



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:** Chris Thoma – Detention Facility Inspector **Inspected on:** 04/21/2020

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

Officials Present for Exit Interview: Captain Jessica Pete

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	123	3	1	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:** 05/01/2020 **Ends On:** 04/30/2021 **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 been noted as "not in compliance" for the past 4 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 of their facility and compliance with standards.

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 both insufficient policy and physical plant inadequacies.

Corrective Actions:

Update and revise policy, procedure and practice to include all of the separation requirements in this section of the rule.

Continue to keep the DOC Inspection and Enforcement Unit involved in the pre-architectural design meetings and progress toward schematic design for renovation of the intake and housing areas of the facility.

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:

Inmates that come into the jail are either housed in special management or are considered "pre-class." The term "pre-class" suggests that inmates are housed prior to having a classification completed. This is not the case. Inmates are classified during the intake process but the classification process itself is too heavily behavior based. A member of the administrative team is working with North Point to have their classification system loaded into the records management system.

Corrective Actions:

Continue to work with North Point and the records management system to implement a program that incorporates initial classification, re-classification, and override elements. Include all the criteria listed in this section of the rule. Eliminate the terminology "pre-class" from policy and practice.

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

Most of the cleaning chemicals in the facility are in secure locations without inmate access. The refilling station in closet B1J1 has inmate access and is missing the locking mechanism.

Corrective Actions:

Replace the locking mechanism on the refilling station holding the concentrated cleaning chemical.

Response Needed By:

INSPECTION COMMENTS

#1. Policy and procedure manual. This manual is in need of significant revision and has been for several inspection cycles. Many of the updates to the Chapter 2911 rules are not reflected in policy. St. Louis County has contracted with Lexipol to update the policy manual. At the time of this inspection, the policy manual was still being converted by Lexipol. A completed and issued policy is required by October 31, 2020. This should include the Lexipol conversion as well as facility review and deployment. It is recommended a staff member go through the converted Lexipol policy prior to implementation dead line to ensure each policy is appropriate for the facility.

#2. Classification. The classification process, currently in use, is heavily behavior based and is not in line with the current Chapter 2911 classification and separation criteria. Behavior based criteria is useful for reclassification but not always available or effective for initial classification. A member of Administration is working with North Point and the Jail Management System to incorporate a new classification system into procedure. It is recommended that the North Point classification model be reviewed and changed as appropriate to comply with Chapter 2911 standards and the operations of the facility.

#3. Physical plant - maintenance. Operating at capacity makes it difficult to keep up with preventative maintenance. The housing units are in need of routine maintenance rather than as needed repairs. It is recommended that an overall facility maintenance plan be implemented to identify and address facility needs.

#4. Physical plant - separation. The intake area of the facility is not adequate for the number of bookings being completed annually. This, in addition to the high traffic volume from transports in and out of the facility, does not allow for the required separation requirements under Chapter 2911 standards. Meeting the separation standards in housing units, while operating at capacity, is also difficult given the current configuration. St. Louis County has hired a consulting architect and is in the process of developing criteria as well as architectural programming to address the shortcomings in intake and the separation problems in housing areas. The DOC Inspection and Enforcement Unit has been involved in preliminary pre-architectural meetings to address these concerns.

The inmates interviewed were complimentary of the staff and facility.

Aside from the policy manual and classification deficiencies, the facility is in substantial compliance with the rule. If the policy manual and classification process are updated and submitted by October 31, 2020, the facility will be placed on a biennial inspection schedule.

JJDPA Compliance

On April 21, 2020, 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 2019 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: Chris Thoma – Detention Facility Inspector

Signature:

