



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
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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:** Chris Thoma – Detention Facility Inspector **Inspected on:** 07/15/2020

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

Officials Present During Inspection: Accreditation Coordinator Lisa Eckhart; Captain Tom Zerwas; Commander Pat Carr; Jail Administrator Brian Frank; Program Coordinator Mark Fritel

Officials Present for Exit Interview: Captain Tom Zerwas; Commander Pat Carr; Jail Administrator Brian Frank; Sheriff Joel Brott

Issued Inspection Report to: Commander Pat Carr; Jail Administrator Brian Frank; Sheriff Joel Brott; County Administrator Bruce Messelt; 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	126	124	0	2	100.00%	Compliance rating of 100%
2911	Essential	101	101	0	0	100.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 07/01/2020 **Ends On:** 06/30/2022 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 06/30/2021
Delinquent Juvenile Hold Approval: 6 hrs **Certificate Holder:** Sherburne County Sheriff's Department
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	732	95	695.40	None.	None.

RULE COMPLIANCE DETAILS

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

1. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 2. Quarterly review of emergency procedures.

There shall be a review of emergency procedures once every three months. The review shall include: A. assignment of persons to specific tasks in case of emergency situations; B. instructions in the use of alarm systems and signals; C. systems for notification of appropriate persons outside the facility; D. information on the location and use of emergency equipment in the facility; E. specification of evacuation routes and procedures; and F. that the review be documented and require signature or initialing by all staff.

Inspection Findings:

Staff are reviewing emergency procedures when changes are made but not on a quarterly basis.

Corrective Actions:

Ensure staff are reviewing and signing off on emergency procedures quarterly.

Response Needed By:

2. 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:

In a review of randomly selected medication administration records it was found that not all medication amounts recorded in the MAR matched the amount in the medication cart.

Corrective Actions:

There is a process in place to audit medication administration records and to report medication errors. It is recommended that the audit process be completed far more than once a month.

Response Needed By:

INSPECTION COMMENTS

The Sherburne County Jail was found to be clean and well maintained. The original portion of the facility to include the intake area and special management units are showing signs of wear and deterioration due to age. In some of these areas, paint will no longer adhere to the concrete masonry wall units. The tile in the showers was exceptionally clean but the grout has failed and sections are missing. Administration is working on a long term solution for the repair of the showers. The plumbing in this area has been well maintained. Much of the original cast iron pipe has been replaced along with newer copper water supply lines. The original cast iron pipe remains in areas not accessible for replacement, to include everything below grade.

The National Institute of Corrections estimates that correctional facilities operating 24/7 have an average life expectancy of approximately 25-30 years based on the occupancy rate of the facility.

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 or any kind of social distancing. The current pandemic and quarantine procedures are also difficult to coordinate given the limited space. Sherburne County would, likewise, benefit from the addition of negative pressure cells for quarantine procedures and inmates with airborne communicable illness. It is strongly recommended that the elected officials of Sherburne County begin planning for the long term detention needs of the County.

Jail Administration is in the process of collecting bids for the replacement of housing unit carpet and has updated some of the officer stations in the direct supervision units. It is also recommended that the service counters in the direct supervision units be replaced with a non-laminate material.

Administration has implemented a robust well-being check audit process that includes a review of every officer at least once every two months. The well-being checks reviewed by video during the inspection were all within 30 minutes and done at an appropriate pace.

The Sherburne County Jail continues to operate at the highest levels of compliance with the Chapter 2911 rules. The jail deals with a wide variety of inmates including local, D.O.C., Immigration, B.I.A. and U.S. Marshals. A comprehensive COVID-19 response plan has been implemented including special intake protocols, adjustments to staffing schedules, HVAC modifications, contracts with professional cleaning services, additional sanitization times utilizing inmate workers, and many other CDC recommendations.

The facility will remain on a biennial inspection schedule.

JJDPA Compliance

On July 15, 2020 a Juvenile Justice and Delinquency Prevention 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, 2019 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 that I reviewed, I found no violations of the JJDP act during the Sherburne County inspection.

Report completed By: Chris Thoma – Detention Facility Inspector

Signature:

