



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 Swift County Jail FOR:

Address: 301 14th Street N, SUITE 4, Benson, MN 56215

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Justin Roberts – Senior Detention Facility Inspector **Inspected on:** 08/09/2023

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

Officials Present During Inspection: Jail Administrator Tracy Koosman

Officials Present for Exit Interview: Jail Administrator Tracy Koosman; Sheriff John Holtz

Issued Inspection Report to: Jail Administrator Tracy Koosman; Sheriff John Holtz; County Administrator Tesa Tomaschett; 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	123	121	1	1	99.19%	Compliance rating of 100%
2911	Essential	106	104	0	2	100.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 10/01/2023 **Ends On:** 09/30/2025 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 09/30/2024
Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Swift 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: 1**

1. 2911.2525 ADMISSIONS. Subpart 1. Policies and procedures.

A facility shall have written policies and procedures for processing new inmates to the facility to include, at a minimum, the following: A. obtaining and documenting available emergency medical information within two hours of admission; B. verification of court commitment papers or other legal documentation of detention. Verification shall include checking the date of admission, duration of confinement, and specific charges; C. a search of the inmate and the inmate's possessions; D. inventory and storage of the inmate's personal property; E. initial medical screening to include an assessment of the inmate's health status, including any medical or mental health needs; F. telephone calls made by the inmate during the booking and admission process and prior to assignment to other housing areas; G. shower and hair cleansing; H. issue of bedding, clothing, and personal hygiene items according to the rule requirements applicable to the anticipated length of stay of the inmate; I. photographing and fingerprinting including notation of identifying marks or unusual characteristics such as birthmarks or tattoos; J. interviewing to obtain the following identifying data: (1) name and aliases of person; (2) current address, or last known address; (3) health insurance information; (4) gender; (5) age; (6) date of birth; (7) place of birth; (8) race; (9) present or last place of employment; (10) emergency contact including name, relation, address, and telephone number; and (11) additional information concerning special custody requirements or special needs; K. initial classification of the inmate and assignment to a housing unit; L. an assigned booking number; and M. Social Security number, driver's license number, or state identification number, if available.

Inspection Findings:

The facility is completing the Brief Mental Health Screening form; however, the referral process is not being completed as required.

Corrective Actions:

The Jail Administrator must retrain staff to complete the Brief Mental Health Screening referral process as outlined on the approved form.

Additionally, a process must be created that documents those individuals requiring referrals are provided to the health authority for further assessment and referral if necessary.

Response Needed By: 09/30/2023**Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 1**

1. 2911.6600 DELIVERY. Subpart 16. Keep-on-person medications.

There shall be a policy and procedure for keep-on-person medications that provides for: A. medications identified and approved by the health authority as appropriate for self-administration and storage in an inmate's cell; B. procedures for an inmate's overdose of the medication; C. consequences if too much medication is found in the inmate's possession; D. how the distribution of medications under this subpart is going to be documented; and E. nonprescription medications, if any, that are available to inmates through vending machines or commissary. Keep-on-person medications shall be documented for each inmate.

Inspection Findings:

The policy manual does not contain elements B, C, and D of this rule.

Corrective Actions:

The facility must review its policy and add elements B, C, and D as required. Once this is completed it must be provided to all staff for review.

Response Needed By:**Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 2**

1. 2911.2700 INFORMATION TO INMATES. Subpart 2. Program options and activities.

An inmate shall be provided written information on program options and activities within 24 hours of admission, excluding weekends and holidays. A facility staff member shall review program options and activities with inmates who are unable to read, within 24 hours of admission, excluding weekends and holidays. A Class I facility is exempt from this requirement with the exception of those approved by the commissioner to house inmates serving alternative sentences.

Inspection Findings:

The facility's inmate handbook contains information about available programs; however, not all programs are listed in the inmate handbook.

Corrective Actions:

The facility must add all programming options to the inmate handbook.

Response Needed By:

2. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 7. Recreation plan.

The facility administrator or designee shall have a plan providing opportunities for physical exercise and recreational activities for all inmates consistent with the facility's classification and design. Class I facilities are exempt from this requirement. The plan shall include policies and procedures necessary to protect the facility's security and the welfare of inmates. Policy and procedure shall provide: A. inmates with access to recreational opportunities and equipment, including seven hours of physical exercise or recreation outside the cell and adjacent dayroom areas per week; B. recreational opportunities a minimum of five days per week; C. indoor space and equipment for active recreational activities in all Class II to Class VI facilities; D. outdoor recreational space and equipment for outdoor recreational programming in all Class VI facilities. The space and equipment shall be provided in a manner consistent with the facility's security classification; E. passive and active recreation needs and equipment for a variety of inmates consistent with the facility's classification and offenders served. As an example, activity needs of geriatric, disabled, or geriatric and disabled offenders shall be addressed; F. inmates in segregation with a minimum of one hour a day, seven days a week, of exercise outside the inmates' cells, unless security or safety considerations dictate otherwise; and G. discretionary access by inmates on segregation status to the same recreational facilities as other inmates unless security or safety considerations dictate otherwise. When inmates on segregation status are excluded from use of regular recreation facilities, the alternative area for exercise used shall be documented.

Inspection Findings:

The facility does have a program/recreation space for inmates to use. The space is small; however, the rules do not address how large the room must be. The facility does have a workout program posted in the program/recreation space and the space allows for this to be accomplished.

Corrective Actions:

It is recommended that the facility attempt to come up with additional opportunities for inmates to have recreation/exercise. This could include yoga, workout videos, and small exercise equipment.

Response Needed By:

INSPECTION COMMENTS**Physical Plant:**

The facility is very clean and well maintained for its age. However, the facility's design makes it difficult for staff to conduct well-being checks of every individual cell, this has resulted in specific cells not being used. Additionally, the space for inmates to use such as dayrooms and the program/recreation areas are small and don't fit the needs of the facility.

According to the National Institute of Corrections, the average life expectancy of a jail facility operated 24 hours per day, seven days per week, is approximately 30 years, depending on usage. The Swift County Jail was built in 1985 making it 38 years old. The County's elected officials are encouraged to begin discussions on a course of action to address long term public safety needs.

Operations/Policies:

A policy review was conducted prior to the inspection, deficiencies were provided to the jail administrator and corrected prior to the inspection.

Well-Being Checks:

A video audit of well-being checks was completed; the checks appear to meet the 30-minute requirement and are completed at a pace that could determine well-being of the inmates.

It is recommended that the facility implement an auditing plan of well-being checks in order to spot check staff, and make sure the facility is compliant with the timeliness and quality of the well-being checks moving forward.

Programming:

Although the program space is small, the facility does provide a variety of programs and access to the program space daily. The facility also utilizes programming available through the Reliance texters.

The Swift County Jail will be placed on biennial inspection status.

JJDPA Compliance

On August 9, 2023, a Juvenile Justice and Delinquency Prevention (JJDP) Act Audit was conducted. A review of DOC Portal indicated that four (4) juveniles were processed in the Swift County Jail from October 1, 2022, to August 9, 2023. A review of data identified no violations.

DSO: No violations determined of the facility holding status offenders in the jail.

Jail Removal: No violations of the jail removal standard.

Sight and Sound Separation: The facility design and policies allow for proper sight and sound separation.

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

Based on the documentation reviewed, zero (0) violations of the JJDP Act were identified during the Swift County Jail inspection.

Report completed By: Justin Roberts – Senior Detention Facility Inspector

Signature:


