



Facility Inspection Report Issued By The Minnesota Department of Corrections Pursuant to MN Statute 241.021, Subdivision 1

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INSPECTION DETAILS FOR:

Wabasha County Jail

Address: 848 17th Street E, SUITE 2, Wabasha, MN 55981

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Daniel Lipa – Detention Facility Inspector **Inspected on:** 05/09/2023 to 05/11/2023

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

Officials Present During Inspection: Jail Administrator Brenda Balow; Sergeant Stacy Wilhelm

Officials Present for Exit Interview: Jail Administrator Brenda Balow; Sergeant Stacy Wilhelm

Issued Inspection Report to: Jail Administrator Brenda Balow; Sheriff Rodney Bartsh; County Administrator Michael Plante; 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	125	121	2	2	98.40%	Compliance rating of 100%
2911	Essential	98	97	0	1	100.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 06/01/2023 **Ends On:** 05/31/2025 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 05/31/2024
Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Wabasha 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	43	90	38.70	None.	None.

RULE COMPLIANCE DETAILS

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

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:

Kitchen and medical staff are not included in the quarterly review of emergency procedures.

Corrective Actions:

Include the kitchen and medical staff in the quarterly review of emergency procedures. Forward a copy of the 3rd quarter review to the Department of Corrections when completed.

Response Needed By: 10/01/2023

2. 2911.6500 STORAGE. Subpart 2. Refrigeration.

Medication requiring refrigeration shall be refrigerated and secured and the temperature checked daily. There must be separate refrigeration for medications only.

Inspection Findings:

Temperature logs are not being completed daily as required.

Corrective Actions:

Ensure that temperature logs are being completed daily even when medical staff are not in the facility. Submit logs for June to the inspector by July 1, 2023.

Response Needed By: 07/01/2023**Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 2**

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:

No signed documentation of a review was provided to the inspector.

Corrective Actions:

Document the yearly review and applicable updates to the staffing plan.

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:

The facility is currently using additional mental health questions to screen inmates for referral to mental health services. During the inspection, we discussed using the Brief Mental Health Screening tool for the reportable referral numbers. The facility may continue to use additional questions for its internal needs, but the benefit of moving questions from the mental health to the medical screening were discussed.

Corrective Actions:

This was discussed and addressed during the on-site inspection. No further action is required at this time.

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

1. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 4. Reporting of unusual occurrences.

Incidents of an unusual or serious nature shall be reported within ten days of the incident in writing to the Department of Corrections in the format required by the department. The reports shall include the names of persons involved, staff and inmates, nature of the unusual occurrence, actions taken, and the date and time of the occurrence. Unusual occurrences requiring reporting to the DOC include such occurrences as: A. attempted suicide; B. suicide; C. homicide; D. death, by means other than suicide or homicide; E. serious injury or illness subsequent to detention including incidents resulting in hospitalization for medical care; F. hospitalization associated with mental health needs; G. attempted escape or escape from a secured facility; H. incidents of fire requiring medical treatment of staff or inmates or a response by a local fire authority; I. riot; J. assaults of one inmate by another that result in criminal charges or outside medical attention; K. assaults of staff by inmates that result in criminal charges or outside medical attention; L. injury to inmates through response to resistance by staff controlling inmate behavior; M. occurrences of infectious diseases and action taken relative to same when a medical authority has determined that the inmate must be isolated from other inmates; and N. reporting of all notices of intent to file litigation against the facility resulting from matters related to the detention or incarceration of an inmate; O. sexual misconduct, such as inmate on inmate, staff on inmate, and inmate on staff; and P. use of sexual materials, electronic media for sexual purposes, or both. In the event of an emergency such as serious illness or injury where death may be imminent, individuals designated by the inmate shall be notified. Permission for notification, if possible, shall be obtained from the inmate.

Inspection Findings:

Required incidents have not been reported to the Department of Corrections.

Corrective Actions:

This was discussed at the time of the inspection and qualifying reportable incidents shall be submitted within 10 days of the date of the incident.

Response Needed By:

INSPECTION COMMENTS

Jail Administrator Balow was highly organized and knowledgeable about the inspection process and several of the deficiencies found on the day of the inspection were corrected either on-site or within days of the inspector leaving the facility.

Through interviews with both staff and inmates during the on-site inspection, it became evident that there is a high level of respect and communication at the facility. Inmates indicated that they have no problem bringing concerns to the staff's attention.

The inspector conducted a review of well-being checks covering multiple shifts and posts. All well-being checks were found to be conducted as required by the rule and at a pace to ensure the well-being of the inmates. The facility began auditing well-being checks after their 2021 inspection, and both administration and supervisors stated that the quality of checks has greatly improved in response to their ongoing auditing efforts.

Physical Plant:

The facility was clean in appearance and showed no signs of deterioration or neglect. It is apparent that staff take pride in their facility.

The night lights are ineffective for staff seeing inmates in their cells at night. Staff are required to carry flashlights to be able to physically see inmates in their cells. This was noted in the last inspection. It is still recommended that alternative lighting be utilized, but staff appear to be able to complete their duties without it.

The facility has upgraded all of the cameras after completing an extensive audit. The current system has greatly increased the security of all areas of the facility.

Hardel Sherrell:

The facility is currently in progress of meeting the new requirements laid out in the Hardel Sherrell Act. They have developed policies and procedures consistent with guidelines developed by the Department of Corrections and should be ready for continued adoption of requirements when the promulgation of Rule 2911 is completed.

The facility shall remain on biennial inspection status.

JJDP A Compliance

On May 9, 2023, a Juvenile Justice and Delinquency Prevention Act (JJDP A) audit was conducted. 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 records kept by Wabasha County and the DOC Portal System, the Wabasha County Jail held or processed three (3) juveniles during the federal fiscal year. All 3 juveniles were book and releases. I reviewed 100% of the 2022-2023 juvenile information. The findings are as follows:

DSO: I did not find any violations in regard to the facility holding status offenders. All juveniles that were brought into the facility were held and/or processed for delinquent offenses.

Jail Removal: Information provided indicated that any juveniles brought into the jail are removed well within the hour time allowed, with the longest holding time being 1.5 hours.

Sight and Sound Separation: The facility design and policies allow for proper sight and sound separation. Booking is locked down when a juvenile needs to be in the area. This includes the route taken to Court holding, separate juvenile court times, and the presence of a parent during the booking process. Policies and the court schedule need to indicate that 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, although policy needs to be written to reflect this.

Court Holding: There is secure court holding for Wabasha County. All juveniles are time phased from adults and are not brought to court at the same time.

Based upon the above information that I reviewed, I found no violations of the JJDP Act during the Wabasha County Jail 2023 inspection.

Report completed By: Daniel Lipa – Detention Facility Inspector

Signature: 