



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:

Sherburne County Jail

Address: 13880 Highway 10, Elk River, MN 55330

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Jen Pfeifer – Senior Detention Facility Inspector **Inspected on:** 05/07/2024

Inspection Method: Facility walk-through, staff and inmate interviews, staff and inmate file reviews, facility documentation review, and video footage review.

Officials Present During Inspection: Assistant Jail Administrator Tom Zerwas; Captain JD Coolidge; Captain Lisa Eckhart; Commander Dave Isais; Jail Administrator Ty Hoppe; Program Coordinator Mark Fritel

Officials Present for Exit Interview: Assistant Jail Administrator Tom Zerwas; Captain JD Coolidge; Commander Dave Isais; Jail Administrator Ty Hoppe; Sheriff Joel Brott

Issued Inspection Report to: Commander Dave Isais; Sheriff Joel Brott; County Administrator Bruce Messelt; Regional Manager Jacob 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	126	122	2	2	98.41%	Compliance rating of 100%
2911	Essential	101	100	1	0	99.01%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 07/01/2024 **Ends On:** 06/30/2026 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 06/30/2025
Delinquent Juvenile Hold Approval: 6 hrs **Certificate Holder:** Sherburne County Sheriff's Department
Special Conditions:

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	732	95	695.40	None.	

RULE COMPLIANCE DETAILS

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

1. 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 unable to provide documentation that daily inspections are being completed.

Corrective Actions:

The facility shall ensure that all housing units are completing daily inspections and that those inspections are documented. The inspector shall monitor through onsite visits to the facility.

Response Needed By: 06/30/2024

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:

A chemical used by inmates was found to be corrosive and not secured.

Corrective Actions:

The facility shall remove all corrosive chemicals used by inmates. This will be monitored by on-site visits and no further action is required at this time.

Response Needed By: 07/01/2024**Chapter 2911 - Essential Rules Not In Compliance****Total: 1**

1. 2911.0900 STAFFING REQUIREMENTS. Subpart 15. Ratio of custody staff to inmates, reporting incidents, and responding to emergencies.

A. A facility with a design capacity of 60 or fewer beds shall meet the staffing ratios in this item. For inmate supervision, the overall facilitywide minimum ratio of custody staff to inmates shall be one custody officer to 25 inmates. These staff must be in the facility and on duty at all times and not involved in temporary duties outside of the facility. Included in this ratio are all staff who are assigned and trained in the custody and supervision of inmates as their primary duty. Staff not directly responsible for custody and supervision of inmates such as administrative, supervisory, program, bailiff, or support staff shall not be included in this ratio; B. A facility with a design capacity of 60 or more beds shall meet the staffing ratios in this item. For inmate supervision, the overall facilitywide minimum ratio or custody staff to inmates shall not be less than: (1) 1 to 60 inmates for direct supervision housing units with lockdown capability; (2) 1 to 48 inmates for direct supervision dormitories; (3) 1 to 40 for indirect or podular inmate supervision; and (4) 1 to 25 inmates for linear housing areas; C. A facility administrator may apply for a specific variance from the staffing requirements in this subpart from the commissioner. Consideration of this variance shall require that supervision of inmates is accomplished in an appropriate manner and that the safety and security of the facility, staff, and inmates are not compromised.

Inspection Findings:

The facility has several direct supervision housing units that house over 60 inmates that are staffed with one housing unit officer from the hours of 2200-0600 with one correctional staff.

Corrective Actions:

It is recommended that the facility, provide two staff for the hours in which only one correctional officer is assigned to each direct supervision housing unit that has over 60 inmates.

Response Needed By: 12/31/2024

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

1. 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:

Three well-being checks were viewed as being too fast a pace to observe signs of life.

Corrective Actions:

The facility has an extensive system for auditing well-being checks. Any discrepancies noted in these audits should be documented. The inspector will continue to monitor through on-site visits to the facility.

Response Needed By:

2. 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:

Lock inspections are recorded on a log form weekly, but there is no verification that all locks to security doors and gates have been tested for proper function.

Corrective Actions:

It is recommended that the facility, create a form that clearly identifies all locks to be tested to ensure that all required areas are being tested to ensure proper operation.

Response Needed By:**INSPECTION COMMENTS**

Physical Plant: The Sherburne County Jail has had several housing unit expansions over the years but the core features of the facility to include the kitchen, property room, vehicle sally port, and laundry were not enlarged to accommodate the additional population. The most glaring shortfall in space is the intake area. The number of bookings and additional traffic due to court movement in and out of the facility make it cumbersome to maintain classification separation.

The HVAC system is unable to maintain consistent temperatures throughout the jail. Sherburne County would benefit from the addition of negative pressure cells for quarantine procedures and inmates with airborne communicable illness. The facility also lacks storage space. The narrow hallways of the segregation areas are being used as a storage area and should be free of clutter for officer safety.

The facility will remain on a biennial inspection schedule.

JJDPA Compliance

On May 7, 2024, a Juvenile Justice and Delinquency Prevention (JJDP) Act audit was conducted. The Sherburne County Jail has 6-hour juvenile hold approval. 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 facility records, the Sherburne County Jail held or processed zero (0) juveniles between October 1, 2023 and the day of inspection. The findings are as follows:

DSO: No status offenders were held in the jail.

Jail Removal: No juveniles were held or processed during the timeframe referenced above.

Sight and Sound Separation: The facility's design and policies allow for proper sight and sound separation. Policies and the court schedule also indicate that these are maintained.

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

Based on the documentation reviewed, no violations of the JJDP Act were found during the Sherburne County inspection.

Report completed By: Jen Pfeifer – Senior Detention Facility Inspector

Signature:

