



# 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

**Address:** 4334 Haines Road, Duluth, MN 55811

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

**Inspection Type:** Annual **Inspected By:** Greg Croucher – Senior Detention Facility Inspector **Inspected on:** 05/30/2019

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

**Officials Present During Inspection:** Captain Jessica Pete; Captain Mike Richards; Jail Administrator Robyn Wojciechowski

**Officials Present for Exit Interview:** Captain Jessica Pete; Captain Mike Richards; Jail Administrator Robyn Wojciechowski

**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	127	124	3	0	97.64%	Compliance rating of 100%
2911	Essential	103	103	0	0	100.00%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** conditional approval **Begins On:** 05/01/2019 **Ends On:** 04/30/2020 **Facility Type:** Jail

**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	197	85	167.45	None.	None.

## RULE COMPLIANCE DETAILS

### Chapter 2911 - Mandatory Rules Not In Compliance

Total: 3

- 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 not been updated since 2001. It references Chapter 2910 which was revised in 1999 to Chapter 2911. Chapter 2911 was then revised in 2013. Changes are made through addendums, not updated policy. This was noted in the last three inspection reports and is still not close to completion.

A date of January 31, 2017 was originally given for completion as a part of the 2016 inspection. The next deadline was March 31, 2019.

**Corrective Actions:**

**More effort needs to be made to complete this project. A Sergeant is being pulled off of regular shift to help complete this project within 90 days.**

**Submit a timeline and written plan for the above mentioned plan to facility inspector by June 28, 2019.**

**Response Needed By: 09/02/2019**

**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:**

Minimum-security is not a security classification.  
Pre-class inmates are housed together.

This was discussed again during this years on-site inspection.

It appears the solution to this compliance issue will require changes to the current classification system and renovation to the physical plant of the facility. Initial schematic design elements were previously submitted to the inspector. These changes if implemented will have a increased staffing element to consider.

**Corrective Actions:**

**Submit a written plan to address this standard.**

**When complete, submit new separation and classification plan to facility inspector for review.**

**Revise policy, procedure and practice to include minimum security inmates.**

**Response Needed By: 07/05/2019**

**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:**

Inmates that come into the jail are either housed in special management or are considered "pre-class." Although the classification process itself is more thorough by the Sergeants, initial classification is too heavily behavior based.

The policies are in need of updating as many elements required in this standard are not clear in policy or practice.

**Corrective Actions:**

**Develop a written plan to address this standard and the changes that will be made to come into compliance.**

**Add minimum-security as a security classification.**

**Response Needed By: 07/05/2019**

**INSPECTION COMMENTS**

#1. Policy and procedure manual. This manual is in need of significant revision and has been for several inspection cycles. Updates by memos, addendums is not efficient. Additionally, many of the updates to the Chapter 2911 rules are not reflected. Rather than go through the current manual and mark many rules out of compliance, the standard for policy and procedure manual was marked out of compliance. A date of January 31, 2017 had been given for completion of this extensive policy manual revision. An extended date of March 31, 2019 was given during last years on-site inspection.

A review and revision process was started in October 2018. Approximately, half of the manual has been reviewed. A Sergeant is being pulled off shift to assist with this task so it can be completed within 90 days.

A written plan with a timeline for completion is now required.

#2. Classification and separation. The process of classification is mostly behavior-based. This is useful for re-classification but not always effective for initial classification. Many aspects of the criteria are missing from policy and practice. Minimum-security is not currently a security level. An overall review of this process needs to occur to ensure that all aspects of the Chapter 2911 classification criteria are taken into account. Facility administration did visit another facility to view and evaluate their classification system to determine if it could be implemented at the St. Louis County jail.

#3. Physical plant. Operating with a high number of inmates makes it difficult to keep up with preventative maintenance. The housing units are in need of some upkeep in regard to painting, countertops, staff stations and carpet. These are done on an as-needed basis instead of at regular intervals.

Four (4) wood doors in the booking area were replaced with steel doors. An issue with the door handles was discussed.

New radio system project has been completed and is working well.

Remote access to inmates for probation and other professional visitors has been implemented and has been well received.

An apron was found wrapped around a pipe inside the walk-in cooler. This is possibly a condensation issue and should be addressed appropriately.

There was a large build up of ice inside the walk-in freezer. This may be due to a bad seal, however, the h.v.a.c. project continues to progress which has caused issues throughout the facility.

Due to the fact the facility is not in substantial compliance, the facility has been placed on annual inspection cycle.

**JJDPA Compliance**

On May 30, 2019 a Juvenile Justice and Delinquency Prevention Act audit was conducted. The St. Louis County jail has no approval to hold delinquent juveniles.

According to Statewide Supervision System and facility records the St. Louis County Jail held or processed zero (0) juveniles between October 2018 to the date of inspection.

DSO: I did not find any violations of the facility holding any status offenders.

Jail Removal: Any juveniles held at the facility would have been certified as adults.

Sight and Sound Separation: The facility houses no delinquent juveniles.

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

Based on these facts and documentation that I reviewed, I did not find any violations of the JJDP act during the St. Louis County Jail inspection.

**Report completed By:** Greg Croucher – Senior Detention Facility Inspector

**Signature:**

