



# 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: Pine County Detention Center

**Address:** 635 Northridge Drive, SUITE 130, Pine City, MN 55063

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

**Inspection Type:** Biennial **Inspected By:** Chris Thoma – Detention Facility Inspector **Inspected on:** 04/15/2020

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

**Officials Present During Inspection:** Assistant Jail Administrator Heather Immel; Jail Administrator Rodney Williamson

**Officials Present for Exit Interview:** Assistant Jail Administrator Heather Immel; Jail Administrator Rodney Williamson

**Issued Inspection Report to:** Assistant Jail Administrator Heather Immel; Jail Administrator Rodney Williamson; Sheriff Jeff Nelson; County Administrator David Minke; 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	124	1	1	99.21%	Compliance rating of 100%
2911	Essential	101	99	1	1	99.01%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** conditional approval **Begins On:** 05/01/2020 **Ends On:** 04/30/2022 **Facility Type:** Jail

**Placed on Biennial Status:** Yes **Biennial Status Annual Compliance Form Due On:** 04/30/2021

**Delinquent Juvenile Hold Approval:** 24 hrs exclusive of weekends and holidays **Certificate Holder:** Pine 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	131	85	111.35	None.	None.

## RULE COMPLIANCE DETAILS

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

1. 2911.6600 DELIVERY. Subpart 5. Recording deliveries.

A person responsible for delivering medications shall do so according to orders, and record the delivery of medications in a manner approved by the health care authority.

**Inspection Findings:**

A review of the inmate medication administration records (MAR) found that one inmate did not receive a prescribed medication during a medication distribution. At the time of this inspection, no medication error record had been generated for this incident.

**Corrective Actions:**

**There is a process in place to notify the responsible physician and jail administration when a medication error is found. Administration, in consultation with the health authority should develop a review process to ensure MARs are being checked regularly and medication errors are being reported.**

**Response Needed By: 06/30/2020****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:**

Post orders were recently changed to reflect the new 12 hour work schedule. They are available to staff electronically but there was no record of staff having acknowledged the orders.

**Corrective Actions:**

**Develop a procedure for staff to acknowledge post orders annually and when changes are made.**

**Response Needed By: 06/30/2020****Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 1**

1. 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 current population of the facility is low due to the COVID-19 pandemic. At the time of this inspection, the facility was in compliance with the provisions under this section of the rule. When the facility population returns to pre-pandemic numbers it will be difficult to provide for the required separation needs. During the inspection, there was discussion of adding separation space by splitting sub-dayrooms.

**Corrective Actions:**

**Continue to evaluate spatial reconfiguration options to accommodate future needs.**

**Response Needed By:**

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

1. 2911.1200 CLERICAL AND SUPPORT EMPLOYEES WITH REGULAR OR DAILY INMATE CONTACT: TRAINING. Subpart 2. Regular or daily inmate contact.

A facility shall have a written policy and procedure that provides that all new clerical and support employees who have regular or daily inmate contact receive 40 hours of orientation and training during their first year of employment. These hours are to be completed before being independently assigned to a particular job. The employees are given an additional 16 hours of training each subsequent year of employment. At a minimum, this training covers the following areas: A. security procedures and regulations; B. rights and responsibilities of inmates; C. all applicable emergency procedures; D. interpersonal relations and communication skills; and E. first aid.

**Inspection Findings:**

A check of training records showed a lack of training hours for clerical staff with minimal inmate contact.

**Corrective Actions:**

**The facility started using their RMS system training module in March of 2020. It was evident the facility exceeds the minimum training requirements. However, the documentation of the training was insufficient.**

**Provide accurate training documentation for staff with minimal inmate contact.**

**Response Needed By:**

**INSPECTION COMMENTS**

The jail was clean and organized. Measures have been put in place for both staff and inmates to be screened for COVID-19 before admittance.

The camera system has been switched to a digital format and cameras are scheduled to be switched to digital as budget allows.

The facility is about 3/4 complete with the transition to the Lexipol policy platform. The projected completion date is June of 2020.

The jail has a robust and comprehensive review process for well-being checks. The well-being checks reviewed exceeded the minimum requirements under the Rule.

Inmates were overall complimentary towards staff members.

**JJDPA Compliance**

On April 15, 2020, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Pine Detention Center 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 facility records, the Pine County Detention Center held or processed 14 juveniles between October 2019 and the day of inspection. The findings are as follows:

DSO: I noted one violation whereby a juvenile was detained due to a truancy violation.

Jail Removal: Files and Statewide Supervision System data indicate that any children brought into the jail are removed well within the 24 hour time frame allowed per the "Rural Exception."

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

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, there was one violation of the provision for deinstitutionalization of status offenders. The documentation provided to the jail at booking was an apprehension/detention order from a Probation Agent. When the original charge was discovered to be truancy, the jail notified the Probation Agent that the juvenile would immediately be released.

**Report completed By:** Chris Thoma – Detention Facility Inspector

**Signature:**

