



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:

Koochiching County Jail

Address: 715 Fourth Street, International Falls, MN 56649

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Annual **Inspected By:** Greg Croucher – Senior Detention Facility Inspector **Inspected on:** 08/31/2016 to 09/01/2016

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

Officials Present During Inspection: Jail Administrator Pete Kalar

Officials Present for Exit Interview: Jail Administrator Pete Kalar; Sheriff Perryn Hedlund

Issued Inspection Report to: Jail Administrator Pete Kalar; Sheriff Perryn Hedlund; 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	127	123	4	3	96.85%	Compliance rating of 100%
2911	Essential	100	94	6	3	94.00%	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: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Koochiching 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	30	80	24.00	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:

A review of files showed that classification was not consistent. Additionally, some inmates that should have been classified as special management (maximum security) were classified as medium. Other inmates that were not classified as medium or general population were found housed in those areas.

A review of files also showed that inmates classified as special management (maximum-security) were reclassified as soon as the next day strictly for because room was available in another unit. This is a potentially dangerous practice as inmates should be observed for behavior and acclimation to the facility for a period of at least 72 hours.

Corrective Actions:

Discontinue the practice of reclassifying inmates from special management status based upon room in another lower classification housing unit.

Ensure that inmates are properly separated per security classification and that all reclassifications and overrides are documented with Supervisory approval.

Revise policy and procedure as well as forms to use the terms: minimum, general population, and special management.

Response Needed By: 10/07/2016**2. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 2. Quarterly review of emergency procedures.**

There shall be a review of emergency procedures once every three months. The review shall include: A. assignment of persons to specific tasks in case of emergency situations; B. instructions in the use of alarm systems and signals; C. systems for notification of appropriate persons outside the facility; D. information on the location and use of emergency equipment in the facility; E. specification of evacuation routes and procedures; and F. that the review be documented and require signature or initialing by all staff.

Inspection Findings:

Quarterly reviews of emergency procedures have not been completed by food service or medical staff.

Corrective Actions:

Arrange for at least quarterly, documented emergency procedure reviews for all jail support staff members.

Response Needed By: 10/07/2016**3. 2911.5000 POST ORDERS; FORMAL INMATE COUNT; WELL-BEING CHECKS. Subpart 4. Counting.**

A facility shall have a written policy describing the system of counting inmates. Formal counts shall be completed with an official entry made in the daily log at least once each eight hours. The facility shall maintain a system that identifies the whereabouts of all inmates in custody and includes a system of accountability for inmates approved for temporary absences from their assigned housing units. A written policy and procedure shall provide that staff regulate inmate movement.

Inspection Findings:

Formal counts were not found on the jail logs. They were found scattered through out shift pass along information.

Corrective Actions:

Ensure that staff are completing and documenting formal counts per facility policy. Additionally, it is recommended that an 1800 lockdown and count be implemented at shift change.

Response Needed By: 10/07/2016

4. 2911.5550 LOCKS AND KEYS. Subpart 2. Lock policy.

A facility shall have a written policy and procedure that requires that all security perimeter entrances, control center doors, and housing unit doors are kept locked, except when used for admission or exit of employees, inmates, or visitors, and in an emergency. A facility equipped with a sally port shall ensure that only one of the doors of a sally port is opened at any point in time for entry or exit purposes.

Inspection Findings:

The door into dispatch/master control continues to be propped open with inmates in the area. Medication pass was observed on the night shift with inmates coming right to that door for medications. This door should not be opened with inmates in the corridor as it is a breach of security and does not maintain the integrity of this high security area.

Corrective Actions:

Ensure that the door into dispatch/master control is kept secure except under the conditions listed in this mandatory rule.

It is recommended that a medication cart that can be pushed through the facility be utilized instead of releasing units from each unit to come to a common area.

Response Needed By: 10/07/2016

Chapter 2911 - Essential Rules Not In Compliance

Total: 6

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 is a policy for employee evaluations but no procedure.

Corrective Actions:

Revise policy manual to reflect current procedure and practice.

Response Needed By:

2. 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 cook had 8 hours of training in 2013, and even less in 2014. She has not been trained in emergency procedures, i.p.c., key control, security procedures, boundaries or rights and responsibilities of inmates.

Corrective Actions:

Arrange for additional training for the food service staff. This training should incorporate all the elements listed in this rule. This is a repeat from the last on-site inspection.

Response Needed By:

3. 2911.1300 CUSTODY STAFF TRAINING.

A facility shall have a written policy and procedure that provides that all custody staff receive 120 hours of orientation and training during the first year of employment. Forty of these hours are completed prior to being independently assigned to a particular post. All persons in this category are given an additional 16 hours of training each subsequent year. At a minimum, training completed before independent assignment to a particular post shall include: A. security procedures; B. supervision of inmates; C. signs of suicide risk and suicide precautions; D. vulnerable inmates; E. response to resistance regulations and tactics; F. report writing; G. inmate rules and regulations; H. rights and responsibilities of inmates; I. fire and emergency procedures; J. key control; K. interpersonal relations and communication skills; L. diversity training; M. distribution of medications; N. right to know; and O. blood-borne pathogens and communicable diseases.

Inspection Findings:

Although there has been improvement in this area custody staff training is still informal. There is a proficiency checklist that is filled out by the staff member that is providing the training. There is not a set curriculum or field training manual to track the training received upon being hired. Most new hires receive between 80-85 hours of initial training.

There are current staff members working independently in the jail that have not completed the appropriate hours of initial training across all required elements in this standard.

Corrective Actions:

Develop and implement a comprehensive field training program to ensure consistency in training of new staff members.

Identify and arrange for training in all areas that have not been completed. This may be initial or refresher training depending on the staff member.

Response Needed By:

4. 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 program options for the jail are very limited. Inmates sentenced to a long sentence or extended pre-trial detention have little to do other than watch television or read. The amount of programs offered in the jail are not on par with what a Class III (one year jail) should offer. The program coordinator is just one of the duties of the Jail Administrator.

Corrective Actions:

Increased programming is an option but the reality is the facility does not have the space(s) to support programming. There is one small multi-purpose room that is not of adequate size to facilitate programming other than vending and as a library. Discussions moving forward may include changing the facility classification to a Class II (90 day lockup).

Response Needed By:

5. 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:

The design and layout of this facility does not allow for any active recreation opportunities. Adding exercise equipment to an already crowded programs room does not appear to be a viable alternative.

Corrective Actions:

There is no corrective action at this time as it would take an expansion or significant remodel of the current facility to properly address this issue.

Response Needed By:

6. 2911.3300 CORRESPONDENCE. Subpart 4. Money.

Cash, cashiers checks, or money orders received from incoming mail shall be processed according to facility policy.

Inspection Findings:

Facility policy requires inmate money to be credited to their account. Inmates in fact are allowed to carry cash and currency while in the jail.

Corrective Actions:

It is strongly recommended that the jail discontinue the practice of allowing inmates to keep cash and currency in the jail. This is not a best practice and often times leads to gambling, extortion and strong-arming by other inmates. A secure money depository and card system are the preferred method found in most Minnesota County jails. This is a repeat from the last on-site inspection.

Response Needed By:**Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 3**

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 and procedure has been updated, with several significant revisions made. However, staff members have not yet done a full review of this manual.

Corrective Actions:

Assign different sections to be reviewed and signed off by staff each month until the entire policy manual has been reviewed by all staff members.

Response Needed By:

2. 2911.2525 ADMISSIONS. Subpart 1. Policies and procedures.

A facility shall have written policies and procedures for processing new inmates to the facility to include, at a minimum, the following: A. obtaining and documenting available emergency medical information within two hours of admission; B. verification of court commitment papers or other legal documentation of detention. Verification shall include checking the date of admission, duration of confinement, and specific charges; C. a search of the inmate and the inmate's possessions; D. inventory and storage of the inmate's personal property; E. initial medical screening to include an assessment of the inmate's health status, including any medical or mental health needs; F. telephone calls made by the inmate during the booking and admission process and prior to assignment to other housing areas; G. shower and hair cleansing; H. issue of bedding, clothing, and personal hygiene items according to the rule requirements applicable to the anticipated length of stay of the inmate; I. photographing and fingerprinting including notation of identifying marks or unusual characteristics such as birthmarks or tattoos; J. interviewing to obtain the following identifying data: (1) name and aliases of person; (2) current address, or last known address; (3) health insurance information; (4) gender; (5) age; (6) date of birth; (7) place of birth; (8) race; (9) present or last place of employment; (10) emergency contact including name, relation, address, and telephone number; and (11) additional information concerning special custody requirements or special needs; K. initial classification of the inmate and assignment to a housing unit; L. an assigned booking number; and M. Social Security number, driver's license number, or state identification number, if available.

Inspection Findings:

Some medical screening forms and other booking documentation was found to not be filled out completely.

Corrective Actions:

Implement a system to show documentation that all inmate bookings have been reviewed to ensure that all the required screenings and classification forms have been completed appropriately.

Response Needed By:

3. 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:

A check of jail logs and video footage was inconclusive in regard to well-being checks. There have been issues with both the camera system and electronic watch tour systems. The camera system is scheduled to be replaced in September, 2016. There are still dayrooms that do not have adequate camera coverage and are very dark at night.

Corrective Actions:

The replacement of the camera system should solve this particular issue although different lighting may be necessary. It is recommended that the dayroom lights be left on, at night in all housing units. This is for both staff safety and accountability purposes.

Response Needed By:**Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 3**

1. 2911.0900 STAFFING REQUIREMENTS. Subpart 4. Class III facilities.

Class III facilities with average daily inmate populations under 30 shall have a full-time staff person employed as facility administrator/program coordinator who shall not be classified as a custody person whose primary duty is supervision of inmates.

Inspection Findings:

Pete Kalar is the Jail Administrator. He is also the 911/Dispatch Supervisor, e.h.m. monitor, program coordinator, and designated training officer.

Corrective Actions:

Although allowed by the rule it appears that this position is overloaded and needs to be reviewed to determine what are appropriate duties. Several duties are not getting done in a timely manner. Policy and procedure revisions, camera and well-being check audits, and overall staff supervision is significantly lacking.

Response Needed By:

2. 2911.2600 CLASSIFICATION OF INMATES. Subpart 2. Status change.

The inmate classification plan shall specify criteria and procedures for determining and changing the status of an inmate, including custody, transfers, override functions, and major changes in programs. The plan shall include an appeal process for classification decisions. The use of any override shall be documented.

Inspection Findings:

The reclassification process is sometimes used incorrectly. Inmates are reclassified from special management status based upon room in another lower classification housing unit. At times this was done within the first 24 hours of incarceration.

Corrective Actions:

Develop a system that ensures that inmates are kept at their initial classification for at least 72 hours.

Discontinue the practice of reclassifying inmates based upon room in another lower classification housing unit.

Response Needed By:

3. 2911.5000 POST ORDERS; FORMAL INMATE COUNT; WELL-BEING CHECKS. Subpart 3. Security post records.

Custody staff shall maintain a record and prepare shift reports that document routine and emergency situations and unusual incidents. Records shall be maintained according to the county retention schedule.

Inspection Findings:

Jail logs contain minimal information and are not always reflective of all the activity in the facility.

Corrective Actions:

Improvement has been shown in this area since the last on-site inspection.

Response Needed By:

INSPECTION COMMENTS

The Koochiching County Jail continues to show improvement in several areas.

#1 Concerns.

Although improvements have been made in several areas, there still are some areas of concern that have been noted in this inspection report. Classification and reclassification of inmates, training and training records and issues with the camera system. Work should continue on improving the efficiency in these areas.

There is also no secure court holding area. Inmates are walked from the jail through public areas to get to the courtrooms. This is a safety and security concern.

#2 Physical plant.

Built in 1979 the facility is showing signs of its age and deterioration. Most notably the security glazing and window frames. Also noted was the heaving and drops in the floor in certain areas. Some of the more notable undersized spaces include: property room, kitchen, kitchen storage, programs room, garage sallyport, and non-designated medical area. The counter tops in the kitchen area are in need of replacement.

The National Institute of Corrections estimates that correctional facilities operating 24/7 have an average life expectancy of approximately 25-30 years based on the occupancy rate of the facility. The Koochiching County jail has now been operating for more than 35 years. It is strongly recommended the elected officials of Koochiching County begin planning for the long-term detention and public safety needs of the county.

JJDP A Compliance

No Juvenile Justice and Delinquency Prevention Act audit was conducted during this inspection as it was completed in 2015. The Koochiching County jail has 24 hours delinquent juvenile 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.

Report completed By: Greg Croucher – Senior Detention Facility Inspector

Signature: _____

Gregory A. Croucher