



# 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:

### St. Louis County Jail - Virginia

**Address:** 300 S Fifth Avenue, PO BOX 44, Virginia, MN 55792

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

**Inspection Type:** Annual **Inspected By:** Chris Thoma – Detention Facility Inspector **Inspected on:** 04/22/2020

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

**Officials Present During Inspection:** Captain Mike Richards; Sergeant Robert Pennington

**Officials Present for Exit Interview:** Captain Mike Richards; Sergeant Robert Pennington

**Issued Inspection Report to:** Captain Jessica Pete; Captain Mike Richards; Jail Administrator Robyn Wojciechowski ; Sheriff Ross Litman; County Administrator Kevin Gray; 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	122	118	4	0	96.72%	Compliance rating of 100%
2911	Essential	78	77	1	0	98.72%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** conditional approval **Begins On:** 05/01/2020 **Ends On:** 04/30/2021 **Facility Type:** 72 Hour Holding

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

**Delinquent Juvenile Hold Approval:** no approval **Certificate Holder:** St. Louis 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	12	80	9.60	None.	None.

## RULE COMPLIANCE DETAILS

### Chapter 2911 - Mandatory Rules Not In Compliance

Total: 4

- 2911.1900 POLICY AND PROCEDURE MANUALS.

A facility shall have a written policy and procedure manual that is electronically available to staff and relevant regulatory authorities and defines the philosophy and method for operating and maintaining the facility. This manual shall be made available to all employees, reviewed annually, updated as needed, and staff trained accordingly. The manual shall include, at a minimum, the following chapters: A. correctional standards required under this chapter; B. administration and organization; C. fiscal management; D. personnel; E. training; F. inmate records; G. safety and emergency; H. security and control; I. sanitation and hygiene; J. food service; K. medical and health care services; L. inmate rules and discipline; M. communication, mail, and visiting; N. admissions, orientation, classification, property control, and release; O. inmate activities, programs, and services; and P. a written suicide prevention and intervention plan. The facility administrator or designee shall review policy and procedure manuals at least once each year. The review shall be documented in written form sufficient to indicate that policies and procedures have been reviewed and amended as appropriate to facility changes.

**Inspection Findings:**

The policy manual has been noted as "not in compliance" for the past few inspection cycles. The current manual does not reflect changes to the Chapter 2911 standards made in 2013 nor 1999.

Deadlines issued for the completion of policy have been January 31, 2017 and March 31, 2019. These deadlines have not been met.

**Corrective Actions:**

**St. Louis County has contracted with Lexipol to update the policy manual and make it available on their platform. Additional plans are in place to review the Lexipol policy to ensure suitability for the facility and compliance with standards. It is recommended a dedicated staff member be assigned to reviewing the policy when it is returned by Lexipol.**

**The next deadline for implementation of an updated policy manual is October 31, 2020.**

**Response Needed By: 10/31/2020**

**2. 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:**

The facility does not currently comply with this requirement. This is due to insufficient policy on separation and use of a "Pre-Class" designation.

**Corrective Actions:**

**Incorporate minimum security as well as the other separation categories in this chapter into an overall separation plan. Continue to work with North Point and Lexipol on separation policies and implement the updated policy and procedure by October 31, 2020.**

**Response Needed By: 10/31/2020**

**3. 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:**

The facility does not classify inmates rather they designate inmates as "pre-class" until they are either transported to the jail in Duluth or released. Some elements of this standard are being followed but overall the classification system is in need of revision.

**Corrective Actions:**

**Eliminate the usage of the term "pre-class" in policy and practice. Continue to work with North Point and Lexipol on classification and separation policies. Implement the updated policy and procedure by October 31, 2020.**

**Response Needed By: 10/31/2020**

4. 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 separate refrigerator for the storage of medications. There is no temperature gauge for the refrigerator. The temperature of the refrigerator is not documented daily.

**Corrective Actions:**

**Establish a procedure to gauge the temperature of the medical refrigerator and log it daily. At the time this report was written, Administration had already ordered temperature gauges.**

**Response Needed By: 07/31/2020**

**Chapter 2911 - Essential Rules Not In Compliance**

**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:**

Post orders are available to staff but there is no documentation that staff have read, signed, and dated the orders annually.

**Corrective Actions:**

**Develop a method to document that staff have read, signed and dated the post orders annually and anytime changes are made.**

**Response Needed By: 07/31/2020**

**INSPECTION COMMENTS**

The old style hooks have been removed and replaced with ligature resistant hooks.

It was determined that some of the cell desks could be removed but that some of the cells would be required to keep the desks in the event an inmate was placed in a separation status that prevented the inmate from eating at the dayroom table.

Issues with the exterior cell windows of the facility are being addressed in a separate letter to the Sheriff.

The inmates interviewed were complimentary of the staff and facility.

**JJDP A Compliance**

The facility does not have the authority to hold juveniles and according to the Statewide Supervision System and facility records, no juveniles were held or processed in the St. Louis County jail-Virginia 72 hour hold.

This facility does not participate in any scared straight programs.

**Report completed By:** Chris Thoma – Detention Facility Inspector

**Signature:**

