



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
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INSPECTION DETAILS FOR:

Meeker County Jail

Address: 326 N Ramsey Avenue, Litchfield, MN 55355

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Sarah Johnson – Senior Detention Facility Inspector **Inspected on:** 08/18/2016

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

Officials Present During Inspection: Jail Administrator Joshua Berg; Sheriff Brian Cruz

Officials Present for Exit Interview: Jail Administrator Joshua Berg; Sheriff Brian Cruz

Issued Inspection Report to: Jail Administrator Joshua Berg; Sheriff Brian Cruz; 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	126	0	1	100.00%	Compliance rating of 100%
2911	Essential	101	100	1	1	99.01%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 08/01/2016 **Ends On:** 07/31/2018 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 07/31/2017
Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Meeker 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	69	90	62.10	Operational capacity 62 beds.	None.

Variances

NONE

RULE COMPLIANCE DETAILS

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

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:

The support employees for the jail include the nurse and kitchen staff. They do not receive the required training for support employees with inmate contact.

Corrective Actions:

It is recommended the nurse and the kitchen staff 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: 1**

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, retardation, emotional disturbance, and chemical dependency; and F. procedures for inmate transfers to appropriate medical facilities or other health care providers.

Inspection Findings:

Staff receive CPR, medication delivery and suicide prevention, but they do not receive training on all requirements of the rule.

Corrective Actions:

Provide medical training for all staff that reflect the rule requirements. It is strongly suggested to complete mental health training. Submit training plan for staff medical training to the Department of Corrections for review.

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

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 training records are comprehensive and organized but some records need better documentation or clarification as to what training was received.

Corrective Actions:

It is recommended to update training records to reflect all training that was received in a manner that defines each training.

INSPECTION COMMENTS

Concern: There are also physical plant and safety concerns for the Meeker County Jail. These concerns will be addressed in a separate confidential letter to the facility.

Recommendation: Due to the staff intensive operations of inmate visitation at Meeker County and their staffing levels, it is recommended to look at alternative ways to provide inmate visitation for the facility such as video visitation. Video visitation would greatly reduce inmate movement and increase staff efficiency.

Meeker County Jail continues to operate at a high level of compliance. The facility is clean and well maintained and Jail Administrator Joshua Berg has done an excellent job of keeping the jail current with all the required changes for Minnesota jails.

JJDPA Compliance

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

On August 18th, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Meeker 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 Meeker County Jail held or processed 28 juveniles during the federal fiscal year 2015. I reviewed approximately 100 percent of the year 2015 juvenile data and 30 percent of the juvenile files. 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 children that were brought into the facility were indeed there for delinquent offenses.

Jail Removal: Files and Statewide Supervision System data indicate that any children brought into the jail are removed well within the 24 hour time frame allowed per the "Rural Exception."

Sight and Sound Separation: The facility design and policies allow for proper sight and sound separation. Meeker County uses Prairie Lakes Juvenile Detention Center.

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

Court holding: There is one secure court holding at Meeker County. Juvenile court times are separated from adults to assure proper sight and sound separation from adult inmates.

Based on the documentation that I reviewed, I did not find any violations of the JJDP act during the Meeker County inspection.

Report completed By: Sarah Johnson – Senior Detention Facility Inspector

Signature:

