



# 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:

### Washington County Jail

**Address:** 15015 62nd Street N, Stillwater, MN 55082

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

**Inspection Type:** Biennial **Inspected By:** Rachel Dotseth – Detention Facility Inspector **Inspected on:** 04/12/2023

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

**Officials Present During Inspection:** Jail Administrator Roger Heinen; Lieutenant Jacqueline Dahms

**Officials Present for Exit Interview:** Jail Administrator Roger Heinen; Lieutenant Jacqueline Dahms; Sheriff Dan Starry

**Issued Inspection Report to:** Jail Administrator Roger Heinen; Sheriff Dan Starry; County Administrator Kevin Corbid; Regional Manager Jacob 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	126	122	2	2	98.41%	Compliance rating of 100%
2911	Essential	102	102	0	0	100.00%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** approval **Begins On:** 05/01/2023 **Ends On:** 04/30/2025 **Facility Type:** Jail  
**Placed on Biennial Status:** Yes **Biennial Status Annual Compliance Form Due On:** 04/30/2024  
**Delinquent Juvenile Hold Approval:** no approval **Certificate Holder:** Washington 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	240	95	228.00	None.	None.

## RULE COMPLIANCE DETAILS

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

## 1. 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:**

After a review of video footage, well-being checks were found to be out of compliance with the 30-minute time frame allowed in the rule. Checks were also observed to be at too fast of a pace to observe the well-being of the inmates.

Additionally, based on video review, staff were not staggering their well-being checks.

Overall, well-being checks were at an appropriate pace during the day shift.

**Corrective Actions:**

**The facility is conducting a well-being refresher course for all staff April 17-20 and April 25, 27-28. This training should include information on completing checks on-time, and the quality and pace at which a check is completed. Submit training documentation to the Department of Corrections by 05/30/2023.**

**The facility shall continue to conduct well-being check audits monthly. Those monthly audits shall be documented and submitted to the Department of Corrections for the inspector to review every month until 07/26/2023.**

**Response Needed By: 07/26/2023**

## 2. 2911.6500 STORAGE. Subpart 6. Needles and other medical sharps.

There shall be a written policy and procedure for the control and disposal of medical sharps and supplies. Medical sharps and supplies when used or stored in inmate housing areas shall be accounted for and secured in a locked area.

**Inspection Findings:**

Medical sharps are secured outside the housing units; however, medical sharps and supplies are not accounted as required by the rule.

**Corrective Actions:**

**The facility shall document and account for all medical sharps.**

**Response Needed By: 05/31/2023****Chapter 2911 - Mandatory Rules In Compliance With Concerns****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:**

The facility conducts orientation, but no signed documentation by the inmate is being completed.

**Corrective Actions:**

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**The facility shall have inmates sign and date that they received orientation. The inspector shall follow-up to ensure that the facility is compliant with the rule.**

**Response Needed By:**

2. 2911.5450 DANGEROUS MATERIALS.

A facility shall have a written policy and procedure that specifies that materials dangerous to either security or safety shall be properly secured. Storage and use of flammable, toxic, and caustic materials must be in accordance with all applicable laws and regulations of governing jurisdictions. The policy must cover control and use of tools and culinary and medical equipment.

**Inspection Findings:**

Chemicals were found to be corrosive and flammable in the housing unit closets.

**Corrective Actions:**

**Remove all chemicals for inmate use that are listed to cause irreversible eye damage or skin burns.**

**Response Needed By:**

## INSPECTION COMMENTS

The Jail Administrator was prepared and organized for the inspection.

Physical plant:

The facility is well maintained, cleaned, and organized. Showers were found to have chipped paint. Jail Administration is researching different options for repair.

Programs:

The facility has a wide range of programming opportunities for the inmates. The facility has recently installed tablets for inmate use. The tablets have the options to communicate via texting and or emailing, gaming and music options, and educational opportunities.

The facility will remain on biennial inspection status.

**JJDP A Compliance**

The Washington County Jail has no approval to hold juveniles. There is an 8-Day Temporary Holdover Facility (T.H.F.) which houses juveniles. A separate inspection is done on this area.

On April 12, 2023, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Washington County Jail has no juvenile hold approval. 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.

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 juveniles that were brought into the facility were indeed there for delinquent offenses, and housed in the T.H.F.

Jail Removal: N/A.

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 Washington County Jail inspection.

Report completed By: Rachel Dotseth – Detention Facility Inspector

Signature: 