



## 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:

#### Todd County Jail

**Address:** 115 Third Street S, Long Prairie, MN 56347

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

**Inspection Type:** Biennial **Inspected By:** Lori Schopf – Senior Detention Facility Inspector **Inspected on:** 03/27/2025

**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 Scott Wright

**Officials Present for Exit Interview:** Jail Administrator Scott Wright

**Issued Inspection Report to:** Jail Administrator Scott Wright; Sheriff Mike Allen; County Administrator Jackie Bauer; Regional Manager Jacob McLellan

### RULE COMPLIANCE SUMMARY

Rule Chapter	Requirement Type	Total Applicable	Total Compliance	Total Non Compliance	Total Compliance With Recommendations	Compliance Rating	Substantial Compliance Result/Criteria
2911	Mandatory	126	121	2	3	98.41%	Compliance rating of 100%
2911	Essential	97	97	0	0	100.00%	Compliance rating of 90%

### TERMS OF OPERATION

**Authority to Operate:** approval **Begins On:** 05/01/2025 **Ends On:** 04/30/2027 **Facility Type:** Jail  
**Placed on Biennial Status:** Yes **Biennial Status Annual Compliance Form Due On:** 04/30/2026  
**Delinquent Juvenile Hold Approval:** 24 hrs exclusive of weekends and holidays **Certificate Holder:** Todd 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	Effective Date	%Operating Capacity	Operational Capacity	Bed Details	Conditions
Secure	Coed	52	6/1/2002	80	41.60	None.	

### RULE COMPLIANCE DETAILS

**Chapter 2911 - Mandatory Rules Not In Compliance****Total: 2****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:**

There was no documentation found to show that inmates have completed orientation.

**Corrective Actions:**

**Develop an orientation plan that meets the requirements of the Rule, requiring a signed statement by the inmate that they completed orientation at the time of admittance.**

**Response Needed By: 05/07/2025****2. 2911.5550 LOCKS AND KEYS. Subpart 3. Regular testing.**

Locks to security doors or gates shall be tested for proper function at least weekly to ensure proper operation.

**Inspection Findings:**

There was no documentation showing that locks to security doors and gates were tested weekly to ensure proper operation.

**Corrective Actions:**

**Develop a system to ensure and document that all locks on security doors and gates are tested weekly.**

**Response Needed By: 05/07/2025****Chapter 2911 - Mandatory Rules In Compliance With Recommendations****Total: 3****1. 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:**

A review of the facility's policy and procedure manual was conducted prior to the inspection. These fifteen policies do not meet all of the requirements of the Chapter 2911 Rules or State Statutes governing county jails. 2911.2525.3, 2911.2600.2, 2911.2750.1, 2911.2800.4, 2911.2850.3, 2911.3100.7, 2911.3700.5, 2911.3700.7, 2911.4900, 2911.4950.4, 2911.5450, 2911.5800.8, 2911.6500.6, and 2911.6600.16.

**Corrective Actions:**

**This was discussed during the inspection, and the facility is already working on updating the policy and procedure manual. Once updated, have staff review the changes to the policy manual. Submit the changes to the DOC for review by June 30, 2025.**

**Response Needed By:****2. 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:**

Per Minnesota Statue 641.15, Subd 3a., the facility shall use a mental health screening tool approved by the Commissioner of Corrections upon admission to the facility. The approved screening tool is being utilized; however, there were 2 out of 11 files reviewed that did not have a mental health screening completed.

**Corrective Actions:**

**This was discussed during the inspection and the Jail Administrator has a plan to ensure this gets completed for all new admissions.**

**Response Needed By:**

3. 2911.5000 POST ORDERS; FORMAL INMATE COUNT; WELL-BEING CHECKS. Subpart 4. Counting.

A facility shall have a written policy describing the system of counting inmates. Formal counts shall be completed with an official entry made in the daily log at least once each eight hours. The facility shall maintain a system that identifies the whereabouts of all inmates in custody and includes a system of accountability for inmates approved for temporary absences from their assigned housing units. A written policy and procedure shall provide that staff regulate inmate movement.

**Inspection Findings:**

Documentation showed formal count entries being logged outside of the 8-hour window, on 3/5/25, 3/13/25, 3/18/25, and 3/25/25.

**Corrective Actions:**

**Facility shall develop a procedure for enforcing the documentation of formal counts every 8 hours as required in the rule.**

**Response Needed By:****INSPECTION COMMENTS**

Although the facility layout does not include gym space, the facility has a recreation area that provides the opportunity for inmates to exercise along with a workout video, and has added a bike in the recreation area since the last inspection.

The Todd County Jail will remain on a biennial inspection cycle.

**JJDPA Compliance**

On March 27, 2025, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Todd 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 Todd County Jail records, the facility held or processed 7 juveniles between October 1, 2024, and the day of this inspection.

DSO: I did not find any violations of the facility holding status offenders in the jail. Upon review of the files, indication was that juveniles that were brought into the facility were indeed there for delinquent offenses.

Jail Removal: Files and the DOC Portal System data indicate that any juveniles brought into the jail are removed 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. This includes the route taken to Court holding. Policies and the court schedule also indicate proper sight and sound separation are maintained.

The facility does not participate in any "Scared straight" programs. Based on the documentation reviewed,

I did not find any violations of the JJDP act during the Todd County inspection.

**Report completed By:** Lori Schopf – Senior Detention Facility Inspector

**Signature:**

