



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:

St. Louis County Jail - Hibbing

Address: 1810 12th Avenue, Hibbing, MN 55746

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: 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	123	118	4	1	96.75%	Compliance rating of 100%
2911	Essential	80	79	1	0	98.75%	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	8	75	6.00	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.

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.

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: 10/31/2020**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: 10/31/2020**Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 1**

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:

All of the well-being checks reviewed on logs and video matched and were all within the 30 minutes limit. Two of the video reviewed well-being checks were not at a pace that could easily identify if an inmate were in distress.

Corrective Actions:

Ensure Officers are completing well-being checks at pace that they can easily determine if in inmate is in distress.

Response Needed By:

INSPECTION COMMENTS

At the time of this inspection the facility was, temporarily, not being used to house or process inmates as part of the County's overall response to the COVID-19 pandemic.

The COVID-19 pandemic has also prevented the completion of a Fire Marshal inspection. An inspection should be completed prior to reopening the facility for inmates.

The facility was clean and well maintained

JJDP A Compliance

The facility does not have the authority to hold juveniles. According to statewide and facility records no juveniles were held or processed at the St. Louis County Jail-Hibbing 72 hour hold facility.

The facility doesn't participate in any scared straight programs.

Report completed By: Chris Thoma – Detention Facility Inspector

Signature:

