



# 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  
Telephone: 651-361-7146 Fax: 651-642-0314 Email: ie-support.doc@state.mn.us

## INSPECTION DETAILS FOR:

### Steele County Jail

**Address:** 2500 Alexander Street, Owatonna, MN 55060

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

**Inspection Type:** Biennial **Inspected By:** Rachel Dotseth – Detention Facility Inspector **Inspected on:** 04/10/2024 to 04/10/2024

**Inspection Method:** Facility walk-through, staff and inmate interviews, staff and inmate file reviews, facility documentation reviews, and video footage review.

**Officials Present During Inspection:** Jail Administrator Anthony Buttera

**Officials Present for Exit Interview:** Jail Administrator Anthony Buttera

**Issued Inspection Report to:** Jail Administrator Anthony Buttera; Sheriff Lon Thiele; County Administrator Scott Golberg; Regional Manager Dayna Burmeister

## 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	122	1	3	99.21%	Compliance rating of 100%
2911	Essential	99	96	0	3	100.00%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** **Begins On:** 05/01/2024 **Ends On:** 04/30/2026 **Facility Type:** Jail

**Placed on Biennial Status:** Yes **Biennial Status Annual Compliance Form Due On:** 04/30/2025

**Delinquent Juvenile Hold Approval:** 24 hrs exclusive of weekends and holidays **Certificate Holder:** Steele County Sheriff's Office

**Special Conditions:**

### 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	134	90	120.60	120.6 operational capacity beds.	

## RULE COMPLIANCE DETAILS

**Chapter 2911 - Mandatory Rules Not In Compliance****Total: 1**

## 1. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 1. Emergency plan.

A facility shall have a written disaster plan. The plan shall include policies and procedures designed to protect the public by securely detaining inmates who represent a danger to the community or to themselves when the facility must be evacuated in total. The plan shall also include: A. location of alarms and fire fighting equipment; B. an emergency drill policy as follows: (1) at least annual drills at all facility locations; and (2) drills shall be conducted even when evacuation of extremely dangerous inmates may not be included; C. specific assignments and tasks for personnel; D. persons and emergency departments to be notified; E. procedure for evacuation of inmates; and F. arrangements for temporary confinement of inmates.

**Inspection Findings:**

The facility has not completed an annual emergency evacuation drill for the jail. The last drill was completed in December of 2022.

**Corrective Actions:**

**Conduct an emergency evacuation drill to include all staff. Once completed submit documentation to the Department of Corrections.**

**Response Needed By: 10/10/2024****Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 3**

## 1. 2911.2525 ADMISSIONS. Subpart 3. Orientation to rules and services.

A facility shall develop a written policy and procedure that provides: A. a method for all newly admitted inmates to receive orientation information in a manner the inmates can understand; and B. documentation by a statement that is signed and dated by the inmate that the inmate completed orientation.

**Inspection Findings:**

The facility has an orientation process that occurs in the housing units and not in booking at time of admission.

**Corrective Actions:**

**Provide an orientation for all newly admitted inmates and provide this information in a manner that the inmates can understand. Document this process by a statement that is signed and dated by the inmate that the inmate completed orientation during the admission process.**

**Response Needed By:**

## 2. 2911.5800 AVAILABILITY OF MEDICAL AND DENTAL RESOURCES. Subpart 6. Medical screening.

A facility shall have a written policy and procedure that requires medical screening is performed and recorded by trained staff on all inmates on admission to the facility. The findings are to be recorded in a manner approved by the health authority. The screening process shall include procedures relating to: A. Inquiry into: (1) current illness and health problems, including dental emergencies, and other infectious diseases; (2) medication taken and special health requirements; (3) use of alcohol and other drugs that include types of drugs used, mode of use, amounts used, frequency used, date or time of last use, and history of problems that may have occurred after ceasing use, for example, convulsions; (4) past and present treatment or hospitalization for mental illness or attempted suicide; (5) other health problems designated by the health authority; and (6) signs and symptoms of active tuberculosis to include weight loss, night sweats, persistent cough lasting three weeks or longer, coughing up blood, low grade fever, fatigue, chest pain, prior history of active tuberculosis disease, and results of previous tuberculin skin or blood testing. B. Observations of: (1) behavior that includes state of consciousness, mental status, appearance, conduct, tremor, and sweating; and (2) body deformities, trauma markings, body piercings, bruises, lesions, and jaundice. C. Disposition to: (1) general population; (2) general population and referral to appropriate health care service; (3) referral to appropriate health care service on an emergency basis; and (4) other.

**Inspection Findings:**

The initial medical screening is missing some areas for A. Inquiry into, and B. Observations required in the Rule. Specifically, there are no questions for type, mode, amount, frequency, piercings, and jaundice.

**Corrective Actions:**

**The facility shall incorporate all the required medical screening questions. Once updated, send the medical screen to the Department of Corrections for approval by June 12, 2024.**

**Response Needed By:**

3. 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:**

Daily temperature checks are completed Monday-Friday but were missing documentation sign-off on Saturdays and Sundays of April.

**Corrective Actions:**

**Assign a staff member to ensure that daily temperature checks are being completed.**

**Response Needed By:**

**Chapter 2911 - Essential Rules In Compliance With Concerns**

**Total: 3**

1. 2911.1300 CUSTODY STAFF TRAINING.

A facility shall have a written policy and procedure that provides that all custody staff receive 120 hours of orientation and training during the first year of employment. Forty of these hours are completed prior to being independently assigned to a particular post. All persons in this category are given an additional 16 hours of training each subsequent year. At a minimum, training completed before independent assignment to a particular post shall include: A. security procedures; B. supervision of inmates; C. signs of suicide risk and suicide precautions; D. vulnerable inmates; E. response to resistance regulations and tactics; F. report writing; G. inmate rules and regulations; H. rights and responsibilities of inmates; I. fire and emergency procedures; J. key control; K. interpersonal relations and communication skills; L. diversity training; M. distribution of medications; N. right to know; and O. blood-borne pathogens and communicable diseases.

**Inspection Findings:**

After reviewing new custody staff training records, documentation showed that two new custody staff did not receive training in the following area: Vulnerable inmate training.

**Corrective Actions:**

**Upon leaving the facility, custody staff were assigned to complete the vulnerable inmate training. Once training has been completed, submit the documentation to the Department of Corrections for review.**

**Response Needed By:**

2. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 1. Written plan.

A facility administrator or designee shall have and implement a written plan for the constructive scheduling of inmate time. The plan shall: A. identify programs offered in the facility and when the programs are offered; B. identify persons conducting the program and whether or not the persons are facility staff, external community resources under contract, or volunteers; C. be consistent with established legal rights of inmates, type and status of inmates detained in the facility, and rule requirements associated with the facility's classification; D. provide inmates with the option to refuse to participate in facility programs, except work assignments and programs required by statute or court order; E. when males and females are housed in the same facility, provide comparable opportunities for participation in programs and services; and F. require documentation of programs offered and inmates participating in programs.

**Inspection Findings:**

The facility does not offer any educational programs.

**Corrective Actions:**

**The facility shall seek out community organizations or volunteers to provide the required educational programming specific to the rule. Submit an updated written plan to the Department of Corrections by August 31, 2024.**

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**Response Needed By:**

3. 2911.4950 RESPONSE TO RESISTANCE. Subpart 4. Equipment.

The issue, storage, inspection, and use of chemical agents, impact devices, electronic control devices, and other security devices shall be governed by written policy and procedure. All unissued security devices and equipment shall be stored in a secure, readily accessible depository located outside inmate housing and activity areas, and inventoried at least monthly to determine condition and expiration dates of the devices and equipment.

**Inspection Findings:**

The monthly inventories were completed for the month of April, but some areas were not documented on the sheet.

**Corrective Actions:**

**Monthly inventories shall be completed and documented to determine condition and expiration dates of the devices and equipment.**

**Response Needed By:**

**INSPECTION COMMENTS**

The facility will remain on biennial inspections.

**JJDPA Compliance**

Compliance Report for the monitoring Facilities Pursuant to the Juvenile Justice Delinquency Prevention Act of 2002.

On April 10, 2024, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Steele County Jail has received a "Rural Exception" to the Juvenile Justice and Delinquency Prevention Act (JJDP). This allows the facility to hold a delinquent juvenile up to 24 hours, excluding weekends and holiday. 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 the DOC Portal System, the Steele County Jail held or processed no juveniles during the federal fiscal year 2024. The findings are as follows:

DSO: No violations were found for the facility holding status offenders in the jail. Upon review of the files, indication was that children that were brought into the facility were indeed there for delinquent offenses.

Jail Removal: Files and The DOC Portal data indicate that any children brought into the jail are removed well within the 24 hour time frame allowed per the "Rural Exception."

Sight and Sound Separation: The facility design and policies allow for proper sight and sound separation. Steele County does not hold delinquent juveniles in the facility for anything other than court ordered book and release. Steele County uses Olmsted County Juvenile Detention Center for immediate placement.

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

Court holding: There are two secure court holding at Steele County. Juvenile court times are separated from adults to assure proper sight and sound separation from adult inmates. Court holding is not regularly used unless both courtrooms are in use.

Based on the documentation reviewed, no violations of the JJDP act were found during the Steele County inspection.

Report completed By: Rachel Dotseth – Detention Facility Inspector

Signature: 