



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:

Roseau County Jail

Address: 604 Fifth Avenue, Roseau, MN 56751

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Annual **Inspected By:** Sarah Johnson – Senior Detention Facility Inspector **Inspected on:** 06/17/2020

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

Officials Present During Inspection: Jail Administrator Matt Restad

Officials Present for Exit Interview: Jail Administrator Matt Restad; Sheriff Steve Gust

Issued Inspection Report to: Jail Administrator Matt Restad; Sheriff Steve Gust; County Coordinator/Environmental Officer Jeff Pelowski; Regional Manager Sherry Hill

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	119	114	3	2	97.48%	Compliance rating of 100%
2911	Essential	91	88	2	1	97.80%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 08/01/2020 **Ends On:** 07/31/2021 **Facility Type:** Jail

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

Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Roseau 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	52	90	46.80	None.	None.

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance**Total: 3**

1. 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:

See Classification and Separation comments.

Corrective Actions:

NA.

Response Needed By: 08/15/2020

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:

See Classification and Separation Comments.

Corrective Actions:

NA.

Response Needed By: 08/15/2020

3. 2911.5800 AVAILABILITY OF MEDICAL AND DENTAL RESOURCES. Subpart 3. Health care policy review.

Facility policy shall ensure that each policy, procedure, and program in the health care delivery system is reviewed and documented at least annually under the direction of the health authority and revised as necessary.

Inspection Findings:

See Medical Comments.

Corrective Actions:

NA.

Response Needed By: 01/31/2021**Chapter 2911 - Essential Rules Not In Compliance****Total: 2**

1. 2911.0900 STAFFING REQUIREMENTS. Subpart 20. Coordination of programs.

In a Class III and Class VI facility, a staff person shall be designated to coordinate educational and vocational programs, social service programs, work release, and volunteer services programs. The following minimum inmate to program staff ratio shall apply for the average daily population: A. 30 or under, program staffing needs comply with subpart 4; B. 31 to 60, one full-time program staff person; and C. over 60, program staffing needs are addressed as part of the overall facility staffing plan.

Inspection Findings:

See Staffing Comments.

Corrective Actions:

See Staffing Comments.

Response Needed By:

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:

The training hours are adequate and have improved from the last inspection. But it is clear that staff need more training for the jail.

Corrective Actions:

It is recommended to provide adequate training for all staff that would address their training needs. Staff need training on classification and separation of inmates and medical training beyond CPR. It is also recommended that more drills, such as medical, man down, attempted suicide and emergency drills are also trained on.

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

1. 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:

Staff receive CPR, medication delivery, and mental health training but do not receive training on recognizing signs of medical distress or symptoms of illness.

Corrective Actions:

It is recommended to work with your medical provider to address more in-depth training on recognizing signs of medical distress or illness in inmates.

Response Needed By:

2. 2911.2850 INMATE DISCIPLINE PLAN. Subpart 1. Plan.

A facility shall have an inmate discipline plan that explains the administrative sanctions for specific behaviors, omissions, the administrative process for handling major and minor violations, the right to internal review, and the review process.

Inspection Findings:

The facility created an in-depth due process and discipline plan policy last year but staff do not utilize it.

Corrective Actions:

Staff need to start utilizing the discipline policy and procedures when inmates break the rules, especially when the jail increases in population. This is a staffing and training issue for this facility.

Response Needed By:**Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 1**

1. 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:

The post orders for the facility need to be updated to reflect all of the time sensitive duties of that particular post; such as well-being checks, meal delivery, medication delivery, formal count and daily facility inspections.

Corrective Actions:

It is recommended to update post orders to provide clarity of daily duties to staff.

Response Needed By:

INSPECTION COMMENTS**CONCERNS:****STAFFING:**

Staffing levels have not been addressed from the last inspection and it is clear the jail cannot maintain compliance with the current staffing levels. In 2019, the average daily population for the jail was 25 with an average length of stay being 18 days. With this average number of inmates on a daily basis and the overall inability to perform daily operations, staffing levels will be required to be addressed by the County. A separate letter addressing the rule requirement for staffing will be sent to Sheriff Gust. The letter will address the staffing requirements of Roseau County Jail.

The Jail Administrator is also the Training Coordinator, Programs Coordinator and Dispatch Administrator. The programming at Roseau County Jail is minimal due to all of the diverse supervisory duties, ancillary duties, growing inmate population and responsibilities that the Jail Administrator has for a facility of this size. The training is also an area that is an ongoing concern. Staff do not have training opportunities due to staffing. More dedicated time needs to be given to inmate programs and staff training. It is strongly recommended that Roseau County hire, at a minimum, a program coordinator/assistant jail administrator to relieve the Jail Administrator of certain responsibilities that are not being properly addressed.

MEDICAL:

Medical support has improved for the facility from the last inspection but there is still concern with the medical support Roseau is receiving from their medical provider, Life Care Public Health. Medical policies and procedure still have not been finalized from last year. There is lack of policies and procedures that address drug and alcohol withdrawal and to provide protocols for staff to follow for proper inmate care. There appears to be a lack of understanding the specialty of correctional care and the need for a more invested medical approach from Life Care Public Health. The facility has 6 months to work with the medical provider and complete medical policies and procedures for the facility. The facility would also benefit from a medication cart that can be utilized and stocked properly instead of storing medications in booking.

CLASSIFICATION AND SEPERATION:

The facility has the ability to properly separate and classify inmates, but their system needs to be overhauled. Once an inmate is housed, there is not a continuum of classification or separation, staff do not maintain it with proper documentation or clarity of who is classified at what custody level. The facility needs to recreate a sound classification system that addressed all custody levels including special management and administrative segregation. More importantly, all staff need training on classification and separation. This is also a staffing issue as staff have very little time for required daily operations of a jail.

Due to the staffing and compliance concerns at Roseau County, they will remain on annual inspections.

JJDPA Compliance

On July 17th, 2020 a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Roseau County Jail has received a "Rural Exception" to the Juvenile Justice and Delinquency Prevention Act (JJDP). This allows the facility to hold a delinquent juvenile up to 24 hours, excluding weekends and holiday. 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.

According to the Statewide Supervision System and County files, the Roseau County Jail held or processed 3 juveniles during the federal fiscal year 2020. I reviewed 100 percent of the data. The findings are as follows:

DSO: I did not find any violations of the facility holding status offenders in the jail. Upon review of the files, indication was that children that were brought into the facility were indeed there for delinquent offenses.

Jail Removal: Files and Statewide Supervision System 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's 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 that I reviewed, I did not find any violations of the JJDP act during the Roseau County Jail inspection.

Report completed By: Sarah Johnson – Senior Detention Facility Inspector

Signature:

