



**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:**

**Ramsey County ADC**

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

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

**Inspection Type:** Annual **Inspected By:** Jen Pfeifer – Senior Detention Facility Inspector **Inspected on:** 11/17/2021

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

**Officials Present During Inspection:** Assistant Superintendent Brad Lindberg

**Officials Present for Exit Interview:** Assistant Superintendent Brad Lindberg

**Issued Inspection Report to:** Assistant Superintendent Brad Lindberg; Sheriff Bob Fletcher; Superintendent William Finney; County Manager Ryan O'Connor; District Supervisor 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	119	5	2	96.03%	Compliance rating of 100%
2911	Essential	100	95	5	0	95.00%	Compliance rating of 90%

**TERMS OF OPERATION**

**Authority to Operate:** conditional approval **Begins On:** 12/01/2021 **Ends On:** 11/30/2022 **Facility Type:** Adult Detention Center

**Placed on Biennial Status:** No **Biennial Status Annual Compliance Form Due On:**

**Delinquent Juvenile Hold Approval:** no approval **Certificate Holder:** Ramsey 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	494	90	444.60	None.	None.

**RULE COMPLIANCE DETAILS**

**Chapter 2911 - Mandatory Rules Not In Compliance**

**Total: 5**

- 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:**

Required training elements are not included in the facility's training plan.

**Corrective Actions:**

**Ensure that all staff have been trained in the recognition of signs and symptoms of illness, methods of obtaining assistance, mental illness, developmental disabilities, emotional disturbance and chemical dependency.**

**Response Needed By: 05/31/2022**

**2. 2911.2600 CLASSIFICATION OF INMATES. Subpart 1. Policy and procedure.**

A facility shall have a written policy and procedure that provides for inmate classification in terms of level of custody required, housing assignment, participation in facility programs, and use of any overrides. The facility's policy and procedure on classification shall include consideration of the following: A. inmate gender; B. juvenile or adult status; C. category of offense; D. severity of current charges, convictions, or both; E. degree of escape risk; F. potential risk of safety to others and self; G. institutional disciplinary history; H. serious offense history; I. special needs assessment, inclusive of vulnerable adults, which includes a determination of how medical needs, mental health needs, developmental disability, or other behavioral or physical limitations or disabilities may impact on the classification of an inmate and appropriate housing of same; and J. special management inmate status.

**Inspection Findings:**

Inmates are being placed in an orientation unit prior to being classified.

**Corrective Actions:**

**Inmates must be classified before being housed with any other inmates in the facility. They may be placed in the orientation unit, but must have tiered time out according to the initial classification.**

**Response Needed By: 11/30/2021**

**3. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 1. Emergency plan.**

A facility shall have a written disaster plan. The plan shall include policies and procedures designed to protect the public by securely detaining inmates who represent a danger to the community or to themselves when the facility must be evacuated in total. The plan shall also include: A. location of alarms and fire fighting equipment; B. an emergency drill policy as follows: (1) at least annual drills at all facility locations; and (2) drills shall be conducted even when evacuation of extremely dangerous inmates may not be included; C. specific assignments and tasks for personnel; D. persons and emergency departments to be notified; E. procedure for evacuation of inmates; and F. arrangements for temporary confinement of inmates.

**Inspection Findings:**

There was no documentation of any type of emergency drill being completed in the facility.

**Corrective Actions:**

**The facility shall conduct a fire and severe weather drill.  
It is also recommended that the facility conduct scenario based drills such as cut down, man down and other emergency situation drills.**

**Response Needed By: 05/31/2022**

## 4. 2911.4000 ANNUAL FOOD SERVICE REVIEW.

A facility's menu content and cycle shall be reviewed at least once annually by a registered dietitian or nutritionist to ensure compliance with part 2911.3900. The review the findings shall be documented and on file.

**Inspection Findings:**

The facility recently acquired a new food vendor.  
Menus have not been reviewed or approved by a dietician.

**Corrective Actions:**

**The new food vendor shall be given a copy of the Chapter 2911 Rules as they relate to food service and nutritional requirements. Submit menu review by the dietician to the Department of Corrections by December 31, 2021.**

**Response Needed By: 12/31/2021**

## 5. 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:**

Well-being checks were found to be out of compliance with the 30 minute time frame allowed in the rule. Staff were observed distracted while completing well-being checks, moving at too fast a pace and not looking into each cell.

**Corrective Actions:**

**The facility will need to develop a plan to address the continued non-compliance with well-being checks. It appears that re-training, auditing and staff follow-up have not been successful.**

**This plan will need to be submitted to the Department of Corrections by December 31, 2021. Well-being check audits will need to be sent to the Department of Corrections bi-monthly starting December 1, 2021 to include video of each audited check. Inspector will return to the facility in 3 months to audit well-being checks.**

**Response Needed By: 11/30/2021****Chapter 2911 - Essential Rules Not In Compliance****Total: 5**

## 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:**

Some kitchen staff with minimal or no inmate contact did not meet the minimum number of orientation or refresher training hours. At a minimum they should be trained in fire safety and emergency procedures.

**Corrective Actions:**

**The training Sergeant is adding these staff members through email to ensure that the appropriate number of training hours are met. All kitchen employees are to be included in applicable training elements found on current training management system.**

**Response Needed By: 12/31/2021**

## 2. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 4. Education.

A facility shall have a written policy and procedure that provides for inmate access to educational programs, vocational counseling, and when available, vocational training. When possible, a facility shall arrange to have these educational programs delivered in classroom specifically designed and equipped for educational or vocational programming. Class I facilities are exempt from this requirement with the exception of those approved by the commissioner to house inmates serving alternative sentences. Text books necessary to complete a course of study, to the extent that local resources permit, shall be made available to inmates. The facility shall not be responsible for the purchase of text books to complete a course of study.

**Inspection Findings:**

There is very little opportunity for educational programming, due to the fact that most inmates are out of their cells for only 6 hours a day and a relatively low average length of stay.

**Corrective Actions:**

**It is recommended that the Ramsey County ADC explore options for increased educational programming. This was discussed at length during the inspection.**

**Response Needed By: 11/30/2021**

## 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:**

There is no centralized gym at the facility. There are small recreation areas off of the housing units but most are unable to be used during cold times of the year.

**Corrective Actions:**

**There is no corrective action for this rule as it would require significant renovation and expansion of the current facility.**

**Response Needed By:**

## 4. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 4. Reporting of unusual occurrences.

Incidents of an unusual or serious nature shall be reported within ten days of the incident in writing to the Department of Corrections in the format required by the department. The reports shall include the names of persons involved, staff and inmates, nature of the unusual occurrence, actions taken, and the date and time of the occurrence. Unusual occurrences requiring reporting to the DOC include such occurrences as: A. attempted suicide; B. suicide; C. homicide; D. death, by means other than suicide or homicide; E. serious injury or illness subsequent to detention including incidents resulting in hospitalization for medical care; F. hospitalization associated with mental health needs; G. attempted escape or escape from a secured facility; H. incidents of fire requiring medical treatment of staff or inmates or a response by a local fire authority; I. riot; J. assaults of one inmate by another that result in criminal charges or outside medical attention; K. assaults of staff by inmates that result in criminal charges or outside medical attention; L. injury to inmates through response to resistance by staff controlling inmate behavior; M. occurrences of infectious diseases and action taken relative to same when a medical authority has determined that the inmate must be isolated from other inmates; and N. reporting of all notices of intent to file litigation against the facility resulting from matters related to the detention or incarceration of an inmate; O. sexual misconduct, such as inmate on inmate, staff on inmate, and inmate on staff; and P. use of sexual materials, electronic media for sexual purposes, or both. In the event of an emergency such as serious illness or injury where death may be imminent, individuals designated by the inmate shall be notified. Permission for notification, if possible, shall be obtained from the inmate.

**Inspection Findings:**

Reporting of Incidents has been inconsistent. Incidents continue to be reported late to the Department of Corrections or not at all. This was discussed in length at the time of the inspection.

**Corrective Actions:**

**The facility has been working diligently to enter in all unusual occurrences for the year 2021. Incidents are to be entered into the DOC Portal (S3) by December 31, 2021. This was noted in the last inspection and recommendation were made to assign one person the responsibility of entering incidents on a more consistence basis.**

**Response Needed By: 12/31/2021**

5. 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:**

There was no documentation of staff review of post orders. Additional suggestions were made to ensure that post orders are specific enough for staff to follow.

**Corrective Actions:**

**All staff shall review post orders and document that review.**

**Additionally, times shall be added to those duties that are time sensitive such as meals, formal count times, and razor hand-out.**

**Response Needed By: 12/31/2021**

**Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 2**

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:**

The policy and procedure manual does not include all of the new updated statute language.

**Corrective Actions:**

**Update the policy and procedure manual to reflect all current required statute language. This was discussed in detail during the inspection.**

**Response Needed By:**

2. 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 improvement with this standard in regard to custody staff, but not all staff were documented to have completed the review of the emergency procedures.

**Corrective Actions:**

**With the development of a new management system for tracking training, it will be easier for training sergeants to recognize when training hours have not been completed.**

**Response Needed By:**

**INSPECTION COMMENTS**

Physical Plant: New Cameras are currently being installed. The added visuals these cameras add are definitely an asset to the facility.

Food Service: Taher has recently been contracted to provide food service to the facility. It is imperative that they are aware of the nutritional requirements in the Chapter 2911 Rules along with the requirements for special diets. Although facility policy may indicate these requirements, Taher will need to provide the jail with their plan to provide the requirements. Submit that plan to the Department of Corrections by December 31, 2021.

Staff training: Refresher training has improved since the last on-site inspection. A new training management system needs to be created to track staff training. The facility has training documented in three different systems and it was extremely difficult to verify compliance of training hours. It is imperative that the training sergeants stay diligent in ensuring all staff have the mandatory minimum hours each year and that certifications in CPR and First Aid do not lapse.

Well-being Checks: Well-being checks continue to be out of compliance. There appeared to be improvement in the audits that the inspector has been receiving, but all checks that were reviewed on site were out of compliance with the rule. The significant ongoing compliance concerns surrounding well-being checks needs to be corrected.

The facility will remain on annual inspections.

**JJDP A Compliance**

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

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.

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

**Report completed By:** Jen Pfeifer – Senior Detention Facility Inspector

**Signature:** 