



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:

Pine County Detention Center

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

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Lori Schopf – Detention Facility Inspector **Inspected on:** 03/20/2024 to 03/20/2024

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

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

Officials Present for Exit Interview: 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 Jacob McLellan

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	119	1	6	99.21%	Compliance rating of 100%
2911	Essential	101	97	3	1	97.03%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 05/01/2024 **Ends On:** 04/30/2026 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 04/30/2025
Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Pine 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
Secure	Coed	131	85	111.35	None.	

RULE COMPLIANCE DETAILS

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

1. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 2. Quarterly review of emergency procedures.

There shall be a review of emergency procedures once every three months. The review shall include: A. assignment of persons to specific tasks in case of emergency situations; B. instructions in the use of alarm systems and signals; C. systems for notification of appropriate persons outside the facility; D. information on the location and use of emergency equipment in the facility; E. specification of evacuation routes and procedures; and F. that the review be documented and require signature or initialing by all staff.

Inspection Findings:

Documentation showed clerical staff did not complete all quarterly reviews for 2023.

Corrective Actions:

Ensure that all staff are reviewing the emergency procedures quarterly. Submit documentation of completed reviews to the Department of Corrections by 07/01/2024 for review.

Response Needed By: 07/01/2024**Chapter 2911 - Essential Rules Not In Compliance****Total: 3**

1. 2911.1200 CLERICAL AND SUPPORT EMPLOYEES WITH REGULAR OR DAILY INMATE CONTACT: TRAINING. Subpart 1. Minimal inmate contact.

A facility shall have a written policy and procedure that provides that all new clerical and support employees that have minimal inmate contact receive 24 hours of orientation and training during their first year of employment. Sixteen of these hours are completed before being independently assigned to a particular job. Persons in this category are given an additional 16 hours of training each subsequent year of employment.

Inspection Findings:

A check of training records showed all clerical staff did not have the required 16 hours of annual training for 2023.

Corrective Actions:

Develop a plan to ensure all clerical staff are completing the minimum 16 hours of training annually and submit the plan to the Department of Corrections by April 30, 2024.

Response Needed By: 05/31/2024

2. 2911.2800 ADMINISTRATIVE SEGREGATION. Subpart 4. Policy.

Written policy and procedure shall provide that the status of inmates in administrative segregation is reviewed every seven days. These policies shall provide: A. that the review is documented and placed in the inmate's file; B. that the inmate in administrative segregation receive visits from the facility administrator or designee a minimum of once every seven days as a part of the administrative review process; and C. that the review process that is used to release an inmate from administrative segregation is specified.

Inspection Findings:

The facility has a policy and procedure in place for administrative segregation, but there was no documentation of 7-day administrative reviews.

Corrective Actions:

This was discussed during the inspection with the Jail Administrator, and the facility is immediately implementing a documented process of 7-day reviews for those inmates in Administrative Segregation. Submit documentation of completed reviews to the Department of Corrections by April 30, 2024.

Response Needed By: 05/31/2024

3. 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:

Recreation space does not provide for 7 hours of active recreation for females outside the cell and in an adjacent day room area.

Corrective Actions:

The facility has provided the female day space with an elliptical machine and the ability to use kettlebells during recreation time in the housing unit dayroom. Additionally, this equipment in the female housing unit limits the required day space area outlined in the rule.

The officials of Pine County will need to begin conversations on how to provide equal programming to all inmates if they want to continue to house female inmates in the facility. There is not sufficient space available in the facility at this time to do so.

Response Needed By: 05/31/2024

Chapter 2911 - Mandatory Rules In Compliance With Concerns**Total: 6****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 July 1, 2024.

Response Needed By:

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:

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:

3. 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:

The facility completes testing on all locks. Documentation showed the testing was completed on an irregular schedule.

Corrective Actions:

Develop a system to ensure all locks are tested weekly.

Response Needed By:

4. 2911.6500 STORAGE. Subpart 2. Refrigeration.

Medication requiring refrigeration shall be refrigerated and secured and the temperature checked daily. There must be separate refrigeration for medications only.

Inspection Findings:

Temperature is not checked on a daily basis.

Corrective Actions:

Since the inspection, the facility has developed a system to ensure the temperature is checked daily.

Response Needed By:

5. 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:

A review of the inmate medication administration records (MAR) found that one inmate's medication count was not correct.

Corrective Actions:

The facility completes biweekly medication audits, and there is a process to notify the responsible physician and jail administration when a medication error is found.

Response Needed By:

6. 2911.7200 HOUSEKEEPING, SANITATION, AND PLANT MAINTENANCE. Subpart 1. General.

A facility shall have a policy and procedure that provides that the facility shall: A. be kept in good repair to protect the health, comfort, safety, and well-being of inmates and staff; B. document weekly sanitation inspections; and C. document deficiencies from the weekly sanitation inspection, if any, have been ordered.

Inspection Findings:

The facility completes sanitation inspections. Documentation showed the inspections were completed on an irregular schedule.

Corrective Actions:

Develop a system to ensure sanitation inspections occur weekly.

Response Needed By:

Chapter 2911 - Essential Rules In Compliance With Concerns

Total: 1

1. 2911.7300 FIRE INSPECTION. Subpart 4. Weekly inspection.

There shall be an applicable fire code and safety inspection of the facility at least weekly by a designated staff member.

Inspection Findings:

The facility completes fire and safety inspections. Documentation showed the inspections were completed on an irregular schedule.

Corrective Actions:

Develop a system to ensure fire and safety inspections occur weekly.

Response Needed By:

INSPECTION COMMENTS

The jail will remain on biennial inspections.

JJDPA Compliance

On March 20, 2024, a Juvenile Justice and Delinquency Prevention Act (JJDP) audit was conducted. The Pine Detention Center has received a "Rural Exception" to the JJDP Act. This allows the facility to hold a delinquent juvenile up to 24 hours, excluding weekends and holiday. The three core requirements reviewed 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 one (1) juvenile between October 1, 2023, and the day of inspection. The findings are as follows:

DSO: No violations found.

Jail Removal: Files and DOC Portal 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 reviewed, no violations of the provision for deinstitutionalization of status offenders were found.

Report completed By: Lori Schopf – Detention Facility Inspector

Signature:

