



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:

Ramsey County ADC

Address: 425 Grove Street, St. Paul, MN 55101

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Jake Nelson – Senior Detention Facility Inspector **Inspected on:** 10/21/2025 to 10/22/2025

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: DOC Liaison Duane Renville

Officials Present for Exit Interview: Under Sheriff Ashlee Bryant; DOC Liaison Duane Renville

Issued Inspection Report to: Sheriff Bob Fletcher; County Manager Ryan O'Connor; Under Sheriff Ashlee Bryant; DOC Liaison Duane Renville

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	126	119	7	0	94.44%	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:** 12/01/2025 **Ends On:** 11/30/2027 **Facility Type:** Adult Detention Center
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 11/30/2026
Delinquent Juvenile Hold Approval: no approval **Certificate Holder:** Ramsey 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	Effective Date	%Operating Capacity	Operational Capacity	Bed Details	Conditions
Secure	Coed	460	7/20/2006	90	414.00	None.	

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance

Total: 7

1. 2911.2525 ADMISSIONS. Subpart 4. Inmate personal property.

A facility shall have a written policy and procedure that: A. provides for the itemized inventory and secure storage of all personal property of a newly admitted inmate, including money and other valuables; B. specifies any personal property an inmate may retain in the inmate's possession; and C. provides that the inmate shall sign a receipt for all property held until release.

Inspection Findings:

While reviewing property sheets for inmates currently in custody, it was found that the facility is not consistently having inmates sign their property sheet at the time of intake.

Corrective Actions:

The facility shall retrain all intake staff on the booking process, to ensure that all property sheets are signed by the inmate at the time of intake. Send documentation of completed training to the DOC by the assigned date. The DOC shall continue to monitor for future compliance.

Response Needed By: 12/31/2025

2. 2911.3200 INMATE VISITATION

The facility administrator or designee shall develop and implement an inmate visiting policy. The policy shall be in writing and include: A. attorney/client interviews allowed in a manner consistent with Minnesota Statutes, section 481.10; B. a schedule of visiting hours that includes the days and times for visits that includes visits during the normal business day, and evenings or weekends; C. establishment of a uniform number of permissible visits and the number of visitors permitted per visit; D. that an adult inmate be permitted an initial visit with a member or members of the inmate's immediate family at the next regularly scheduled visiting period; E. that all facilities schedule a minimum of eight visiting hours per week: (1) a minimum of three separate and distinct visiting days per week; and (2) 20 minutes' duration minimum for each visit unless the number of persons attempting to visit exceeds the facility's ability to meet this requirement, or the inmate's behavior dictates a need to terminate a visit earlier; F. allowed visits for identified members of an inmate's immediate family; G. when a visit to an inmate is denied for reasonable grounds on the belief that the visit might endanger the security of the facility, the action and reasons for denial shall be documented; H. that visitors register, giving names, addresses, and relationship to inmate; I that any area used for inmate visiting may be subject to audio monitoring, recording, or both. The facility shall use signs and the inmate handbook to inform the inmate about audio monitoring and recording. Professional visits not be audio recorded, unless a court order has been issued; J. that policies for parents, guardians, and attorneys visiting juveniles are unrestrictive as administratively possible and the initial visit of a juvenile by parents, guardians, and attorneys be permitted at any time; K. picture identification of visitors be required for identification purposes; L. that juvenile children be allowed to visit parents, regardless of age, as deemed appropriate by the parent or guardian accompanying the child and when a dispute over children visiting occurs between the inmate and the parent or legal guardian, the inmate be referred to the court for resolution; and M. facility policy and procedures setting forth criteria for authorized friend visiting.

Inspection Findings:

The facility is currently offering only 7.5 hours of available in-person visiting per week.

Corrective Actions:

The facility must update its visiting schedule to meet the required 8 hours per week, as specified in the Rule. Send the updated visit schedule to the DOC by the assigned date.

Response Needed By: 12/31/2025

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 video review of three different housing units over a three-day period, showed two instances of staff completing inmate well-being checks at too fast a pace to adequately observe the well-being of inmates.

Corrective Actions:

The facility has a well-established audit system in place for staff development and coaching. The facility also implements well-being check refresher training regularly throughout the year for all staff. The DOC will continue to monitor for compliance in this area through random facility visits.

Response Needed By:

4. 2911.6200 MEDICAL AND DENTAL RECORDS. Subpart 1b. Release of information consent forms.

Release of information consent forms must comply with applicable federal and state regulations.

Inspection Findings:

A review of ten files found three instances in which the release of information form required in MN Statute 241.021 was not completed properly, or at all.

Corrective Actions:

The facility shall retrain all intake staff on the booking process to ensure that releases of information are completed properly, and in their entirety for all inmates at the time of intake. Send documentation of training to the DOC by the assigned date. The DOC shall continue to monitor for future compliance.

Response Needed By: 12/31/2025

5. 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 inmate medication records showed one inmate whose medication record did not have a recorded delivery, or a documented refusal, on 9 days over a three-month period.

Corrective Actions:

The facility shall develop a procedure to ensure the accurate recording of delivery, or refusal of all prescribed medications. Send documentation of this procedure to the DOC by the assigned date. The DOC shall continue to monitor for future compliance.

Response Needed By: 12/31/2025

6. 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:

When medications are marked for destruction, there is no record of what was initially put into the medication destruction bin. The facility only accounts for those medications, once they are taken to be destructured.

Corrective Actions:

The facility shall develop a procedure to ensure that all medications marked for destruction are accurately accounted for, up until the time of disposal. Send the procedure to the DOC by the assigned date. The DOC shall continue to monitor for future compliance.

Response Needed By: 12/31/2025

7. 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:

Documentation reviewed for calendar year 2025 showed one month that had two missed weekly inspections, and one month that had one missed weekly inspection.

Corrective Actions:

The facility shall ensure there are multiple staff trained and available to complete required sanitation inspections weekly. Send the updated plan to the DOC by the assigned date. The DOC shall continue to monitor for future compliance.

Response Needed By: 12/31/2025

Chapter 2911 - Essential Rules Not In Compliance

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:

Documentation reviewed for calendar year 2025 showed two different months that each had one missed weekly inspection.

Corrective Actions:

The facility shall ensure there are multiple staff trained and available to complete required fire inspections weekly. Send the updated plan to the DOC by the assigned date. The DOC shall continue to monitor for future compliance.

Response Needed By: 12/31/2025

INSPECTION COMMENTS

The facility shall be placed on a biennial inspection cycle.

JJDPA Compliance

Compliance Report for the monitoring of Facilities Pursuant to the Juvenile Justice Delinquency Prevention Act of 2002.

The three core requirements reviewed during the audit are Deinstitutionalization of Status Offenders (DSO), Removal of Juveniles for Adult Jail and Adult Lockups (Jail Removal), and Sight and Sound Separation.

The Ramsey County ADC has no juvenile hold approval and no violations with the Juvenile Justice Delinquency Prevention Act were found.

Report completed By: Jake Nelson – Senior Detention Facility Inspector

Signature:

