



# 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:

### Roseau County Jail

**Address:** 604 Fifth Avenue, Roseau, MN 56751

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

**Inspection Type:** Annual **Inspected By:** Chris Thoma – Detention Facility Inspector **Inspected on:** 07/27/2021

**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 Jake McLellan

## 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	4	1	96.64%	Compliance rating of 100%
2911	Essential	91	87	2	2	97.80%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** conditional approval **Begins On:** 08/01/2021 **Ends On:** 07/31/2022 **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	Remote Podular Design.	None.

## RULE COMPLIANCE DETAILS

### Chapter 2911 - Mandatory Rules Not In Compliance

**Total: 4**

- 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 quality of the well-being checks done by staff exceeded standards. It was clear staff were taking the time to determine if an inmate was in distress. The checks did not meet the standard in regard to being staggered. The checks were consistently completed 28 or 29 minutes apart. One check was found to be at 32 minutes.

**Corrective Actions:**

**Establish an audit process to evaluate the quality and timeliness of well-being checks done by staff. The DOC will review well-being checks again on or before October 31, 2021.**

**Response Needed By: 10/31/2021**

## 2. 2911.5450 DANGEROUS MATERIALS.

A facility shall have a written policy and procedure that specifies that materials dangerous to either security or safety shall be properly secured. Storage and use of flammable, toxic, and caustic materials must be in accordance with all applicable laws and regulations of governing jurisdictions. The policy must cover control and use of tools and culinary and medical equipment.

**Inspection Findings:**

The secure knife storage in the kitchen is equipped with an inventory and sign out form but it does not reflect the actual contents of the box. Concentrated chemicals marked caustic or flammable are accessible to inmates in the kitchen and the closet marked 2nd floor.

**Corrective Actions:**

**Update the knife inventory form to accurately reflect the contents of the box. Ensure that concentrated chemicals are secured and not accessible to inmates.**

**Response Needed By: 01/31/2022**

## 3. 2911.6500 STORAGE. Subpart 2. Refrigeration.

Medication requiring refrigeration shall be refrigerated and secured and the temperature checked daily. There must be separate refrigeration for medications only.

**Inspection Findings:**

The facility has a dedicated medical refrigerator with a temperature gauge but there is no log showing the temperature was checked daily.

**Corrective Actions:**

**Establish a procedure for medical and correctional staff to check and log the medical refrigerator temperature daily.**

**Response Needed By: 01/31/2022**

## 4. 2911.6800 CONTROL. Subpart 4. Destruction of medication.

The destruction of medication on expiration dates or when retention is no longer necessary or suitable must be consistent with requirements of the Minnesota Pollution Control Agency.

**Inspection Findings:**

Expired medication was found in the booking cabinets. The medication destruction drawer accessible to all staff was completely filled.

**Corrective Actions:**

**Establish an audit process to review all medications for expiration. Ensure limited staff have access to expired medication and ensure the medication is disposed of in a timely manner. The recommended procedure should include a locked drop box for expired medication.**

**Response Needed By: 01/31/2022****Chapter 2911 - Essential Rules Not In Compliance****Total: 2**

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:**

Support staff, including medical and kitchen staff, are not provided training on inmate rights and responsibilities or interpersonal relations.

**Corrective Actions:**

**Ensure support staff are receiving annual training on provision A. thru E. of this part of the rule.**

**Response Needed By: 01/31/2022**

2. 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:**

Post orders are available to staff at their work stations but there is no documentation that they have been reviewed by staff.

**Corrective Actions:**

**Provide documentation that all staff have read, signed, and dated the post orders annually and when any revisions are made.**

**Response Needed By: 10/31/2021****Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 1**

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:**

**Administration should work with Public Health to address more in-depth training on recognizing signs of medical distress and withdrawal.**

**Response Needed By:**

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

## 1. 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:**

The facility has improved its classification process but does not have a provision for the re-classification of inmates when their status changes.

**Corrective Actions:**

**Establish a procedure for the review of inmate classification in the event the inmate's status changes.**

**Response Needed By:**

## 2. 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:**

Security inspections are being completed monthly but do not include the intercom system.

**Corrective Actions:**

**Add the intercom system to the monthly security inspection to ensure inmates are able to communicate with staff.**

**Response Needed By:****INSPECTION COMMENTS**

It is obvious, administration takes pride in the facility as it was found to be very clean and well maintained. The inmates interviewed reported cleaning supplies available on request as well as daily in the units.

While the staffing levels of the facility are in compliance with the strict definition of the rule, they do not meet best practice. The current inmate population is low, due to the COVID-19 pandemic, but as the pandemic subsides and the inmate population increases staffing will again become an issue. The Jail Administrator is also the program coordinator as well as the training coordinator, dispatch supervisor, armor radio administrator and County TAC. These ancillary duties detract from the administrative responsibilities in the jail and contribute to the number of items found out of compliance in this report. It is recommended the County complete a staffing analysis to determine future staffing needs and address compliance issues.

Roseau County is being provided with a conditional license and will be inspected again prior to August 1, 2022.

**JJDPA Compliance**

On July 27th, 2021, 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 County detention files, the Roseau County Jail held or processed one (1) juvenile from October 1, 2020 to the date of this inspection. 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 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.

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: Chris Thoma – Detention Facility Inspector

Signature: \_\_\_\_\_

