



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:

Traverse County Jail

Address: 203 Seventh Street, PO BOX 826, Wheaton, MN 56296

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Timothy Thompson – Unit Manager **Inspected on:** 10/25/2019

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

Officials Present During Inspection: Jail Administrator Brenda Bartz; Sheriff Trevor Wright

Officials Present for Exit Interview: Jail Administrator Brenda Bartz; Sheriff Trevor Wright

Issued Inspection Report to: Jail Administrator Brenda Bartz; Sheriff Trevor Wright; County Coordinator Rhonda Antrim; 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	122	118	1	3	99.18%	Compliance rating of 100%
2911	Essential	95	92	1	2	98.95%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 11/01/2019 **Ends On:** 10/31/2021 **Facility Type:** Jail

Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 10/31/2020

Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Traverse County Sheriff's Office
Courthouse, P.O. Box 826
Wheaton, MN 56296

Special Conditions: The conditional approval may be changed to "Approved" upon receipt of the corrective action.

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	11	70	7.70	None.	None.

RULE COMPLIANCE DETAILS

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

1. 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:

Although there was open beds, there were inmates classified as minimum and medium being housed in the same living unit. Additionally, there was a Work Release inmate living in the unit with medium custody inmates.

Corrective Actions:

Provide a written plan that outlines how the county intends to resolve this deficiency. This may include boarding certain types of inmates out of county to ensure proper separation of inmates.

Response Needed By: 12/02/2019**Chapter 2911 - Essential Rules Not In Compliance****Total: 1**

1. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 4. Education.

A facility shall have a written policy and procedure that provides for inmate access to educational programs, vocational counseling, and when available, vocational training. When possible, a facility shall arrange to have these educational programs delivered in classroom specifically designed and equipped for educational or vocational programming. Class I facilities are exempt from this requirement with the exception of those approved by the commissioner to house inmates serving alternative sentences. Text books necessary to complete a course of study, to the extent that local resources permit, shall be made available to inmates. The facility shall not be responsible for the purchase of text books to complete a course of study.

Inspection Findings:

There are no education programs in the jail.

Corrective Actions:

Continue efforts to provide educational programs for the jail.

This is a repeat from previous inspections.

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

1. 2911.0900 STAFFING REQUIREMENTS. Subpart 1. Staffing plan and staffing analysis.

The facility administrator shall prepare and retain a staffing plan. The staffing plan shall identify: A. jail personnel assignments for: (1) facility administration and supervisors; (2) facility programs including exercise and recreation; (3) inmate admission, booking, supervision, and custody; (4) support services including medical, food services, maintenance, and clerical; and (5) other jail-relevant functions such as escort and transportation of inmates; B. the days of the week that the assignments are filled; C. the hours of the day that the assignments are covered; and D. any deviations from the plan with respect to weekends, holidays, or other atypical situations must be considered. The facility administrator or designee shall review the facility's staffing plan at least once each year. The review shall be documented in written form sufficient to indicate that staffing plans have been reviewed and revised as appropriate to the facility's needs or referred to the facility's governing body for funding consideration. A facility with a design capacity of more than 60 beds must have a staffing analysis and staffing plan approved by the commissioner of corrections. This staffing analysis shall include all posts, functions, net annual work hours appropriate to each post, and total number of employees to fill the identified posts and functions.

Inspection Findings:

Staff work 12-hour shifts.

The facility has approximately 9 full-time equivalent positions. Including the jail and dispatch positions, data would indicate the facility should be at 10 full-time equivalent positions to be properly staffed for a twenty-four hour per day operation. However, the part-time staff work closer to 30 hours per week, so the current staffing appears adequate at this time.

Corrective Actions:

Ensure all posts identified are staffed as required by rule.

Response Needed By:

2. 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:

Counts are conducted 0700-1500-2300.

However, the documentation on the "Pipe" system are not clearly marked as counts.

Corrective Actions:

Program a button for the system that indicates count is being conducted.

Response Needed By:

3. 2911.7200 HOUSEKEEPING, SANITATION, AND PLANT MAINTENANCE. Subpart 1. General.

A facility shall have a policy and procedure that provides that the facility shall: A. be kept in good repair to protect the health, comfort, safety, and well-being of inmates and staff; B. document weekly sanitation inspections; and C. document deficiencies from the weekly sanitation inspection, if any, have been ordered.

Inspection Findings:

There is a wide temperature swing within the facility. The recreation room was very cold, yet the housing units and Master Control were warm. It was explained that the thermostat for the recreation room is located in the control center so it does not allow the furnace to heat the recreation room.

Corrective Actions:

Determine the cause of the issue and make the necessary arrangements to ensure the recreation room is of a temperature between 65-71 degrees Fahrenheit during the winter months and 66-85 degrees Fahrenheit during the summer months.

Response Needed By:

Chapter 2911 - Essential Rules In Compliance With Concerns

Total: 2

1. 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 jail has religious programming and AA two times per month.

Corrective Actions:

I would strongly recommend continuing effort to seek organizations in the community or surrounding communities to provide other options for programming.

This is a repeat recommendation from the previous inspection.

Response Needed By:

2. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 5. Substance abuse programs.

A facility shall have a written plan for providing services for inmate chemical dependency issues.

Inspection Findings:

There are two AA meetings scheduled each month, depending on inmate needs.

Corrective Actions:

I would encourage the jail to seek out community resources for additional substance abuse programming.

It is evident there are minimal resources available in the community, as this is a repeat from the previous inspection.

Response Needed By:

INSPECTION COMMENTS**Concerns:**

There is a concern with the temperature difference from the corridor into the recreation room. The recreation room was quite cold, while other areas were comfortable. This issue needs to be resolved.

Another concern is the lack of programming. It is evident there are minimal resources in the community. However, programming is an integral part of a successful reintegration of the inmates back into the community. It is strongly recommended that facility administration continue to develop appropriate programming for the inmate population, especially in the area of education. There is currently not educational programming, and there has not been educational programming for several years.

Summary:

The facility is operating at a high level of compliance with the rules. There have been significant improvements since the last on-site inspection. Many of the compliance issues from the past were related to food service, and those have been resolved thanks to a great deal of work by the Sheriff's office and Jail Administrator Bartz. Additionally, they have improved the overall security in the facility by the addition of window coverings on Master Control. This product reduces the ability for the inmates to see into Master Control, yet allow staff the ability to see into the housing units.

Although there are still some concerns, Sheriff Wright and facility administration has done a great deal of work to move the facility through staffing transitions. Considering these factors, and the significant improvement of facility operations and conditions, the facility will be moved to biennial inspections. The next on-site inspection will be sometime near October 2021.

JJDPA Compliance

On October 25, 2019, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Traverse 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 Statewide Supervision System, the Traverse County Jail held or processed zero juveniles during the time frame from October 1, 2019 (the beginning of the Federal fiscal year) to the date of the review. I reviewed approximately 100 percent of the juvenile data for this time frame. The findings are as follows:

DSO: I did not find any violations of 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 Statewide Supervision System 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. 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 for any youth that are under public authority.

Based on the documentation that I reviewed, I did not find any violations of the JJDP act during the Traverse County inspection.

Report completed By: Timothy Thompson – Unit Manager

Signature: _____

