



# 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:

### Wilkin County Jail

**Address:** 515 Dacotah Avenue, Breckenridge, MN 56520

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

**Inspection Type:** Biennial **Inspected By:** Sarah Johnson – Senior Detention Facility Inspector **Inspected on:** 09/21/2020

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

**Officials Present During Inspection:** Jail Administrator Erik Dohman; Sheriff Rick Fiedler

**Officials Present for Exit Interview:** Jail Administrator Erik Dohman

**Issued Inspection Report to:** Jail Administrator Erik Dohman; Sheriff Rick Fiedler; County Administrator Stephanie Miranowski; Regional Manager Sherry Hill

## 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	1	2	99.21%	Compliance rating of 100%
2911	Essential	97	94	2	1	97.94%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** conditional approval **Begins On:** 10/01/2020 **Ends On:** 09/30/2022 **Facility Type:** Jail  
**Placed on Biennial Status:** Yes **Biennial Status Annual Compliance Form Due On:** 09/30/2021  
**Delinquent Juvenile Hold Approval:** 24 hrs exclusive of weekends and holidays **Certificate Holder:** Wilkin County Sheriff's Department  
**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	21	80	16.80	None.	None.

## RULE COMPLIANCE DETAILS

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

1. 2911.0900 STAFFING REQUIREMENTS. Subpart 26. Ancillary functions.

Personnel shall be provided to perform ancillary functions such as transportation or court escort to the extent necessary to ensure that security, supervision of inmates, the administration of program activities, and the efficient operation of the facility are not reduced or jeopardized by such activities.

**Inspection Findings:**

See Comments.

**Corrective Actions:**

NA.

**Response Needed By: 10/26/2020****Chapter 2911 - Essential Rules Not In Compliance****Total: 2**

1. 2911.0900 STAFFING REQUIREMENTS. Subpart 15. Ratio of custody staff to inmates, reporting incidents, and responding to emergencies.

A. A facility with a design capacity of 60 or fewer beds shall meet the staffing ratios in this item. For inmate supervision, the overall facilitywide minimum ratio of custody staff to inmates shall be one custody officer to 25 inmates. These staff must be in the facility and on duty at all times and not involved in temporary duties outside of the facility. Included in this ratio are all staff who are assigned and trained in the custody and supervision of inmates as their primary duty. Staff not directly responsible for custody and supervision of inmates such as administrative, supervisory, program, bailiff, or support staff shall not be included in this ratio; B. A facility with a design capacity of 60 or more beds shall meet the staffing ratios in this item. For inmate supervision, the overall facilitywide minimum ratio of custody staff to inmates shall not be less than: (1) 1 to 60 inmates for direct supervision housing units with lockdown capability; (2) 1 to 48 inmates for direct supervision dormitories; (3) 1 to 40 for indirect or podular inmate supervision; and (4) 1 to 25 inmates for linear housing areas; C. A facility administrator may apply for a specific variance from the staffing requirements in this subpart from the commissioner. Consideration of this variance shall require that supervision of inmates is accomplished in an appropriate manner and that the safety and security of the facility, staff, and inmates are not compromised.

**Inspection Findings:**

See comments.

**Corrective Actions:**

NA.

**Response Needed By:**

2. 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 nurses and they're not receiving the required training for support employees with inmate contact.

**Corrective Actions:**

**It is recommended the nurse receive the required 16 hours of 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:****Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 2**

## 1. 2911.1000 TRAINING PLAN.

A facility administrator or designee shall develop and implement a training plan for the orientation of new employees and volunteers and provide for continuing in-service training programs for all employees and volunteers. Training plans shall be documented and describe curriculum, methods of instruction, and objectives. In-service training plans shall be prepared annually and shall provide documentation indicating that training for individual employees has taken into consideration their length of service, position within the organization, and previous training completed.

**Inspection Findings:**

The training plan is adequate but it does not include all the training that is completed such as yearly evacuation drill, drills, conferences, and online learning.

**Corrective Actions:**

**Update the training plan to include all training that will be given on a yearly basis and the method of how the training will be provided.**

**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:**

The facility does use a caustic cleaner which inmates use on a regular basis. The inmates are not provided proper protective gear such as gloves or eye protection as required for use.

**Corrective Actions:**

**The facility needs to limit access to staff use only for the cleaner or find a cleaner that is not caustic. This would alleviate any safety concerns for inmates and reduce the need for constant staff supervision and PPE for inmates.**

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

## 1. 2911.5000 POST ORDERS; FORMAL INMATE COUNT; WELL-BEING CHECKS. Subpart 1. Post orders and accountability.

There shall be written orders for every security post that are reviewed annually and updated if necessary. A written policy and procedure shall require that personnel read, sign, and date applicable post orders at least annually, or as needed for new posts or revisions. Medium and large facilities with multiple posts may need to conduct these reviews more often.

**Inspection Findings:**

The post orders are complete but it would be beneficial to have the activities that are time sensitive such as meals, formal counts, medications delivery, and daily cell inspections to have times posted when they need to be completed.

**Corrective Actions:**

**It is recommended to update post orders to identify time sensitive duties.**

**Response Needed By:**

## INSPECTION COMMENTS

### Summary:

Sheriff Fiedler was notified by the Department of Corrections in writing in regard to Rule 2911.0900 subp. 15, ratio of custody staff to inmates and rule 2911.0900 subp.26, ancillary functions. The facility will have 30 days to submit a corrective action to the Department of Corrections for review.

Well-being checks continue to be excellent. A review of video footage of 90 percent of the staff indicates staff are doing proper well-being checks. Staff are entering each cellblock and are moving at a pace that allows them to verify "signs of life."

The facility is clean, well maintained, and staff are knowledgeable in their duties. The Wilkin County Jail will continue to be on biennial inspection status due to their high level of compliance.

### JJDPA Compliance

On September 21, 2020, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Wilkin 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 Wilkin County Jail held or processed zero (0) juveniles during the Federal fiscal year 2020.

The findings are as follows:

DSO: I did not find any violations of the facility holding status offenders in the jail.

Jail Removal: The one juvenile that was processed in the facility was there for a delinquency offense.

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 Wilkin County inspection.

Report completed By: Sarah Johnson – Senior Detention Facility Inspector

Signature:

