



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:** Jen Pfeifer – Detention Facility Inspector **Inspected on:** 10/07/2021 to 10/13/2021

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 Lisa Siegel; Regional Manager Jake McLellan

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	117	3	2	97.54%	Compliance rating of 100%
2911	Essential	95	92	3	0	96.84%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 11/01/2021 **Ends On:** 10/31/2023 **Facility Type:** Jail

Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 10/31/2022

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: 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	11	70	7.70	None.	None.

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance**Total: 3****1. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 2. Quarterly review of emergency procedures.**

There shall be a review of emergency procedures once every three months. The review shall include: A. assignment of persons to specific tasks in case of emergency situations; B. instructions in the use of alarm systems and signals; C. systems for notification of appropriate persons outside the facility; D. information on the location and use of emergency equipment in the facility; E. specification of evacuation routes and procedures; and F. that the review be documented and require signature or initialing by all staff.

Inspection Findings:

Quarterly reviews are not being documented.

Corrective Actions:

Ensure that all staff are reviewing your emergency procedures quarterly. These reviews shall be well-documented and it is suggested that the facility create sign off sheets to indicated completion. Medical and support staff should be included in these reviews.

Response Needed By: 12/31/2021**2. 2911.5000 POST ORDERS; FORMAL INMATE COUNT; WELL-BEING CHECKS. Subpart 5. Well-being.**

A facility shall have a system providing for well-being checks of inmates. A written policy and procedure shall provide that all inmates are personally observed by a custody staff person at least once every 30 minutes. Thirty-minute checks should be staggered. If a well-being check does not occur due to an emergency, it must be documented in the jail log and have supervisory review and approval. More frequent observation is required for those inmates of a special need classification who may be harmful to themselves. Examples of inmates of a special need classification include those classified as potentially suicidal, or as mentally ill, or those experiencing withdrawal from drugs or alcohol.

Inspection Findings:

Well-being checks were found to be out of compliance with the 30 minute time frame allowed in the rule.

Corrective Actions:

All staff shall be retrained in the importance of well-being checks and the guidelines of the rule. Submit verification of training to the Department of Corrections by December 31, 2021.

Response Needed By: 12/31/2021**3. 2911.6400 DELIVERY, SUPERVISION, AND CONTROL OF MEDICATION.**

In consultation with the health authority, a facility administrator shall have a written policy and procedure for the secure storage, delivery, administration, and control of medication according to parts 2911.6500 to 2911.6800.

Inspection Findings:

Medication counts were not accurate.

Corrective Actions:

Ensure that all medications are accounted for. The JA and the medical authority shall develop a system of the regular accounting of medications. It is recommended that medication errors be documented and addressed.

Chapter 2911 - Essential Rules Not In Compliance**Total: 3**

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 only at this time.

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 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:

3. 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 no substance abuse programs scheduled at this time.

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:

Chapter 2911 - Mandatory Rules In Compliance With Concerns

Total: 2

1. 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. There is no distinction between a formal count and a well-being check.

Corrective Actions:

**Program a button for the system that indicates count is being conducted.
This was noted in the last inspection report.**

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 medical screen does not include all elements required in the rule.

Corrective Actions:

**Add elements A: 3,4, and additions to 6. B: 1 & 2.
Provide a copy of the updated medical screen to the Department of Corrections by December 31, 2021.**

Response Needed By:

INSPECTION COMMENTS

Concerns:

The lack of programming continues to be a concern. 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.

The jail has also not participated in an Emergency Evacuation drill due to the COVID-19 Pandemic. When the jail feels it is safe to do so they should complete this and provide documentation to the Department of Corrections. The facility would also benefit from other drills such as man down, cut down, and scenario based fire drills.

New statutory language should be added to facility policy and submitted to the Department of Corrections by April 30, 2022.

Summary:

The facility shall remain on biennial inspections as long as deficiencies noted are submitted by the due dates noted in the report.

JJDPA Compliance

On October 7, 2021, 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 DOC Portal System, the Traverse County Jail held or processed zero juveniles during the time frame from October 1, 2021 (the beginning of the Federal fiscal year) to the date of the review.

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 DOC Portal 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: Jen Pfeifer – Detention Facility Inspector

Signature:

