



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:

Waseca County Jail

Address: 122 Third Avenue, PO BOX 226, Waseca, MN 56093

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Jen Pfeifer – Detention Facility Inspector **Inspected on:** 05/13/2020 to 05/19/2020

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

Officials Present During Inspection: Jail Administrator Andy Buckmeier; Lieutenant Dan Mocol; Sheriff Brad Milbrath

Officials Present for Exit Interview: Jail Administrator Andy Buckmeier; Lieutenant Dan Mocol

Issued Inspection Report to: Jail Administrator Andy Buckmeier; Lieutenant Dan Mocol; Sheriff Brad Milbrath; County Administrator Jessica Beyer; 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	126	123	0	3	100.00%	Compliance rating of 100%
2911	Essential	102	99	2	1	98.04%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 06/01/2020 **Ends On:** 05/31/2022 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 05/31/2021
Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Waseca 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	24	80	19.20	Operational capacity 19 beds. Do not hold females.	None.

RULE COMPLIANCE DETAILS

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

The recreational/program space is limited and is not adequate to serve the inmate population.

Corrective Actions:

Due to the size and design of the facility, it is not possible to address this issue within the current facility. No further action is necessary at this time.

Response Needed By:**2. 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:

There have been no special incidents reported to the Department of Corrections.

Corrective Actions:

The requirements for reported incidents were discussed at the time of the inspection. These incidents shall be reported to the Department of Corrections within 10 days of the occurrence.

Response Needed By: 08/01/2020

Chapter 2911 - Mandatory Rules In Compliance With Concerns**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:

The policy manual is in need of additional language to support the Chapter 2911 Rules. Adding language is also needed in regards to the changes made with the current classification system.

Corrective Actions:

Add additional language discussed and submit the updated policy manual to the Department of Corrections by September 1, 2020.

Response Needed By:**2. 2911.2525 ADMISSIONS. Subpart 4. Inmate personal property.**

A facility shall have a written policy and procedure that: A. provides for the itemized inventory and secure storage of all personal property of a newly admitted inmate, including money and other valuables; B. specifies any personal property an inmate may retain in the inmate's possession; and C. provides that the inmate shall sign a receipt for all property held until release.

Inspection Findings:

The lock inspection form is not detailed enough to specify that all locks have been checked in the facility and are working properly.

Corrective Actions:

Add the changes discussed at the time of the inspection which will include a detailed list of the locks checked.

Response Needed By:**3. 2911.2600 CLASSIFICATION OF INMATES. Subpart 1. Policy and procedure.**

A facility shall have a written policy and procedure that provides for inmate classification in terms of level of custody required, housing assignment, participation in facility programs, and use of any overrides. The facility's policy and procedure on classification shall include consideration of the following: A. inmate gender; B. juvenile or adult status; C. category of offense; D. severity of current charges, convictions, or both; E. degree of escape risk; F. potential risk of safety to others and self; G. institutional disciplinary history; H. serious offense history; I. special needs assessment, inclusive of vulnerable adults, which includes a determination of how medical needs, mental health needs, developmental disability, or other behavioral or physical limitations or disabilities may impact on the classification of an inmate and appropriate housing of same; and J. special management inmate status.

Inspection Findings:

The current classification system does not incorporate all requirements of the rule.

Corrective Actions:

An extensive amount of time was spent on classification during the inspection. A classification system that meets the needs of Waseca County while incorporating the required elements from the rule was created. Submit new classification document to the Department of Corrections by August 1, 2020.

Response Needed By:

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

1. 2911.1200 CLERICAL AND SUPPORT EMPLOYEES WITH REGULAR OR DAILY INMATE CONTACT: TRAINING. Subpart 1. Minimal inmate contact.

A facility shall have a written policy and procedure that provides that all new clerical and support employees that have minimal inmate contact receive 24 hours of orientation and training during their first year of employment. Sixteen of these hours are completed before being independently assigned to a particular job. Persons in this category are given an additional 16 hours of training each subsequent year of employment.

Inspection Findings:

The support employees for the jail include the nurse and they receive the required training for support employees with inmate contact but they do not train on the emergency policies.

Corrective Actions:

It is recommended the nurse receive the required training as it pertains to the safety and security of the jail. The training should focus on knowing the security procedures and regulations and all emergency procedures for the jail.

Response Needed By:**INSPECTION COMMENTS**

Jail comments: The Waseca County Jail was built in 1970. The life expectancy for a facility of this size is on average 25 years and this jail is going on 46 years. Double bunking also reduces the life expectancy of a jail with added use and wear on the infrastructure. Although the facility has been maintained and updated where possible, the limited size and age of the physical plant is no longer meeting the needs of the facility.

Physical plant: The physical plant of the facility has poor sight lines and lighting in the inmate day areas. The lighting and vents are antiquated and do not meet current detention standards. The living spaces for inmates is limited as it is shared with the sleeping spaces.

Support space: The recreation/program space is limited and does not allow for active recreation or multiple programs. When the facility holds a female from court or a juvenile, they must use the recreation space which denies recreation time to everyone else while the space is being occupied. The nurse's office, which was previously a storage area, doubles as an exam room. There is one small space for inmate attorney visits. The facility only has two visitation booths which is staff intensive on visitation days. Video visitation is not an option due to lack of open day room space. Overall, the facility is lacking in needed inmate and support space.

Route taken to court: There is a concern with the route the staff members take to escort an inmate to court. Inmates are escorted in unsecure public areas with no camera coverage. This is well known and creates a safety risk for the inmates and staff.

The above mentioned concerns have been an on-going issue for the jail for many years. A time line has been created by the officials of Waseca County in regards to the addressing the future needs of the jail and public safety concerns of the community. This time line shall be submitted to the Department of Corrections by September 1, 2020.

JJDPA Compliance

Compliance Report for Monitoring Facilities Pursuant to the Juvenile Justice Delinquency Prevention Act of 2002.

On May 13th, 2020, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Waseca 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 Waseca County Jail held or processed one juvenile during the federal fiscal year 2019. I reviewed approximately 100 percent of the year 2019 juvenile data and 100 percent of the juvenile files. The findings are as follows:

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 held in the recreation area, away for the male population. Waseca County uses JAF in Scott County or Rochester for juvenile placement.

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

Court holding: Juvenile court times are scheduled at different times from adults to assure proper sight and sound separation from adult inmates. Court holding is cleared before juveniles are brought in.

Based on the documentation that I reviewed, I found no violations of the JJDP act during the Waseca County inspection.

Report completed By: Jen Pfeifer – Detention Facility Inspector

Signature: _____

