



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:

Mille Lacs County Jail

Address: 640 Third Street, Milaca, MN 56353

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Annual **Inspected By:** Greg Croucher – Senior Detention Facility Inspector **Inspected on:** 08/04/2016

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

Officials Present During Inspection: Assistant Jail Administrator Jerry Brown; Jail Administrator Mike Smith

Officials Present for Exit Interview: Assistant Jail Administrator Jerry Brown; Jail Administrator Mike Smith

Issued Inspection Report to: Jail Administrator Mike Smith; Sheriff Brent Lindgren; 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	122	4	1	96.83%	Compliance rating of 100%
2911	Essential	100	96	4	2	96.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 07/01/2016 **Ends On:** 06/30/2017 **Facility Type:** Jail
Placed on Biennial Status: No **Biennial Status Annual Compliance Form Due On:**
Delinquent Juvenile Hold Approval: 6 hrs **Certificate Holder:** Mille Lacs 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	147	85	124.95	None.	None.

Variances

NONE

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance**Total: 4****1. 2911.2600 CLASSIFICATION OF INMATES. Subpart 1. Policy and procedure.**

A facility shall have a written policy and procedure that provides for inmate classification in terms of level of custody required, housing assignment, participation in facility programs, and use of any overrides. The facility's policy and procedure on classification shall include consideration of the following: A. inmate gender; B. juvenile or adult status; C. category of offense; D. severity of current charges, convictions, or both; E. degree of escape risk; F. potential risk of safety to others and self; G. institutional disciplinary history; H. serious offense history; I. special needs assessment, inclusive of vulnerable adults, which includes a determination of how medical needs, mental health needs, developmental disability, or other behavioral or physical limitations or disabilities may impact on the classification of an inmate and appropriate housing of same; and J. special management inmate status.

Inspection Findings:

The facility has recently had an influx of female inmates. They have one housing unit for females which limits the ability to properly separate per classification status. The classification process for females is currently being revised to address proper classification with the female population within one housing unit.

Additionally, the classification system needs to be expanded to incorporate all of the elements found in this rule part. This rule had elements expanded in 2013 with the publishing of the revised Chapter 2911 rules.

Corrective Actions:

Submit to the Department of Correction the new system of classification for females when it is complete for review. (This is a repeat from the last on-site inspection in 2014.)

Response Needed By: 10/28/2016**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:

Several items were found unsecured in the kitchen. Bleach which is "corrosive." Lime-Away which can cause severe chemical burns, and Oasis 146 which is "corrosive." All of these items are supposed to be in a locked cabinet which is in the kitchen.

Corrective Actions:

There is no further corrective action as staff in that area were reminded to keep these items secured when not in use. Additionally, these items can not be accessible to inmates.

Response Needed By: 10/28/2016**3. 2911.7200 HOUSEKEEPING, SANITATION, AND PLANT MAINTENANCE. Subpart 1. General.**

A facility shall have a policy and procedure that provides that the facility shall: A. be kept in good repair to protect the health, comfort, safety, and well-being of inmates and staff; B. document weekly sanitation inspections; and C. document deficiencies from the weekly sanitation inspection, if any, have been ordered.

Inspection Findings:

No documentation to show that weekly sanitation inspections are being completed. Overall the jail did not appear clean.

Corrective Actions:

See inspection comments #1 Physical plant concerns.

Response Needed By: 10/28/2016**4. 2911.7200 HOUSEKEEPING, SANITATION, AND PLANT MAINTENANCE. Subpart 2. Maintenance plan.**

A written housekeeping plan for all areas of the physical plant shall provide for daily housekeeping and regular maintenance by assigning specific duties and responsibilities. Facility floors are kept clean, dry, and free of hazardous substances. A written policy and procedure shall establish the following requirements: A. weekly sanitation inspections of all institution areas by a designated staff member; and B. there is documentation that deficiencies, if any, have been corrected.

Inspection Findings:

See Inspection Comments #1. Physical Plant concerns.

Corrective Actions:

An overall plan of action is needed to address the physical plant constraints and deficiencies noted in this inspection. Please submit a written plan to facility inspector by 10/28/2016.

Response Needed By: 10/28/2016

Chapter 2911 - Essential Rules Not In Compliance**Total: 4**

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:

No training documentation for support staff was available on the day of inspection. The facility has both food service and medical support staff.

Corrective Actions:

Ensure that all support staff are receiving all applicable training and that it is documented for review by inspector.

Response Needed By:

2. 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 some confusion as to how many post order sign off books there are and which one staff should sign. The procedure had changed at one point so the documentation that was available showed that many staff members did not sign off on post orders during 2015.

Corrective Actions:

Make sure that the procedure is clear in regard to post orders. Assign a supervisor to ensure that these are completed and documented appropriately.

Response Needed By:

3. 2911.7300 FIRE INSPECTION. Subpart 4. Weekly inspection.

There shall be an applicable fire code and safety inspection of the facility at least weekly by a designated staff member.

Inspection Findings:

No documentation to show that weekly fire inspections are being completed.

Corrective Actions:

Assign a staff member(s) to complete and document these weekly inspections.

Response Needed By:

4. 2911.7400 POLICIES AND PROCEDURES TO DETECT DETERIORATION OF BUILDING AND EQUIPMENT.

The facility administrator or designee shall have policies and procedures designed to detect building and equipment deterioration, safety hazards, and unsanitary conditions. Policies and procedures shall include requirements that facility staff report unsanitary and unsafe conditions as well as physical plant and equipment repairs and replacement needs; and documentation that appropriate work orders or requests for budget resources to effect needed repair, replacement, or corrections have been made.

Inspection Findings:

Plumbing infrastructure in the original part of the building and water leaks in some other areas were noted.

See Inspection Comments #1. Physical Plant concerns.

Corrective Actions:

Submit a plan of action to inspector addressing physical plant concerns and solutions by October 28, 2016.

Response Needed By: 10/28/2016

Chapter 2911 - Mandatory Rules In Compliance With Concerns**Total: 1**

1. 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:

Due to the amount of contraband in plain sight and excess allowable items it was evident that daily cell inspections are either not being completed or staff are not holding inmates accountable to jail rules.

Corrective Actions:

Ensure that staff are completing daily cell inspections in all areas and documenting the results. More of an effort should be placed on holding inmates to a cleanliness standard.

Response Needed By:

Chapter 2911 - Essential Rules In Compliance With Concerns**Total: 2**

1. 2911.1600 DESIGNATED TRAINING OFFICER.

A facility shall have a designated training officer responsible for: A. maintenance of training plans as required in part 2911.1000; B. maintenance of training records in sufficient detail to allow inspector assessment of compliance with parts 2911.1100 to 2911.1700; and C. documentation of waivers of training requirements based on equivalent training received before employment or demonstrated competency through proficiency testing.

Inspection Findings:

The jail training records need to be reorganized for better clarification as to what training was given. Number of hours is listed in minutes. There is an overall lack in documentation on emergency procedure reviews, all drills, conference training, annual review of post orders and specific staff training.

Corrective Actions:

It is recommended to document all the training that was received in detail to provide adequate training verification and complete record keeping.

Response Needed By:**2. 2911.4900 SECURITY INSPECTION.**

The facility shall have a written policy and procedure to require the facility administrator or designee to inspect all areas within the security perimeter, and equipment at least monthly and initiate corrective action if needed.

Inspection Findings:

No documentation to show that monthly security inspections are being completed. However, some of the elements of these inspections are captured during weekly and daily inspections.

Corrective Actions:

Formalize the process and procedure for monthly security inspections. Ensure that these inspections are documented.

Response Needed By:

INSPECTION COMMENTS

#1. Physical Plant Concerns:

The majority of the issues identified in this report are physical plant constraints and deficiencies.

The original part of the jail was built in the 1950's and is linear and in-direct in design. The showers in most of the housing units show significant signs of wear and are in need of a more permanent solution than repainting. It is difficult to keep these showers sanitary and maintained. The rest of the plumbing infrastructure in this area of the building is showing signs of deterioration as well. There is a loose stool in front of one of the "J" block video visitation monitors.

The booking area which is from 1999 is also showing signs of deterioration. The staff station, staff chairs, cabinets, countertops, carpet squares and sink are all in need of replacement. A confidential letter outlining security concerns in the booking area was sent to the Jail Administrator and Sheriff.

The laundry area is undersized as is the kitchen and the medical area. As the number of beds in the facility has increased the support spaces have not.

There is not enough room to store items in the laundry room as items were stacked above to the ceiling which does not allow for a minimum of 18" of clearance for the sprinkler system. It is recommended that a colored line be placed on the wall so that inmates and staff know to not stack items above that line.

The kitchen is in need of a thorough cleaning. Especially in the coolers and refrigerator units. The circulation in this area is difficult as there are a lot of carts, racks and equipment in this area. There is ice build up in the freezer and the cooling unit needs to either be replaced or cleaned.

H-Dorm. The staff station is showing signs of deterioration most notably the laminate counter tops and drawers. There is also a shower leak through the wall in the NW corner of the unit. It appears that the block has become saturated from this leak. There is a loose outlet cover for the orange kiosk. A dedicated outlet is needed to replace the power strip for the television and vending machine.

#2. Facility Atmosphere:

There appears to be a lack of accountability for the jail rules. Pictures and other items stuck to cell walls and windows decreased the amount of visibility into these areas. Contraband food, large amount of books and excess clothing was found in plain sight in several cells. There was also a significant amount of graffiti in the older part of the jail. There needs to be more of an effort on the part of staff members to hold inmate accountable to a standard of cleanliness and order.

The Mille Lacs County jail will be placed on annual inspection cycle. This is being done because both the Jail Administrator and Assistant Jail Administrator are set to retire by next Spring. It will benefit both new Administration and the inspector to meet and go through an inspection together.

JJDPA Compliance

Compliance Report for the monitoring Facilities Pursuant to the Juvenile Justice Delinquency Prevention Act of 2002.

On August 4, 2016, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Mille Lacs County Jail has a six hour 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.

According to the Statewide Supervision System, the Mille Lacs County Jail held or processed 99 juveniles between October 2015 to the day of inspection. I reviewed 100 percent of this data. 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 there for delinquent offenses. In addition, there are spaces outside the jail for juveniles to be held securely and non securely. Records and documentation are kept for all juvenile hold areas.

Jail Removal: Files and Statewide Supervision System data indicate that any juvenile brought into the jail are removed within the time frame allowed the facility.

Sight and Sound Separation: The facility design and policies allow for proper sight and sound separation. Juveniles are held off of booking, away for the inmate population.

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

Court holding: Mille Lacs County does have secure court holding but juvenile court is time phased separately from adults, maintaining sight and sound separation.

Based on the documentation that I reviewed, I did not find any violations of the JJDP Act during the Mille Lacs County inspection.

Report completed By: Greg Croucher – Senior Detention Facility Inspector

Signature: _____

