



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:

Swift County Jail

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

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Sarah Johnson – Senior Detention Facility Inspector **Inspected on:** 08/19/2020

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 Kelsey Baker; 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	1	1	99.06%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 10/01/2020 **Ends On:** 09/30/2022 **Facility Type:** Jail

Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 09/30/2021

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. 2911.5550 LOCKS AND KEYS. Subpart 5. Keys.

A facility shall have a written policy and procedure that provides for the control and use of keys and other access control devices.

Inspection Findings:

The facility does not have procedures or documentation in place for their key control. Facility keys are also not inventoried or checked as part of their security equipment.

Corrective Actions:

Create key control procedures, such as documenting the receiving or passing from one staff member to another and checking the accountability of all security keys. It is recommended staff utilize the jail log or the shift exchange to document receiving or passing of the keys from one staff to another. It is also recommended that keys are inventoried and checked as part of their security equipment check. Submit corrective action for proper key control for the facility to the Department of Corrections.

Response Needed By: 10/15/2020**Chapter 2911 - Essential Rules Not In Compliance****Total: 1**

1. 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:

There is no space available for active recreation.

Corrective Actions:

There is no corrective action as this cannot be resolved without a major remodel.

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

1. 2911.1350 MEDICAL TRAINING FOR CUSTODY STAFF.

By policy and procedure a training program shall be established by the facility administrator in cooperation with the health authority, that provides instruction in the following areas: A. first aid training for custody personnel responsible for the supervision, safety, and well-being of prisoners; B. recognition of signs and symptoms of illness and knowledge of action required in potential emergency situations; C. administration of first aid and cardiopulmonary resuscitation (CPR). Recertification training shall occur as required with respect to first aid and CPR. The training shall be documented; D. methods of obtaining assistance; E. recognition of signs and symptoms of mental illness, developmental disabilities, emotional disturbance, and chemical dependency; and F. procedures for inmate transfers to appropriate medical facilities or other health care providers.

Inspection Findings:

Staff receive CPR, medication delivery, suicide prevention, and some medical training but are lacking in all the requirements such as more in-depth mental health training and recognizing signs of medical distress.

Corrective Actions:

It is recommended to work with your medical provided to address more in-depth training in areas of medical distress and seek out comprehensive mental health training. Provide the Department of Corrections a plan to address training deficiencies by 10-15-2020.

Response Needed By:**Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 1**

1. 2911.5000 POST ORDERS; FORMAL INMATE COUNT; WELL-BEING CHECKS. Subpart 3. Security post records.

Custody staff shall maintain a record and prepare shift reports that document routine and emergency situations and unusual incidents. Records shall be maintained according to the county retention schedule.

Inspection Findings:

Staff keep any information that the next staff should know in a notebook that is kept in dispatch. The notebook is not an official document for Swift County: they do not have an official record of shift reports.

Corrective Actions:

It is recommended a shift report be created for staff to be able to document any unusual occurrences or needed information from one shift to the next. The shift report will need to be kept according to the county's retention policy as well.

Response Needed By:**INSPECTION COMMENTS**

The jail is clean, contraband free, and appears very well maintained. The policy manual has been updated to reflect current practice. The well-being checks were excellent and staff conducted them properly.

Swift County utilizes Countryside Health Care for their overall medical care. It is suggested as a best practice to have Countryside Health Care incorporate a medical reassessment for inmates that have been in custody for a period of time, to reevaluate any potential medical concerns. It is also recommended that inmate medical review notes be documented in individual medical files to maintain better documentation for the facility.

The jail will stay on a biennial inspection cycle.

JJDPA Compliance

On August 19th 2020, a Juvenile and Delinquency Prevention Act Audit was conducted. A review of the Statewide Supervision System indicated that 12 juvenile were processed in the Swift County Jail in 2020 reportable fiscal year. I reviewed 100% of the data and there appeared to be no violations. All juveniles brought into the jail are for book and release only.

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

Jail Removal: I did not find any violations for the jail removal standard.

Sight and Sound Separation: The facility design and policies allow for proper sight and sound separation. Juveniles are book and release only.

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

Based on the documentation that I reviewed, I found zero (0) violations of the JJDP act during the Swift County inspection.

Report completed By: Sarah Johnson – Senior Detention Facility Inspector

Signature:

