



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
Telephone: 651-361-7146 Fax: 651-642-0314 Email: ie-support.doc@state.mn.us

INSPECTION DETAILS FOR:

Wilkin County Jail

Address: 515 Dacotah Avenue, Breckenridge, MN 56520

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Justin Roberts – Senior Detention Facility Inspector **Inspected on:** 07/25/2024 to 08/01/2024

Inspection Method: Facility walk-through, staff and inmate interviews, staff and inmate file reviews, and facility documentation and video reviews.

Officials Present During Inspection: Jail Administrator Aaron Wood

Officials Present for Exit Interview: Jail Administrator Aaron Wood

Issued Inspection Report to: Jail Administrator Aaron Wood; Sheriff Tony Harris; County Administrator Stephanie Sandbakken; 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	123	3	0	97.62%	Compliance rating of 100%
2911	Essential	96	95	1	0	98.96%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 10/01/2024 **Ends On:** 09/30/2026 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 09/30/2025
Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Wilkin County Sheriff's Department
Special Conditions:

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	21	80	16.80	None.	

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance**Total: 3****1. 2911.1350 MEDICAL TRAINING FOR CUSTODY STAFF.**

By policy and procedure a training program shall be established by the facility administrator in cooperation with the health authority, that provides instruction in the following areas: A. first aid training for custody personnel responsible for the supervision, safety, and well-being of prisoners; B. recognition of signs and symptoms of illness and knowledge of action required in potential emergency situations; C. administration of first aid and cardiopulmonary resuscitation (CPR). Recertification training shall occur as required with respect to first aid and CPR. The training shall be documented; D. methods of obtaining assistance; E. recognition of signs and symptoms of mental illness, developmental disabilities, emotional disturbance, and chemical dependency; and F. procedures for inmate transfers to appropriate medical facilities or other health care providers.

Inspection Findings:

A review of staff training records found that two new employees have not received all required training. The staff have not received training on B. recognition of signs and symptoms of illness and knowledge of action required in potential emergency situations, D. methods of obtaining assistance, and E. recognition of signs and symptoms of chemical dependency.

Corrective Actions:

The facility must have the staff complete training on recognition of signs and symptoms of illness and knowledge of action required in potential emergency situations, methods of obtaining assistance, and recognition of signs and symptoms of chemical dependency. Once completed the training records must be submitted to the Department of Corrections for review.

Additionally, the facility must add these training requirements to its training requirements for all new staff before being independently assigned to a post.

Response Needed By: 08/31/2024**2. 2911.3800 FOOD HANDLING PRACTICES.**

Food service shall be provided according to Minnesota Department of Health rules.

Inspection Findings:

A review of the kitchen staff certifications found that the kitchen staff do not have a current ServSafe certification or a Certified Food Protection Manager certification.

Corrective Actions:

The facility must have their kitchen staff obtain current certification as required by The Minnesota Department of Health. Once completed the facility must provide documentation to the Department of Corrections for review.

Response Needed By: 08/31/2024**3. 2911.5800 AVAILABILITY OF MEDICAL AND DENTAL RESOURCES. Subpart 3. Health care policy review.**

Facility policy shall ensure that each policy, procedure, and program in the health care delivery system is reviewed and documented at least annually under the direction of the health authority and revised as necessary.

Inspection Findings:

A review of the medical policies and procedures found that the policies and procedures were reviewed and signed by the Jail Administrator and Sheriff in 2024; however, they have not been reviewed and signed by the health authority since July 21, 2023.

Corrective Actions:

The facility must have the health authority review and sign the policies and procedures as required by the rule. Once completed documentation must be provided to the Department of Corrections for review.

Response Needed By: 08/31/2024

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

1. 2911.1300 CUSTODY STAFF TRAINING.

A facility shall have a written policy and procedure that provides that all custody staff receive 120 hours of orientation and training during the first year of employment. Forty of these hours are completed prior to being independently assigned to a particular post. All persons in this category are given an additional 16 hours of training each subsequent year. At a minimum, training completed before independent assignment to a particular post shall include: A. security procedures; B. supervision of inmates; C. signs of suicide risk and suicide precautions; D. vulnerable inmates; E. response to resistance regulations and tactics; F. report writing; G. inmate rules and regulations; H. rights and responsibilities of inmates; I. fire and emergency procedures; J. key control; K. interpersonal relations and communication skills; L. diversity training; M. distribution of medications; N. right to know; and O. blood-borne pathogens and communicable diseases.

Inspection Findings:

A review of staff training records found that two new employees have not received all required training before being independently assigned to a post. The staff have not received training on M. distribution of medications and N. right to know.

Corrective Actions:

The facility must have the staff complete training on distribution of medications and right to know. Once completed the training records must be submitted to the Department of Corrections for review.

Additionally, the facility must add these training requirements to it's training requirements for all new staff before being independently assigned to a post.

Response Needed By: 08/31/2024**INSPECTION COMMENTS****Physical Plant:**

The facility was built in 2006 and has a good design layout. The facility is clean and well kept. However, the facility does need to do some repairs to the showers in the 6 bed and 8 bed housing units, the paint is beginning to peel and show wear.

Operations/Policies:

A policy review was conducted prior to the inspection, deficiencies were provided to the jail administrator and corrections had been made prior to the inspection.

The Wilkin County Jail will be moved to a biennial inspection status.

JJDPA Compliance

On July 25, 2024, a Juvenile Justice and Delinquency Prevention (JJDP) Act Audit was conducted. A review of DOC Portal indicated that one (1) juvenile was processed in the Wilkin County Jail from October 1, 2023 to July 25, 2024. A review of data identified no violations. All juveniles brought into the jail are for book and release only.

DSO: No violations determined of the facility holding status offenders in the jail.

Jail Removal: No violations of the jail removal standard.

Sight and Sound Separation: The facility design and policies allow for proper sight and sound separation.

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

Based on the documentation reviewed, zero (0) violations of the JJDP Act were identified during the Wilkin County jail inspection.

Report completed By: Justin Roberts – Senior Detention Facility Inspector

Signature:

