



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
Telephone: 651-361-7146 Fax: 651-642-0314 Email: ie-support.doc@state.mn.us

INSPECTION DETAILS FOR:

Redwood County Jail

Address: 303 E Third Street, PO BOX 47, Redwood Falls, MN 56283

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Justin Roberts – Senior Detention Facility Inspector **Inspected on:** 01/04/2023

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

Officials Present During Inspection: Jail Administrator Matthew Luitjens

Officials Present for Exit Interview: Jail Administrator Matthew Luitjens

Issued Inspection Report to: Jail Administrator Matthew Luitjens; Sheriff Jason Jacobson; County Administrator Vicki Kletscher; Regional Manager 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	122	2	2	98.41%	Compliance rating of 100%
2911	Essential	102	97	3	2	97.06%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 02/01/2023 **Ends On:** 01/31/2025 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 01/31/2024
Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Redwood 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	21	80	16.80	None.	None.

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance**Total: 2**

1. 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:

During policy review it was discovered that the facility's policies do not address this rule as required. The policy briefly addresses keep-on-person medications but does not meet the requirements within the rule.

Corrective Actions:

The facility must review its policies and add this policy as required by the rule. Once this has been completed, all staff must review it. Additionally, it must be submitted to the DOC to review.

Response Needed By: 04/30/2023

2. 2911.7100 INMATES WITH SPECIAL NEEDS. Subpart 3. Management of inmates.

A policy and procedure shall be developed for the management of inmates with special needs and shall include: A. procedures that require referral for emergency admission under Minnesota Statutes, chapter 253B, of persons considered to be mentally ill or developmentally disabled, and in imminent danger of injuring self or others if not immediately restrained; and B. procedures for accessing and using emergency services according to Minnesota Statutes, chapter 253B, for adults who are experiencing an emotional crisis or mental illness.

Inspection Findings:

During policy review it was discovered that the facility's policies do not address this rule as required.

Corrective Actions:

The facility must review its policies and add this policy as required by the rule. Once this has been completed, all staff must review it. Additionally, it must be submitted to the DOC to review.

Response Needed By: 04/30/2023**Chapter 2911 - Essential Rules Not In Compliance****Total: 3**

1. 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:

During policy review it was discovered that the facility does not have a policy that addresses this required rule.

Additionally, the Jail Administrator (JA) is responsible for program duties. The JA does not have the required initial training for programs, specifically the JA is missing element B and C of the rule.

Corrective Actions:

The facility must review their policies and add this required rule part to its policies. Once completed, documentation must be submitted to the DOC for review.

Additionally, the JA must complete training on elements B (planning) and C (development, implementation of treatment, educational, and recreational programs). Once completed documentation must be submitted to the DOC for review.

Response Needed By: 04/30/2023

2. 2911.3500 VOLUNTEERS.

When volunteers are used in facility programs, a written policy and procedure shall provide that a staff member is responsible for coordinating the volunteer service program. The policy includes the following elements: A. lines of authority, responsibility, and accountability for the volunteer services; B. a procedure for the screening and selection of volunteers; C. an orientation training program appropriate to the nature of the assignment; D. a requirement that volunteers agree in writing to abide by all facility rules and policies, with emphasis on security and confidentiality of information; and E. a statement that the administrator may discontinue a volunteer activity at any time by written notice.

Inspection Findings:

During policy review it was discovered that the facility does not have a policy that addresses this required rule.

Corrective Actions:

The facility must review it's policies and add this policy. Once completed it must be reviewed by staff. Additionally, documentation that this was completed must be submitted to the DOC to review.

Response Needed By: 04/30/2023

3. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 7. Mass arrest.

A facility shall have a written plan that governs space arrangements and procedures to be followed in the event of a mass arrest that exceeds the approved capacity of the facility established under parts 2911.0330 to 2911.0370.

Inspection Findings:

During policy review it was discovered that the facility does not have a policy that addresses this required rule.

Corrective Actions:

The facility must review it's policies and add this rule to it's policies. Once completed, it must be reviewed by staff. Additionally, once completed documentation must be submitted to the DOC for review.

Response Needed By: 04/30/2023

Chapter 2911 - Mandatory Rules In Compliance With Concerns

Total: 2

1. 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:

During policy review, it was discovered that the facility's policy on admissions doesn't meet the required elements. Specifically, the policy lists element A as obtaining emergency contact information with two hours of admission, but the rule requires that the facility obtain emergency medical information within two hours of admission.

Corrective Actions:

The facility must review it's policies and add this element as required by the rule.

Response Needed By:

2. 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:

During policy review it was discovered that the facility's policy does not address more frequent observations for individuals experiencing withdrawal from drugs or alcohol as required by the rule.

Well-being checks were audited using video, 4 different dates and times were used during the audit. Overall, staff are conducting well-being checks on-time and are of good quality. However, when inmates are in the housing unit dayroom, staff are doing these checks at too fast of a pace.

Corrective Actions:

The facility must review it's policies and add this element as required by the rule.

Additionally, staff need to slow down while conducting well-being checks of inmates in the dayroom. They should be doing the same quality of checks as when inmates are in their cells.

Response Needed By:**Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 2**

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:

During policy review it was discovered that the facility's policy doesn't address this required rule. However, the facility's training requirements under the rule for clerical and support staff are being met.

Corrective Actions:

The facility must review its policies and add this rule part as required.

Response Needed By:

2. 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:

During policy review it was discovered that the facility's policy doesn't address this required rule. However, the facility's training requirements under the rule for clerical and support staff are being met.

Corrective Actions:

The facility must review its policies and add this rule part as required.

Response Needed By:

INSPECTION COMMENTS**Physical Plant:**

The facility is generally clean and in good physical condition. The facility is well maintained given it's age, the County has recently updated the plumbing and HVAC systems within the facility.

Programs:

The facility has two program spaces, the library/classroom and the gym. The gym has several pieces of workout equipment and the facility has more on the way. These spaces are available for inmates to use throughout the day when they request it. Both spaces are sized to meet the needs of the facility. The facility does not offer any educational or treatment programming, if an inmate requests these programs they are housed in Renville County which offers both GED and inpatient treatment. Renville County Jail is approximately 30 minutes from the Redwood County Jail.

Well-Being Checks:

The facility has made a lot of progress in their well-being checks, both conducting them on time and conducting good quality checks. When inmates are in their cells, staff are completing thorough checks. However, when inmates are in the dayroom space, staff must slow down the speed of their well-being checks.

The Redwood County Jail will be placed on biennial inspections.

JJDPA Compliance

On January 4, 2023, a Juvenile Justice and Delinquency Prevention (JJDP) Act Audit was conducted. A review of DOC Portal indicated that one (1) juvenile was processed in the Redwood County Jail from October 1, 2022, to January 4, 2023. A review of data identified no violations.

DSO: No violations determined of the facility holding status offenders in the jail.

Jail Removal: In the case reviewed during this audit period, the juveniles was held longer then allowed under the Federal JJDP Act and is a violation of the Federal JJDP Act. However, the juvenile was held in compliance with state law, a judge ordered that the juvenile be held for an additional day under MN Statute 260B.181.

Sight and Sound Separation: The facility design and policies allow for proper sight and sound separation.

The facility does not participate in any "Scared Straight" programs for any youth that are under public authority.

Based on the documentation reviewed, one (1) violations of the JJDP Act were identified during the Redwood County Jail inspection.

Report completed By: Justin Roberts – Senior Detention Facility Inspector

Signature:

