



**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:** 11/08/2022

**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; Compliance Director Michael Whisler; Superintendent William Finney

**Officials Present for Exit Interview:** Assistant Superintendent Brad Lindberg; Compliance Director Michael Whisler

**Issued Inspection Report to:** Assistant Superintendent Mike Johnson; Assistant Superintendent Brad Lindberg; Compliance Director Michael Whisler; 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              | 109              | 13                   | 4                              | 89.68%            | Compliance rating of 100%              |
| 2911         | Essential        | 100              | 82               | 17                   | 1                              | 83.00%            | Compliance rating of 90%               |

**TERMS OF OPERATION**

**Authority to Operate:** approval **Begins On:** 12/01/2022 **Ends On:** 11/30/2023 **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: 13**

- 2911.0900 STAFFING REQUIREMENTS. Subpart 1. Staffing plan and staffing analysis.

The facility administrator shall prepare and retain a staffing plan. The staffing plan shall identify: A. jail personnel assignments for: (1) facility administration and supervisors; (2) facility programs including exercise and recreation; (3) inmate admission, booking, supervision, and custody; (4) support services including medical, food services, maintenance, and clerical; and (5) other jail-relevant functions such as escort and transportation of inmates; B. the days of the week that the assignments are filled; C. the hours of the day that the assignments are covered; and D. any deviations from the plan with respect to weekends, holidays, or other atypical situations must be considered. The facility administrator or designee shall review the facility's staffing plan at least once each year. The review shall be documented in written form sufficient to indicate that staffing plans have been reviewed and revised as appropriate to the facility's needs or referred to the facility' governing body for funding consideration. A facility with a design capacity of more than 60 beds must have a staffing analysis and staffing plan approved by the commissioner of corrections. This staffing analysis shall include all posts, functions, net annual work hours appropriate to each post, and total number of employees to fill the identified posts and functions.

**Inspection Findings:**

A facility staffing plan was reviewed along with a redacted staffing analysis. It is clear that the facility is short-staffed, and current staffing complement is not meeting the needs of the facility.

**Corrective Actions:**

**Continue efforts to hire and retain correctional staff. During the hours of 1930-0700 the facility is operating under the approved staffing compliment. The facility must add one staff per floor during the hours of 1930-0700. Submit an updated staffing schedule to the Department of Corrections by December 31, 2022, for approval.**

**Response Needed By: 12/31/2022**

**2. 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 manual does not include the required elements in the rule. Those specific policies are noted in the rule compliance section. The policy and procedure manual does not include the required statute language due August 1, 2021.

**Corrective Actions:**

**Update the policy and procedure manual to reflect all current required statute language. This was discussed in detail during the last inspection. Submit policy manual with updated statute language and required policies that are out of compliance to the Department of Corrections by 03/31/2023.**

**Response Needed By: 03/31/2023**

**3. 2911.2525 ADMISSIONS. Subpart 1. Policies and procedures.**

A facility shall have written policies and procedures for processing new inmates to the facility to include, at a minimum, the following: A. obtaining and documenting available emergency medical information within two hours of admission; B. verification of court commitment papers or other legal documentation of detention. Verification shall include checking the date of admission, duration of confinement, and specific charges; C. a search of the inmate and the inmate's possessions; D. inventory and storage of the inmate's personal property; E. initial medical screening to include an assessment of the inmate's health status, including any medical or mental health needs; F. telephone calls made by the inmate during the booking and admission process and prior to assignment to other housing areas; G. shower and hair cleansing; H. issue of bedding, clothing, and personal hygiene items according to the rule requirements applicable to the anticipated length of stay of the inmate; I. photographing and fingerprinting including notation of identifying marks or unusual characteristics such as birthmarks or tattoos; J. interviewing to obtain the following identifying data: (1) name and aliases of person; (2) current address, or last known address; (3) health insurance information; (4) gender; (5) age; (6) date of birth; (7) place of birth; (8) race; (9) present or last place of employment; (10) emergency contact including name, relation, address, and telephone number; and (11) additional information concerning special custody requirements or special needs; K. initial classification of the inmate and assignment to a housing unit; L. an assigned booking number; and M. Social Security number, driver's license number, or state identification number, if available.

**Inspection Findings:**

The admissions policy does not include all elements listed in the rule. The facility is not consistently obtaining emergency medical information within 2 hours of admission.

**Corrective Actions:**

**Update policy to include each element listed in the rule and submit to the Department of Corrections by 03/31/2023.**

**Response Needed By: 03/31/2023**

4. 2911.2550 RELEASES. Subpart 3. Release in severe weather.

An inmate shall not be released in severe weather in a manner to endanger the inmate's health, safety, or well-being.

**Inspection Findings:**

There is no policy in place that addresses the rule.

**Corrective Actions:**

**Create a policy on the release of inmates in severe weather. Submit to the Department of Corrections by February 28, 2023.**

**Response Needed By: 02/28/2023**

5. 2911.2750 INMATE HYGIENE. Subpart 1. Personal hygiene.

The facility administrator or designee shall have and implement a written policy for personal hygiene practices of all inmates to include special assistance for those inmates who are unable to care for themselves. A written policy and procedure shall require that articles needed for personal hygiene are available to all inmates, and include at a minimum, the following: A. soap; B. toothbrush; C. toothpaste; D. shampoo; E. shaving equipment; F. materials essential to feminine hygiene; G. comb; and H. toilet paper.

**Inspection Findings:**

There is no policy to address hygiene practices for those inmates who are unable to care for themselves.

**Corrective Actions:**

**Include all elements of the rule into the policy and submit to the Department of Corrections by 03/31/2023.**

**Response Needed By: 03/31/2023**

6. 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:**

There is a visiting policy, however it does not include all elements required in the rule. Visiting is only allowed from 12p-2pm and no in person visiting is available at this time. There are no free visits available.

**Corrective Actions:**

**Update policy to reflect all elements in the rule. Expand visiting hours to include those required in the rule.**

**Response Needed By: 12/31/2022**

**7. 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 evacuation drill being completed in the facility.

**Corrective Actions:**

**The facility shall conduct a fire and severe weather drill. Facility should be conducting scenario-based drills such as cut down, man down and other emergency situation drills.**

**Response Needed By: 03/01/2023**

**8. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 5. Inmate death.**

A facility shall have a written policy and procedure that specifies actions to be taken in the event of an inmate death. When an inmate death occurs: A. the date, time, and circumstances of the inmate's death shall be recorded in the inmate's record; B. if the inmate dies in the facility, the coroner or medical examiner's office shall be notified; C. personal belongings shall be handled in a responsible and legal manner; D. records of a deceased inmate shall be retained for a period of time specified by county policy; E. the facility administrator or designee shall ensure observance of all pertinent laws and allow appropriate investigating authorities full access to all facts surrounding the death; and F. in the event the death involves a "vulnerable adult" notification procedures shall be followed in a manner consistent with statutory requirements.

**Inspection Findings:**

There is a policy in place however it does not address the requirement for vulnerable adults.

**Corrective Actions:**

**Update policy to include vulnerable adults. The policy shall include language that is consistent with the requirement in the rule.**

**Response Needed By: 12/31/2022**

**9. 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:**

The facility was placed on a Corrective Order for the repeated non-compliance of well-being checks. The order ended in August 2022. While the facility has seen some improvements, well-being checks continue to be found to be out of compliance with the 30-minute time frame allowed in the rule.

**Corrective Actions:**

**A separate security letter will follow to address the facilities continued non-compliance with well-being checks. Until such time, the facility must develop a plan to immediately address the most recent concerns of non-compliance. This plan will need to be submitted to the Department of Corrections by December 15, 2022, for review.**

**Response Needed By: 12/15/2022**

10. 2911.5300 SEARCHES, SHAKEDOWNS, AND CONTRABAND CONTROL. Subpart 4. Daily inspections.

A facility shall be inspected at least daily for contraband, evidence of breaches in security, and inoperable security equipment, and shall document the inspection.

**Inspection Findings:**

The facility is not completing daily inspections.

**Corrective Actions:**

**Daily inspections shall be completed and entered into the log as a specific entry for the inspections.**

**Response Needed By: 01/01/2023**

11. 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:**

Documentation did not show that individual cell doors were being tested electronically or manually at least once per week.

**Corrective Actions:**

**All doors shall be tested each week both manually and electronically. Create an inspection check list for each lock and submit to the Department of Corrections by December 31, 2022. Perimeter doors shall be included aNd part of the weekly inspection.**

**Response Needed By: 12/31/2022**

12. 2911.6600 DELIVERY. Subpart 16. Keep-on-person medications.

There shall be a policy and procedure for keep-on-person medications that provides for: A. medications identified and approved by the health authority as appropriate for self-administration and storage in an inmate's cell; B. procedures for an inmate's overdose of the medication; C. consequences if too much medication is found in the inmate's possession; D. how the distribution of medications under this subpart is going to be documented; and E. nonprescription medications, if any, that are available to inmates through vending machines or commissary. Keep-on-person medications shall be documented for each inmate.

**Inspection Findings:**

There is no policy that includes the elements included in the rule. Policy is missing elements B,C,D,E.

**Corrective Actions:**

**Update the policy manual to include all elements listed under the rule.**

**Response Needed By: 02/28/2023**

13. 2911.7200 HOUSEKEEPING, SANITATION, AND PLANT MAINTENANCE. Subpart 2. Maintenance plan.

A written housekeeping plan for all areas of the physical plant shall provide for daily housekeeping and regular maintenance by assigning specific duties and responsibilities. Facility floors are kept clean, dry, and free of hazardous substances. A written policy and procedure shall establish the following requirements: A. weekly sanitation inspections of all institution areas by a designated staff member; and B. there is documentation that deficiencies, if any, have been corrected.

**Inspection Findings:**

Weekly Sanitation Inspections are not being completed.

**Corrective Actions:**

**Develop a sanitation inspection check list and submit to the Department of Corrections for review by 12/31/2022.**

**Response Needed By: 12/31/2022**

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

**Total: 17**

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:**

There is no policy in place to address those support employees with regular or daily inmate contact.

**Corrective Actions:**

**Create policy and procedure to include all elements listed in the rule. The required number of training hours shall be included in the policy and reflected in reflected in training documentation.**

**Response Needed By: 03/31/2023**

2. 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:**

There is no policy regarding custody staff training and the specific elements of training required.

**Corrective Actions:**

**Develop policy to include all elements listed in the rule.**

**Response Needed By: 03/31/2023**

3. 2911.1400 ADMINISTRATIVE AND MANAGERIAL STAFF TRAINING.

A facility shall have a written policy and procedure that provides that the facility's administrative and managerial staff receive at least 16 hours of orientation. Orientation training shall include, at a minimum, general management and related subjects, data practices, decision-making processes, labor law, employee-management relations, the interaction of elements of the criminal justice system, and relationships with other service agencies. After orientation, a facility's administrative and managerial staff shall receive at least 16 hours of training annually.

**Inspection Findings:**

There is no policy regarding administrative and managerial staff training.

**Corrective Actions:**

**Develop policy to include all elements of the rule specifically the required number of training hours per year. Submit to the Department of Corrections by 03/31/2023.**

**Response Needed By: 03/31/2023**

**4. 2911.1500 PROGRAM STAFF TRAINING.**

A facility shall have a written policy and procedure that provides that the facility's program personnel receive at least 40 hours of orientation and training in the first year of employment, and at least 16 hours of training each year thereafter. This training must cover, at a minimum: A. security procedures and regulations; B. planning; C. development, and implementation of treatment, educational, and recreational programs; D. inmate and staff rules and regulations; E. rights and responsibilities of inmates; F. emergency procedures; G. interpersonal relations; H. interaction of elements of the criminal justice system; and I. first aid.

**Inspection Findings:**

There is no policy/procedure regarding the requirement of training for program staff.

**Corrective Actions:**

**Develop policy and procedure to include all elements of the rule. Submit to the Department of Corrections by 03/31/2023.**

**Response Needed By: 03/31/2023**

**5. 2911.2600 CLASSIFICATION OF INMATES. Subpart 2. Status change.**

The inmate classification plan shall specify criteria and procedures for determining and changing the status of an inmate, including custody, transfers, override functions, and major changes in programs. The plan shall include an appeal process for classification decisions. The use of any override shall be documented.

**Inspection Findings:**

There is no process in place for specifying criteria for determining changing the status of an inmate.

**Corrective Actions:**

**Create a process in which an inmate's custody status is reviewed on a regular basis. Submit the procedure to the Department of the Corrections by December 31, 2022.**

**Response Needed By: 12/31/2022**

**6. 2911.2800 ADMINISTRATIVE SEGREGATION. Subpart 7. Deprivation report.**

Written policy and procedure shall provide that whenever an inmate in administrative segregation is deprived of any usually authorized item or activity, a report of the action is made and forwarded to the facility administrator or designee.

**Inspection Findings:**

There is no requirement for a deprivation report in the policy manual.

**Corrective Actions:**

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**Include all elements of the rule in the policy manual and submit to the Department of Corrections by 03/31/2023.**

**Response Needed By: 03/31/2023**

7. 2911.2850 INMATE DISCIPLINE PLAN. Subpart 4. Other limitations on disciplinary actions.

A facility shall have written policy, procedure, and practice that provides that whenever an inmate in segregation is deprived of any usually authorized item or activity, a report of the action is made and forwarded to the facility administrator.

**Inspection Findings:**

There is no policy to include the elements required in the rule, specifically, that if the inmate is deprived of any usually authorized item or activity and report is made and forwarded to the administrator.

**Corrective Actions:**

**Create policy and submit to the Department o Corrections by 04/01/2023.**

**Response Needed By: 04/01/2023**

8. 2911.2850 INMATE DISCIPLINE PLAN. Subpart 6. Removing clothing and bedding.

The facility administrator or designee shall have a policy and procedure for removing clothing and bedding from an inmate. The following shall be included: A. clothing and bedding shall be removed from an inmate only when the inmate's behavior threatens the health, safety, or security of self, other persons, or property. When appropriate, alternative clothing and bedding shall be issued; B. clothing and bedding shall be returned to the inmate as soon as it is reasonable to believe the behavior that caused the action will not continue; C. the decision to deprive an inmate of articles of clothing or bedding shall be reviewed by the officer in charge or the supervisor during each eight-hour period; and D. the review shall be documented.

**Inspection Findings:**

There is no policy to address the removal of clothing and bedding.

**Corrective Actions:**

**Create policy to include all elements in the rule and submit to the Department of Corrections by 03/31/2023.**

**Response Needed By: 03/31/2023**

9. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 1. Written plan.

A facility administrator or designee shall have and implement a written plan for the constructive scheduling of inmate time. The plan shall: A. identify programs offered in the facility and when the programs are offered; B. identify persons conducting the program and whether or not the persons are facility staff, external community resources under contract, or volunteers; C. be consistent with established legal rights of inmates, type and status of inmates detained in the facility, and rule requirements associated with the facility's classification; D. provide inmates with the option to refuse to participate in facility programs, except work assignments and programs required by statute or court order; E. when males and females are housed in the same facility, provide comparable opportunities for participation in programs and services; and F. require documentation of programs offered and inmates participating in programs.

**Inspection Findings:**

There is no written plan for the scheduling of inmate time.

**Corrective Actions:**

**Develop a written plan to include all elements required in the rule and submit to the Department of Corrections by 12/31/2022.**

**Response Needed By: 12/31/2022**

10. 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 no educational programming available for inmates at this time.

**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: 02/28/2023**

11. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 5. Substance abuse programs.

A facility shall have a written plan for providing services for inmate chemical dependency issues.

**Inspection Findings:**

There is no policy in place that provides for services for those inmates with chemical dependency issues.

**Corrective Actions:**

**Create policy to include the required elements in the rule and submit to the Department of Corrections by 03/31/2023.**

**Response Needed By: 03/31/2023**

12. 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:**

13. 2911.3600 CLOTHING AND BEDDING PROPERTY. Subpart 8. Protective clothing.

A facility shall have written policy, procedure, and practice that provides for the issue of special and, where appropriate, protective clothing and equipment to inmates participating in special work assignments. The clothing is available in quantities that permit exchange as frequently as the work assignment requires.

**Inspection Findings:**

There is no policy in place that requires that inmates be given protective clothing when needed for specific work assignments.

**Corrective Actions:**

**Create policy to include the elements required in the rule and submit to the Department of Corrections by 03/31/2023.**

**Response Needed By: 03/31/2023**

14. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 6. Work stoppage.

A facility shall have a written plan that provides for continuing operations in the event of a work stoppage or other job action. A copy of the plan must be available to all supervisory personnel who are required to familiarize themselves with the plan.

**Inspection Findings:**

There is no policy in place to address a work stoppage.

**Corrective Actions:**

**Create policy to include the elements required in the rule and submit to the Department of Corrections by 03/31/2023.**

**Response Needed By: 03/31/2023**

15. 2911.4900 SECURITY INSPECTION.

The facility shall have a written policy and procedure to require the facility administrator or designee to inspect all areas within the security perimeter, and equipment at least monthly and initiate corrective action if needed.

**Inspection Findings:**

Monthly security inspections are not being completed.

**Corrective Actions:**

**Ensure that monthly inspections are being completed and documented. Have a back-up plan when dedicated staff are out for an extended period of time. The facility shall submit an inspection check list for the monthly security inspections and submit to the Department of Corrections by December 31, 2022.**

**Response Needed By: 12/31/2022**

16. 2911.4950 RESPONSE TO RESISTANCE. Subpart 4. Equipment.

The issue, storage, inspection, and use of chemical agents, impact devices, electronic control devices, and other security devices shall be governed by written policy and procedure. All unissued security devices and equipment shall be stored in a secure, readily accessible depository located outside inmate housing and activity areas, and inventoried at least monthly to determine condition and expiration dates of the devices and equipment.

**Inspection Findings:**

Unissued security equipment is not being inventory as required monthly.

**Corrective Actions:**

**The facility shall inventory all unissued security equipment monthly. The facility shall create an inventory list of unissued security equipment and submit to the Department of Corrections by December 31, 2022.**

**Response Needed By: 12/31/2022**

17. 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:**

Weekly fire inspections are not being completed.

**Corrective Actions:**

**The facility shall create a fire inspection check list to include all fire extinguishers, fire exits, and other areas in the facility that may pose a risk for fire. Submit check list to the Department of Corrections by 12/31/2022.**

**Response Needed By: 12/31/2022****Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 4**

1. 2911.2525 ADMISSIONS. Subpart 3. Orientation to rules and services.

A facility shall develop a written policy and procedure that provides: A. a method for all newly admitted inmates to receive orientation information in a manner the inmates can understand; and B. documentation by a statement that is signed and dated by the inmate that the inmate completed orientation.

**Inspection Findings:**

The policy is missing letter B.

**Corrective Actions:**

**Orientation shall be completed and documented by the inmate by signature that they have received orientation.**

**Response Needed By:**

2. 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:**

The policy does not allow that inmates sign for property and provided with a copy of the signed inventory form.

**Corrective Actions:**

**Include all elements of the rule in policy. Inmates shall sign for property and provided a copy of the contents listed.**

**Response Needed By: 12/31/2022**

3. 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:**

The records for keeping accurate accounting on medications are not accurate. The inspector and medical staff are unable to identify if a new pack of medication was started or if the old medication packet was used, while verifying medications.

**Corrective Actions:**

**Continue to work with vendor to correct the issue.**

**Response Needed By:**

4. 2911.7100 INMATES WITH SPECIAL NEEDS. Subpart 1. Postadmission screening.

The facility written policy and procedure shall require postadmission screening and referral for care of inmates with special needs, whose adaptation to the correctional environment is significantly impaired.

**Inspection Findings:**

There is no policy that addresses or requires post admission screening for those inmates with special needs. There is language specific for this population, but no requirement for any type of screening.

**Corrective Actions:**

**Update policy manual to include the requirement for post admission screening.**

**Response Needed By: 02/28/2023**

**Chapter 2911 - Essential Rules In Compliance With Concerns**

**Total: 1**

1. 2911.2850 INMATE DISCIPLINE PLAN. Subpart 3. Due process.

Disciplinary segregation shall be used only in accordance with due process to include at a minimum: A. published rules of conduct and penalties for violation of rules; B. written notice of alleged violation of a rule; C. the right to be heard by an impartial hearing officer and to present evidence in defense: (1) the inmate may waive the hearing in writing; and (2) a written record is made of the disciplinary hearing and sanctions or other actions taken as a result of the hearing; D. the right to appeal; E. the status of an inmate placed on disciplinary segregation for more than 30 continuous days subsequent to a disciplinary hearing shall be reviewed, approved, and documented by the facility administrator or designee at least once every 30 days, and the facility shall develop written policy, procedure, and practice that provides that inmates in disciplinary segregation receive visits from the facility administrator or designee at least once every seven days as a part of the disciplinary segregation review process; F. an inmate placed in segregation for an alleged rule violation shall have a disciplinary hearing within 72 hours of segregation, exclusive of holidays and weekends, unless documented cause can be shown for delays. Examples of causes for delay are inmate requests for delay, or logistical impossibility, as in the case of mass disturbances; and G. the facility administrator or designee can order immediate segregation when it is necessary to protect the inmate or others. This action is reviewed and documented within three working days.

**Inspection Findings:**

The facility has a well establish discipline plan, however it does not include the ability for an inmate to waive his/her right to a hearing.

**Corrective Actions:**

**Add the appropriate rights statement and a line for the inmate to sign to waive his/her right to a hearing.**

**Response Needed By:**

**INSPECTION COMMENTS**

Physical Plant: The added visuals these cameras add are definitely an asset to the facility.

Staff Training: Documentation of training has improved since the last on-site inspection. A new training management system was created to track staff training.

Well-being Checks: The facility was issued a Corrective Order in February 2022 for the continued non-compliance with well-being checks. That order expired in August 2022; however, well-being checks continue to be found out of compliance. Well-being checks were found to be out of compliance not only during the inspection, but in audits requested by the inspector as well as documentation required as part of an incident submitted through the DOC Portal System. A separate letter addressing these concerns will follow.

The facility is not completing the ROI form as required as part of the Hardel Sherrell Act. The facility must ensure that each new booking is made aware of the form and given the opportunity to sign at the time of intake.

The Ramsey County Adult Detention Center 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.

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:** Jen Pfeifer – Senior Detention Facility Inspector

**Signature:**

