



# 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:

### Swift County Jail

**Address:** 301 14th Street, SUITE 4, Benson, MN 56215

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

**Inspection Type:** Annual **Inspected By:** Jen Pfeifer – Detention Facility Inspector **Inspected on:** 08/24/2016

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

**Officials Present During Inspection:** Jail Administrator Tracy Koosman

**Officials Present for Exit Interview:** Jail Administrator Tracy Koosman; Sheriff John Holtz

**Issued Inspection Report to:** Jail Administrator Tracy Koosman; Sheriff John Holtz; 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	123	120	3	12	97.56%	Compliance rating of 100%
2911	Essential	106	97	9	8	91.51%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** conditional approval **Begins On:** 08/01/2016 **Ends On:** 07/31/2017 **Facility Type:** Jail

**Placed on Biennial Status:** No **Biennial Status Annual Compliance Form Due On:**

**Delinquent Juvenile Hold Approval:** 24 hrs exclusive of weekends and holidays **Certificate Holder:** Swift 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	12	80	9.60	None.	None.

### Variances

1. MN Rule 2911.0900.12 STAFFING REQUIREMENTS. - Assistance for dispatcher or custody staff person. - None. **Conditions:** None.

## RULE COMPLIANCE DETAILS

**Chapter 2911 - Mandatory Rules Not In Compliance****Total: 3****1. 2911.0900 STAFFING REQUIREMENTS. Subpart 11. Maintenance personnel and custody staff; separation of duties.**

Maintenance personnel shall be employed to perform preventive, routine, and emergency maintenance functions. Custody staff shall not be given physical plant maintenance duties that detract from their primary responsibilities for ongoing supervision of inmates.

**Inspection Findings:**

There is no designated maintenance staff for the facility.  
The Correctional Officers are assigned to all cleaning duties inside the jail. Inmates are used at times.  
The jail is however extremely clean and very well maintained.

**Corrective Actions:**

**I would encourage the county to seek other alternatives for cleaning and that they not use the Correctional Officers.**

**Response Needed By: 12/30/2016****2. 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 outdated and has two different Sheriffs listed in the manual. The manual also does not reflect current practice and/or procedures used. The policy manual references old 2911 rules that have been renumbered or removed from the rule.  
This has been a concern during the last two inspections.

**Corrective Actions:**

**Update the policy to reflect changes in current procedures and updated 2911 rules. Please submit updated policies to the Department of Corrections by December 30, 2016. Policy manuals should be reviewed annually.**

**Response Needed By: 12/30/2016****3. 2911.2850 INMATE DISCIPLINE PLAN. Subpart 1. Plan.**

A facility shall have an inmate discipline plan that explains the administrative sanctions for specific behaviors, omissions, the administrative process for handling major and minor violations, the right to internal review, and the review process.

**Inspection Findings:**

There is a disciplinary plan in place but it does not address due process and there is no place on the disciplinary form to show that the inmate was read and understands his rights.

**Corrective Actions:**

**Update the disciplinary form to reflect Subpart 3 of the rule to include due process and submit to the Department of Corrections.**

**Response Needed By: 09/30/2016**

**Chapter 2911 - Essential Rules Not In Compliance****Total: 9**

## 1. 2911.0700 EMPLOYEE EVALUATION.

Consistent with Minnesota Statutes, an employee shall complete a probationary period and be evaluated during the probationary period before being permanently appointed. The evaluation shall be in writing, discussed with the employee, and made a part of the employee's personnel record.

**Inspection Findings:**

There was one evaluation that I could find completed in the files.

**Corrective Actions:**

**Evaluations need to be completed on new hires within the first year of employment. This was noted in the last inspection.**

**Response Needed By: 11/01/2016**

## 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:**

There has been no training provided for clerical staff. A new clerical staff was hired approximately 3 weeks prior to the inspection.

**Corrective Actions:**

**Support or clerical staff shall complete training by 10/1/2016.  
The Department of Corrections will provide if needed.**

**Response Needed By: 10/01/2016**

## 3. 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:**

There is a policy in place however at this time the newly hired clerical staff has not completed any of the required trainings listed in the rule. The nurse was on vacation at the time of the inspection so I was unable to verify training with her.

**Corrective Actions:**

**Please submit training records for the newly hired clerical staff and for the nurse by November 1, 2016.**

**Response Needed By: 11/01/2016**

## 4. 2911.2700 INFORMATION TO INMATES. Subpart 2. Program options and activities.

An inmate shall be provided written information on program options and activities within 24 hours of admission, excluding weekends and holidays. A facility staff member shall review program options and activities with inmates who are unable to read, within 24 hours of admission, excluding weekends and holidays. A Class I facility is exempt from this requirement with the exception of those approved by the commissioner to house inmates serving alternative sentences.

**Inspection Findings:**

There did not appear to be a written schedule of the program options for the inmates.

**Corrective Actions:**

**I would encourage the jail to post a schedule as to when each area may use the program area and any other programs that will be scheduled as you acquire volunteers.**

**Response Needed By: 10/31/2016**

5. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 1. Written plan.

A facility administrator or designee shall have and implement a written plan for the constructive scheduling of inmate time. The plan shall: A. identify programs offered in the facility and when the programs are offered; B. identify persons conducting the program and whether or not the persons are facility staff, external community resources under contract, or volunteers; C. be consistent with established legal rights of inmates, type and status of inmates detained in the facility, and rule requirements associated with the facility's classification; D. provide inmates with the option to refuse to participate in facility programs, except work assignments and programs required by statute or court order; E. when males and females are housed in the same facility, provide comparable opportunities for participation in programs and services; and F. require documentation of programs offered and inmates participating in programs.

**Inspection Findings:**

The Chaplain is the only volunteer that is available. There are no educational or vocational programs available. This was noted on the last inspection.

**Corrective Actions:**

**Programming options were discussed and suggestions for improvement given. The Jail Administrator will be contacting other jails to get material and will be looking to the community for volunteers.**

**Response Needed By:**

6. 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:**

The facility does not provide educational programming.

**Corrective Actions:**

**I encourage the jail administrator to find someone to provide education if requested. The new requirement for on-line GED testing was discussed.**

**Response Needed By:**

7. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 5. Substance abuse programs.

A facility shall have a written plan for providing services for inmate chemical dependency issues.

**Inspection Findings:**

There is no plan for provided AA or other chemical dependency issues.

**Corrective Actions:**

**Check with local AA club to see if anyone is willing to come into the jail to provide this service. I would suggest contacting probation to see who they use for chemical dependency education class to their probationers and see if that is a resource the jail may be able to use.**

**Response Needed By:**

8. 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:**

There is no recreation space except for a small program room.

**Corrective Actions:**

**There is no corrective action as this cannot be resolved without a major remodel.**

**Response Needed By:**

9. 2911.3500 VOLUNTEERS.

When volunteers are used in facility programs, a written policy and procedure shall provide that a staff member is responsible for coordinating the volunteer service program. The policy includes the following elements: A. lines of authority, responsibility, and accountability for the volunteer services; B. a procedure for the screening and selection of volunteers; C. an orientation training program appropriate to the nature of the assignment; D. a requirement that volunteers agree in writing to abide by all facility rules and policies, with emphasis on security and confidentiality of information; and E. a statement that the administrator may discontinue a volunteer activity at any time by written notice.

**Inspection Findings:**

At this time there is only one volunteer. There is no documentation of any type of orientation. The Jail Administrator believes this may have been done before he became responsible for this.

**Corrective Actions:**

**Update the policy to reflect the rule. Create a file for any volunteer used in the facility to reflect orientation that includes, rules of the facility pertaining to volunteers, line of authority for Swift County and emergency procedures.**

**Response Needed By:**

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

**Total: 12**

1. 2911.0800 EXTRA DUTY.

An employee shall be scheduled for no more than 12 hours consecutive work in any 24 hours except where unusual circumstances require reasonable and prudent exception. Coverage for vacations, military leave, jury duty, scheduled training, and similar activities is not to be considered as unusual circumstances requiring reasonable and prudent exception. Each of these coverage needs is known to the facility administration with sufficient lead time to allow proactive scheduling to maintain compliance with the 12-hour standard requirements.

**Inspection Findings:**

Staff are not scheduled to work over 12 hours. The policy says staff cannot work 2 shifts but does not specify that they cannot work over 12 hours.

**Corrective Actions:**

**Update the policy to reflect wording in the rule.**

**Response Needed By:**

2. 2911.0900 STAFFING REQUIREMENTS. Subpart 1. Staffing plan and staffing analysis.

The facility administrator shall prepare and retain a staffing plan. The staffing plan shall identify: A. jail personnel assignments for: (1) facility administration and supervisors; (2) facility programs including exercise and recreation; (3) inmate admission, booking, supervision, and custody; (4) support services including medical, food services, maintenance, and clerical; and (5) other jail-relevant functions such as escort and transportation of inmates; B. the days of the week that the assignments are filled; C. the hours of the day that the assignments are covered; and D. any deviations from the plan with respect to weekends, holidays, or other atypical situations must be considered. The facility administrator or designee shall review the facility's staffing plan at least once each year. The review shall be documented in written form sufficient to indicate that staffing plans have been reviewed and revised as appropriate to the facility's needs or referred to the facility' governing body for funding consideration. A facility with a design capacity of more than 60 beds must have a staffing analysis and staffing plan approved by the commissioner of corrections. This staffing analysis shall include all posts, functions, net annual work hours appropriate to each post, and total number of employees to fill the identified posts and functions.

**Inspection Findings:**

There is a staffing plan in the policy manual. However, there is not a designated maintenance staff and the Correctional Officers are cleaning all areas of the jail.

**Corrective Actions:**

**The cleaning duties assigned to the Correctional Officers should not interfere with their primary duty of supervising inmates. I would encourage administration to seek other avenues for cleaning the jail.**

**Response Needed By:**

3. 2911.0900 STAFFING REQUIREMENTS. Subpart 25. Support staff requirements.

Support staff requirements are as follows: clerical, maintenance, and food service staff shall be provided to meet operational requirements applicable to the facility.

**Inspection Findings:**

A clerical staff was recently hired. There are no maintenance or food service staff. Correctional Officers prepare meals and the bowling alley supplies hot meals according to the facility schedule.

**Corrective Actions:**

**As discussed, I would encourage the jail to research other avenues for preventative maintenance.**

**Response Needed By:**

4. 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:**

There is a training plan but it does not include curriculum, method of instruction or objectives.

**Corrective Actions:**

**Enhance the training plan to include these items.**

**Response Needed By:**

5. 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:**

There was a handbook located in one of units that I was able to see. The handbook is on laminated sheets of paper and I found them behind a television. I did not find any documentation of orientation completed.

**Corrective Actions:**

**The inmates should be instructed as to where the handbook is located and it should be documented somewhere that they have received and understand the rules of the facility and their rights.**

**Response Needed By:**

6. 2911.5300 SEARCHES, SHAKEDOWNS, AND CONTRABAND CONTROL. Subpart 1. Contraband control.

A facility shall have a written policy and procedure that provides for searches of facilities, inmates, and inmate property to control contraband and provide for its disposition.

**Inspection Findings:**

Checking for contraband in the cells is on the daily check list for correctional officers. This box on the list was rarely checked as completed on the logs that I reviewed.

**Corrective Actions:**

**Review logs of daily duties that are submitted to administration to ensure that contraband searches are being completed.**

**Response Needed By:**

7. 2911.5300 SEARCHES, SHAKEDOWNS, AND CONTRABAND CONTROL. Subpart 4. Daily inspections.

A facility shall be inspected at least daily for contraband, evidence of breaches in security, and inoperable security equipment, and shall document the inspection.

**Inspection Findings:**

Contraband Searches are required each day according to the list of correctional officer duties for the day. The forms reviewed did not show that these searches were completed daily.

**Corrective Actions:**

**I would suggest that Administration should be reviewing the signed completed duty logs to ensure compliance with the rule and daily inspections.**

**Response Needed By:**

8. 2911.5550 LOCKS AND KEYS. Subpart 3. Regular testing.

Locks to security doors or gates shall be tested for proper function at least weekly to ensure proper operation.

**Inspection Findings:**

Policy should be updated to reflect current practice and/or procedure.

**Corrective Actions:**

**Update policy.****Response Needed By:**

## 9. 2911.5800 AVAILABILITY OF MEDICAL AND DENTAL RESOURCES. Subpart 6. Medical screening.

A facility shall have a written policy and procedure that requires medical screening is performed and recorded by trained staff on all inmates on admission to the facility. The findings are to be recorded in a manner approved by the health authority. The screening process shall include procedures relating to: A. Inquiry into: (1) current illness and health problems, including dental emergencies, and other infectious diseases; (2) medication taken and special health requirements; (3) use of alcohol and other drugs that include types of drugs used, mode of use, amounts used, frequency used, date or time of last use, and history of problems that may have occurred after ceasing use, for example, convulsions; (4) past and present treatment or hospitalization for mental illness or attempted suicide; (5) other health problems designated by the health authority; and (6) signs and symptoms of active tuberculosis to include weight loss, night sweats, persistent cough lasting three weeks or longer, coughing up blood, low grade fever, fatigue, chest pain, prior history of active tuberculosis disease, and results of previous tuberculin skin or blood testing. B. Observations of: (1) behavior that includes state of consciousness, mental status, appearance, conduct, tremor, and sweating; and (2) body deformities, trauma markings, body piercings, bruises, lesions, and jaundice. C. Disposition to: (1) general population; (2) general population and referral to appropriate health care service; (3) referral to appropriate health care service on an emergency basis; and (4) other.

**Inspection Findings:**

It is suggested that the nurse review all medical screening completed at intake. Although this is not required by the rule, it is considered Best Practice. The Correctional Officers are not trained medical professionals.

**Corrective Actions:**

NA.

**Response Needed By:**

## 10. 2911.6500 STORAGE. Subpart 5. Controlled substances.

There shall be a procedure for maximum security storage of and accountability for controlled substances.

**Inspection Findings:**

Controlled medications are counted weekly.

**Corrective Actions:**

**It is highly recommended that the controlled medications be counted after each dose and documented.**

**Response Needed By:**

## 11. 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 were last counted in 2014. According the staff that was the last time a medical sharp was removed.

**Corrective Actions:**

**It is recommended that a new accountability sheet be made and that the jail begin counting and documenting these sharps on a weekly basis. It is also recommended that medical review documentation.**

**Response Needed By:**

## 12. 2911.7100 INMATES WITH SPECIAL NEEDS. Subpart 1. Postadmission screening.

The facility written policy and procedure shall require postadmission screening and referral for care of inmates with special needs, whose adaptation to the correctional environment in significantly impaired.

**Inspection Findings:**

There is a policy in place, however it does not reflect what the Jail Administrator states is current practice.

**Corrective Actions:**

**Update policy to reflect what the jail is doing currently to assist those inmates with special needs. If the jail is not able to accommodate inmates with special needs this should be noted in the policy and how the jail will remedy the situation.**

**Response Needed By:****Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 8**

## 1. 2911.0900 STAFFING REQUIREMENTS. Subpart 14. Backup resource assistance.

In facilities that use the dispatcher or custody position as sole supervision, policy and procedures shall be implemented that assure a reasonable level of security and backup resource assistance for the dispatcher or custody person in circumstances that require emergency response assistance. The DOC shall review and approve the policy and procedures.

**Inspection Findings:**

There is policy in place that states when the dispatcher is busy, well-being checks may be done by camera from the dispatch area. Cameras for the jail, in the dispatch area, are located almost behind the dispatch station making it difficult to view.

**Corrective Actions:**

**In speaking with the Jail Administrator the policy does not reflect current practice. The policy needs to be updated to reflect how the jail is currently doing well-being checks after 2200 when the dispatcher is used as sole supervision. Well-being checks are not to be completed using the camera method. Video footage random well-being checks after 2200 appeared to be done by the officer going to the window of each cell.**

**Response Needed By:**

## 2. 2911.2700 INFORMATION TO INMATES. Subpart 1. Information made available to inmates.

Copies of policies and rules governing conduct and disciplinary consequences; procedures for obtaining personal hygiene and commissary items; and policies governing visiting, correspondence, bathing, laundry, and clothing and bedding exchange shall be made available to all inmates. Information will be made available to disabled inmates including those that are hearing impaired, visually impaired, or unable to speak in a form that is accessible to them. Information required under this subpart shall be available in English. There shall be procedures in place to address the language barriers of non-English-speaking inmates. Policy and procedures shall ensure, to the extent practical, that inmates who are unable to speak English are provided with the information outlined in this part within 24 hours of admission to the facility in a form that is accessible to the inmate.

**Inspection Findings:**

The policy needs to be updated to reflect current practices and/or procedures.

**Corrective Actions:**

**Update policy and submit to the Department of Corrections.**

**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:**

There is policy in place that states the Sheriff or Chief Deputy will review the status of an inmate administrative segregation every seven days, however the Jail states it would house an inmate out of county that needed to be housed administratively.

**Corrective Actions:**

**Update policy to reflect current procedures.**

**Response Needed By:**

4. 2911.2850 INMATE DISCIPLINE PLAN. Subpart 3. Due process.

Disciplinary segregation shall be used only in accordance with due process to include at a minimum: A. published rules of conduct and penalties for violation of rules; B. written notice of alleged violation of a rule; C. the right to be heard by an impartial hearing officer and to present evidence in defense: (1) the inmate may waive the hearing in writing; and (2) a written record is made of the disciplinary hearing and sanctions or other actions taken as a result of the hearing; D. the right to appeal; E. the status of an inmate placed on disciplinary segregation for more than 30 continuous days subsequent to a disciplinary hearing shall be reviewed, approved, and documented by the facility administrator or designee at least once every 30 days, and the facility shall develop written policy, procedure, and practice that provides that inmates in disciplinary segregation receive visits from the facility administrator or designee at least once every seven days as a part of the disciplinary segregation review process; F. an inmate placed in segregation for an alleged rule violation shall have a disciplinary hearing within 72 hours of segregation, exclusive of holidays and weekends, unless documented cause can be shown for delays. Examples of causes for delay are inmate requests for delay, or logistical impossibility, as in the case of mass disturbances; and G. the facility administrator or designee can order immediate segregation when it is necessary to protect the inmate or others. This action is reviewed and documented within three working days.

**Inspection Findings:**

A review of the disciplinary forms used, it was noted that there is no place to document that due process was explained to the inmate or that the inmate understood their rights.

**Corrective Actions:**

**Update disciplinary form to reflect due process.**

**Response Needed By:**

5. 2911.3675 LAUNDRY SERVICES AND LINEN EXCHANGE. Subpart 3. Exchanged.

Clothing shall be exchanged twice each week, at a minimum. Clothing exchange times shall be made available to inmates.

**Inspection Findings:**

Policy states that clothing is exchanged one time per week but in speaking with the Jail Administrator it was noted that clothing is exchanged twice a week.

**Corrective Actions:**

**Update policy to reflect current practice and requirement of twice each week as the rule states.**

**Response Needed By:**

6. 2911.4100 MEALS. Subpart 2. Snack.

If a nourishing snack is provided at bedtime, up to 16 hours may elapse between the substantial evening meal and breakfast. A nourishing snack is classified as a combination of two or more food items from two of the four food groups, such as cheese and crackers, or fresh fruit and cottage cheese.

**Inspection Findings:**

A snack is provided at times but does not always meet the nutritional requirements in the rule.

**Corrective Actions:**

**When providing a snack the jail will need to make sure it fits within the guidelines of the rule.**

**Response Needed By:**

7. 2911.5800 AVAILABILITY OF MEDICAL AND DENTAL RESOURCES. Subpart 7. Health care follow-up.

A facility shall develop written policy and procedures that require that an inmate who presents with a chronic or persistent medical condition be provided with a health care follow-up.

**Inspection Findings:**

The nurse is doing followup when directed by a Correctional Officer. This was also noted in the last inspection.

**Corrective Actions:**

**It is recommended that the nurse review medical screenings and that the nurse develop a schedule for followup with inmates who present these medical conditions.**

**Response Needed By:**

8. 2911.5800 AVAILABILITY OF MEDICAL AND DENTAL RESOURCES. Subpart 9. Sick call.

A facility shall develop a written policy and procedure that requires that there is a continuous response to health care requests and that sick call, conducted by a physician or other health care personnel is available to each inmate as follows: A. In small facilities of less than 60 inmates, sick call is held once per week at a minimum; B. in medium sized facilities of 60 to 200 inmates, sick call is held at least three days per week; C. in facilities of over 200 inmates, sick call is held a minimum of five days per week; and D. if an inmate's custody status precludes attendance at sick call, arrangements are made to provide sick call services in the place of the inmate's detention.

**Inspection Findings:**

The nurse checks in by phone once per week to see if there is anyone she needs to see.

**Corrective Actions:**

**It is highly recommended that the nurse is at the jail at least one time per week to review medical screenings and document those reviews. Noted in that review should be the need for any followup.**

**Review of medications should also be completed.**

**As stated, this is not required in the rule but should be considered Best Practices.**

**Response Needed By:**

**INSPECTION COMMENTS**

The jail was clean and appeared very well maintained. Jail Administrator Koosman was organized and prepared for the inspection. The county continues to offer good training opportunities for the correctional officers and it is well documented.

It appears that the well-being checks have improved significantly since the last inspection and work for further improvement is a high priority of Jail Administration.

The jail will remain on annual inspection status.

**JJDPA Compliance**

A review of the Statewide Supervision system indicated two juveniles being processed in the Swift County Jail. Two juvenile files were reviewed and there appeared to be no violations. However, Jail Administrator Koosman indicated that he does not believe that is an accurate account of the number of juveniles that were processed between October 2015 and August 24, 2016. Further review may need to be completed if this is the case.

**Report completed By:** Jen Pfeifer – Detention Facility Inspector

**Signature:**



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