



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:

St. Louis County Jail - Hibbing

Address: 1810 12th Avenue, Hibbing, MN 55746

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Greg Croucher – Senior Detention Facility Inspector **Inspected on:** 06/01/2016

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

Officials Present During Inspection: Captain Mike Richards; Jail Administrator Robyn Wojciechowski

Officials Present for Exit Interview: Captain Mike Richards; Jail Administrator Robyn Wojciechowski

Issued Inspection Report to: Jail Administrator Robyn Wojciechowski; Sheriff Ross Litman; 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 | 123 | 122 | 1 | 0 | 99.19% | Compliance rating of 100% |
| 2911 | Essential | 80 | 80 | 0 | 0 | 100.00% | Compliance rating of 90% |

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 05/01/2016 **Ends On:** 04/30/2018 **Facility Type:** 72 Hour Holding

Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 04/30/2017

Delinquent Juvenile Hold Approval: no approval **Certificate Holder:** St. Louis 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 | 8 | 75 | 6.00 | None. | None. |

Variations

- | | | |
|------------|--|--------------------------|
| 1. MN Rule | 2911.0800 EXTRA DUTY. Staff at this facility may be scheduled up to 12.25 hours to allow for shift exchange and briefing of the oncoming staff. | Conditions: None |
| 2. MN Rule | 2911.0900.12 STAFFING REQUIREMENTS. - Assistance for dispatcher or custody staff person. - Jail staff have 24/7 back up within the building and a combination of the St. Louis Co. licensed deputies and Hibbing police. | Conditions: None. |
| 3. MN Rule | 2911.3200 INMATE VISITATION Due to the short duration of stay at this facility social visitation is not required. | Conditions: None |

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance

Total: 1

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 has not been updated since 2001. Changes are made through addendums, not updated policy. The jail is planning on developing policy through Lexipol but the process has been slow. This was in the last inspection report from 2 years ago and little progress has been made.

Corrective Actions:

Update and submit completed policy manual for review by facility inspector by January 31, 2017.

Response Needed By: 01/31/2017

INSPECTION COMMENTS

#1. Physical Plant. The need for desks in the inmate cells was discussed as were the towel hooks. It was agreed that the desks were not needed for inmates staying such a short length of time so they can be removed. There were concerns with the type of towel hooks found in the cells and it was decided that they would also be removed and replaced with a single hook.

#2. Medical/Mental Health concern.

Custody staff are allowed to place and remove inmates from suicide-watch as contract medical will not make this decision at remote locations. This practice raises serious concerns as best practice would be to have mental health and/or medical staff be responsible for the decision to remove an inmate from any type of special watch.

JJDP A Compliance

The facility does not have the authority to hold juveniles. According to statewide and facility records no juveniles were held or processed at the St. Louis County jail-Hibbing 72 hour hold facility.

The facility doesn't participate in any scared straight programs.

Report completed By: Greg Croucher – Senior Detention Facility Inspector

Signature: 