fergus Falls, MN 56537

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Jake Nelson – Senior Detention Facility Inspector **Inspected on:** 11/18/2025

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: Jail Administrator Beth Carlson

Officials Present for Exit Interview: Jail Administrator Beth Carlson; Sheriff Barry Fitzgibbons

Issued Inspection Report to: Jail Administrator Beth Carlson; Sheriff Barry Fitzgibbons; County Administrator Nicole Hansen

RULE COMPLIANCE SUMMARY

Rule Chapter	Requirement Type	Total Applicable	Total Compliance	Total Non Compliance	Total Compliance With Recommendations	Compliance Rating	Substantial Compliance Result/Criteria
2911	Mandatory	127	125	2	0	98.43%	Compliance rating of 100%
2911	Essential	100	99	1	0	99.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 01/01/2026 **Ends On:** 12/31/2027 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 12/31/2026
Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Otter Tail Sheriff's Office
Special Conditions:

Approved Capacity Details **Operational Capacity is calculated as a percent of Approved Capacity beds.*

Bed Type	Gender	Approved Capacity	Effective Date	%Operating Capacity	Operational Capacity	Bed Details	Conditions
Secure	Coed	111	6/1/2002	90	99.90	None.	

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance**Total: 2****1. 2911.1350 MEDICAL TRAINING FOR CUSTODY STAFF.**

By policy and procedure a training program shall be established by the facility administrator in cooperation with the health authority, that provides instruction in the following areas: A. first aid training for custody personnel responsible for the supervision, safety, and well-being of prisoners; B. recognition of signs and symptoms of illness and knowledge of action required in potential emergency situations; C. administration of first aid and cardiopulmonary resuscitation (CPR). Recertification training shall occur as required with respect to first aid and CPR. The training shall be documented; D. methods of obtaining assistance; E. recognition of signs and symptoms of mental illness, developmental disabilities, emotional disturbance, and chemical dependency; and F. procedures for inmate transfers to appropriate medical facilities or other health care providers.

Inspection Findings:

A review of staff training records showed one custody staff member who did not complete the required medical training prior to working unsupervised.

Corrective Actions:

At the time of this report, all required trainings have been completed by this custody staff.

However, the facility shall develop medical training plans, to ensure that all custody staff are provided the required training prior to working independently. Send documentation of this plan to the DOC by the assigned date. The DOC shall continue to monitor for future compliance.

Response Needed By: 01/30/2026**2. 2911.6800 CONTROL. Subpart 1. Records.**

Records of receipt, the quantity of the drugs, and the disposition of all prescription medications shall be maintained in detail to enable an accurate accounting.

Inspection Findings:

One stocked medication did not have an accurate account of what the quantity should have been in the bubble pack.

Corrective Actions:

The facility has a well-established audit process for the accounting of its prescription medications. The facility shall implement a similar audit process for its stock medications to ensure accurate accountability. Send documentation of the updated procedure to the DOC by the assigned date. The DOC shall continue to monitor for future compliance.

Response Needed By: 01/30/2026**Chapter 2911 - Essential Rules Not In Compliance****Total: 1****1. 2911.1300 CUSTODY STAFF TRAINING.**

A facility shall have a written policy and procedure that provides that all custody staff receive 120 hours of orientation and training during the first year of employment. Forty of these hours are completed prior to being independently assigned to a particular post. All persons in this category are given an additional 16 hours of training each subsequent year. At a minimum, training completed before independent assignment to a particular post shall include: A. security procedures; B. supervision of inmates; C. signs of suicide risk and suicide precautions; D. vulnerable inmates; E. response to resistance regulations and tactics; F. report writing; G. inmate rules and regulations; H. rights and responsibilities of inmates; I. fire and emergency procedures; J. key control; K. interpersonal relations and communication skills; L. diversity training; M. distribution of medications; N. right to know; and O. blood-borne pathogens and communicable diseases.

Inspection Findings:

A review of staff training records showed one custody staff member who did not complete training for distribution of medications, right to know, and blood-borne pathogens prior to working independently.

Corrective Actions:

At the time of this report, all required trainings have been completed by this custody staff.

However, the facility shall develop medical training plans, to ensure that all custody staff are provided the required training prior to working independently. Send documentation of this plan to the DOC by the assigned date. The DOC shall continue to monitor for future compliance.

INSPECTION COMMENTS

The facility shall be moved to a biennial inspection cycle.

JJDPA Compliance

On November 18, 2025, a Juvenile Justice and Delinquency Prevention (JJDP) Act Audit was conducted. A review of DOC Portal indicated that four (4) juveniles were processed in the Otter Tail County Jail for the current federal reporting time frame. A review of data identified no violations.

DSO: No violations determined of the facility holding status offenders in the jail.

Jail Removal: No violations of the jail removal standard.

Sight and Sound Separation: The facility design and policies allow for proper sight and sound separation.

The facility does not participate in any "Scared Straight" programs for any youth that are under public authority.

Based on the documentation reviewed, zero (0) violations of the JJDP Act were identified during the Otter Tail County Jail inspection.

Report completed By: Jake Nelson – Senior Detention Facility Inspector

Signature: 