



# 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:

### Houston County Jail

**Address:** 306 S Marshall Street, PO BOX 106, Caledonia, MN 55921

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

**Inspection Type:** Biennial **Inspected By:** Jen Pfeifer – Detention Facility Inspector **Inspected on:** 11/23/2016 to 11/29/2016

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

**Officials Present During Inspection:** Jail Administrator Mark Schiltz

**Officials Present for Exit Interview:** Chief Deputy Travis Lapham; Jail Administrator Mark Schiltz; Sheriff Mark Inglett

**Issued Inspection Report to:** Jail Administrator Mark Schiltz; Sheriff Mark Inglett; 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	125	1	2	99.21%	Compliance rating of 100%
2911	Essential	99	99	0	5	100.00%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** conditional approval **Begins On:** 12/01/2016 **Ends On:** 11/30/2018 **Facility Type:** Jail  
**Placed on Biennial Status:** Yes **Biennial Status Annual Compliance Form Due On:** 11/30/2017  
**Delinquent Juvenile Hold Approval:** 6 hrs **Certificate Holder:** Houston 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	70	90	63.00	None.	None.

### Variances

NONE

## RULE COMPLIANCE DETAILS

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

## 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:**

Staff members were found to not be completing well-being checks according the rule or Houston County policy and procedure. Checks were done from outside the entry door, as staff were not entering the unit. There is no way to see an inmate in a cell from that area.

**Corrective Actions:**

**Ensure that staff members are entering the units to complete well-being checks personally observing all inmates. This will also assist the officer with daily contraband checks also noted in the Chapter 2911 rules.**

**Response Needed By: 11/23/2016****Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 2**

## 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 should be updated to reflect the changes made to Chapter 2911 rules.

**Corrective Actions:**

**Continue to update the policy manual to reflect these changes,**

**Response Needed By:**

## 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:**

Although this is completed most of the time, the temperature of the refrigerator located in the medical unit is not checked and recorded daily.

**Corrective Actions:**

**The temperature of the refrigerator in medical shall be logged daily. Medications shall be contained in a separate refrigerator that contains only medications.**

**Response Needed By:**

**Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 5**

1. 2911.1200 CLERICAL AND SUPPORT EMPLOYEES WITH REGULAR OR DAILY INMATE CONTACT: TRAINING. Subpart 2. Regular or daily inmate contact.

A facility shall have a written policy and procedure that provides that all new clerical and support employees who have regular or daily inmate contact receive 40 hours of orientation and training during their first year of employment. These hours are to be completed before being independently assigned to a particular job. The employees are given an additional 16 hours of training each subsequent year of employment. At a minimum, this training covers the following areas: A. security procedures and regulations; B. rights and responsibilities of inmates; C. all applicable emergency procedures; D. interpersonal relations and communication skills; and E. first aid.

**Inspection Findings:**

A check of training records and staff interviews showed a need for expanded training for support staff in the kitchen and medical areas. It is recommended that the facility develop a security training for non-custody staff.

**Corrective Actions:**

**Ensure that medical and kitchen staff receive and complete all necessary training listed in this rule part.**

**Response Needed By:**

2. 2911.2400 DETENTION INFORMATION SYSTEM REQUIREMENTS.

The facility administrator shall designate a staff person responsible for reporting of information on persons detained or incarcerated to the DOC in a manner consistent with requirements in the DOC's Statewide Supervision System. Detention Entry Guide (2010) and any amendments, which is incorporated by reference, subject to frequent change, and available at the State Law Library, 25 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155. Detention information system reporting requirements shall be met in an accurate manner daily.

**Inspection Findings:**

The County continues to struggle with the jail management system. An upgrade is scheduled for December 6th, 2016.

**Corrective Actions:**

**No corrective action at this time.**

**Response Needed By:**

3. 2911.2800 ADMINISTRATIVE SEGREGATION. Subpart 4. Policy.

Written policy and procedure shall provide that the status of inmates in administrative segregation is reviewed every seven days. These policies shall provide: A. that the review is documented and placed in the inmate's file; B. that the inmate in administrative segregation receive visits from the facility administrator or designee a minimum of once every seven days as a part of the administrative review process; and C. that the review process that is used to release an inmate from administrative segregation is specified.

**Inspection Findings:**

The policy does not read that an inmate in administrative segregation is reviewed every seven days and that this review is documented. It states that those in Special Management shall be reviewed every 30 days and that inmates in segregation shall be reviewed every seven.

**Corrective Actions:**

**Update the policy to reflect the language in the rule for inmates placed on administrative segregation status.**

**Response Needed By:**

4. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 4. Education.

A facility shall have a written policy and procedure that provides for inmate access to educational programs, vocational counseling, and when available, vocational training. When possible, a facility shall arrange to have these educational programs delivered in classroom specifically designed and equipped for educational or vocational programming. Class I facilities are exempt from this requirement with the exception of those approved by the commissioner to house inmates serving alternative sentences. Text books necessary to complete a course of study, to the extent that local resources permit, shall be made available to inmates. The facility shall not be responsible for the purchase of text books to complete a course of study.

**Inspection Findings:**

GED is not currently offered in the facility.

**Corrective Actions:**

**It is recommended that alternative means of educational programs be researched using resources from the community.**

**Response Needed By:**

5. 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:**

There was not documentation that POST orders were reviewed annually.

**Corrective Actions:**

**Ensure correctional staff review post orders and document that this review has taken place.**

**Response Needed By:**

**INSPECTION COMMENTS****Physical plant:**

The jail appeared clean and well maintained. The county maintenance assigned to the jail does an excellent job of completing work order requests in a timely manner.

It is recommended that signage be added to the housing units, program areas, and court holding areas to show evacuation routes in case of emergency. This was discussed with Jail Administrator Schiltz at the time of the inspection.

**Operational recommendations:**

It is recommended that the facility and the medical authority review medical policies from the Houston County Policy and Procedure manual to ensure consistency in procedures. Specifically 7C. Medical policies shall be reviewed yearly by the medical authority. This review shall be documented.

Signage has been added in the booking area to give a visual reminder as recommended in the last inspection. Since this is a remote post that is not always staffed. Signage along the lines of "male", "female", "juvenile" are recommended on the outside of cells as a visual reminder that an inmate is housed in the holding cell.

It is recommended that the inmates assigned to work in the kitchen have proper footwear. Open-toed sandals or flip flop shall not be used.

**JJDPA Compliance**

On November 23, 2016 a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Houston County jail has 6 hour approval to hold delinquent juveniles.

According to statewide supervision system and facility records the Houston County jail processed 11 juveniles during the Federal Compliance time line. The juvenile brought to this facility was a court ordered book and release and the parent was present during the process.

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

Jail Removal: Juveniles are not held in the Houston County jail.

Sight and Sound Separation: The facility houses no delinquent juveniles. 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 under public authority.

Based on these facts and documentation that I reviewed, I did not find any violations of the JJDP act during the Houston County jail inspection.

Report completed By: Jen Pfeifer – Detention Facility Inspector

Signature:

