



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:

Beltrami County Jail

Address: 626 Minnesota Avenue, Bemidji, MN 56601

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Annual **Inspected By:** Greg Croucher – Senior Detention Facility Inspector **Inspected on:** 06/30/2016

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

Officials Present During Inspection: Assistant Jail Administrator Calandra Allen; Jail Administrator Melissa Bohlmann

Officials Present for Exit Interview: Assistant Jail Administrator Calandra Allen; Chief Deputy Ernie Beitel; Jail Administrator Melissa Bohlmann

Issued Inspection Report to: Chief Deputy Ernie Beitel; Jail Administrator Melissa Bohlmann; Sheriff Phil Hodapp; 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	2	96.83%	Compliance rating of 100%
2911	Essential	102	100	2	3	98.04%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 06/01/2016 **Ends On:** 05/31/2017 **Facility Type:** Jail

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

Delinquent Juvenile Hold Approval: no approval **Certificate Holder:** Beltrami 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	140	90	126.00	None.	None.

Variances

NONE

RULE COMPLIANCE DETAILS

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

1. 2911.4500 SUPERVISION OF MEAL SERVING.

Meals shall be served under the direct supervision of staff.

Inspection Findings:

This was not observed during the inspection. The trays would come off the elevator and correctional officers would direct the inmate worker to push the cart down the hall and then push it into the housing unit.

Corrective Actions:

Ensure that custody staff members are observing all inmates taking food trays, not the inmate worker.

Response Needed By: 08/12/2016

2. 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:

A tour of the facility which included all dayrooms and cells showed a lack of staff members holding inmates accountable. A significant amount of contraband was found in plain sight and not addressed by custody staff on their rounds.

Corrective Actions:

It is recommended that Sergeants and Jail Administration make more of a presence in the housing units to ensure that staff members are holding inmates accountable to the jail rules and the cells and dayrooms are being properly cleaned and maintained.

Response Needed By: 08/12/2016

3. 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:

A review of video and observations during the inspection showed staff members propping open the entry door while they are in the housing units. This could allow for inmates to access the hallways.

Corrective Actions:

Ensure that staff members are securing the housing unit doors after entering and upon exiting these areas.

Response Needed By: 08/12/2016

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:

Weekly sanitation inspections were being completed monthly, however they are not reflective of the conditions found through-out the jail.

Corrective Actions:

Arrange for these weekly inspections to be completed and documented appropriately so that they are reflective of the actual conditions in the jail.

Response Needed By: 08/12/2016

Chapter 2911 - Essential Rules Not In Compliance

Total: 2

1. 2911.0900 STAFFING REQUIREMENTS. Subpart 17. Escort, movement, or booking staff.

Class I to Class VI facilities' staff shall be provided as follows: A. internal escort, rover, or movement officers in sufficient numbers as determined in the approved staffing plan under this subpart to ensure that inmates have access to staff, programs, activities, and services, and that the safety and security of the facility is not compromised; B. sufficient staff present to provide for the booking of offenders without a reduction in the safety or security of the facility and inmates; C. in multifloor jails, custody staff posted on each floor occupied by inmates; and D. sufficient numbers of staff to complete duties listed in post orders. Class I to Class VI facility staff shall not be used for the external transportation of inmates or court security if the level of inmate supervision, inmate admission, programs, or internal inmate movement would be reduced below minimums afforded under the facility's staffing plan.

Inspection Findings:

Many responsibilities noted in this inspection report were due to short staffing primarily on the night shift. The jail is currently 6.5 full-time equivalents short. The County has improved their hiring process and screening process but has been unable to find new staff members. The amount of overtime appears to be negatively effecting staff members as well.

Corrective Actions:

Continue the process of hiring new staff members and retaining current staff members.

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:

Little documentation to show that support staff in the kitchen and health services area were given facility specific initial or refresher training. There has been improvement in this area since the 2015 on-site inspection.

Corrective Actions:

Arrange for a safety/security training for all support staff. Include these staff members in quarterly review of emergency procedures.

Response Needed By:

Chapter 2911 - Mandatory Rules In Compliance With Concerns

Total: 2

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:

Although improvement has been shown in regard to separation of inmates, classifications are sometimes subjective depending on who does the booking of the inmates. Some of the files that I reviewed were inmates that were classified as special management but not all of the criteria was filled out leaving the form incomplete.

Corrective Actions:

Sergeants should be reviewing all inmate classifications to ensure that they are done appropriately. This review shall be documented on each classification form. Also ensure the identity of the staff member completing the classification form.

Response Needed By:**2. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 1. Emergency plan.**

A facility shall have a written disaster plan. The plan shall include policies and procedures designed to protect the public by securely detaining inmates who represent a danger to the community or to themselves when the facility must be evacuated in total. The plan shall also include: A. location of alarms and fire fighting equipment; B. an emergency drill policy as follows: (1) at least annual drills at all facility locations; and (2) drills shall be conducted even when evacuation of extremely dangerous inmates may not be included; C. specific assignments and tasks for personnel; D. persons and emergency departments to be notified; E. procedure for evacuation of inmates; and F. arrangements for temporary confinement of inmates.

Inspection Findings:

Evacuation maps have not been updated with changes that were made during the remodel.

Corrective Actions:

Update evacuation maps and place them in more areas of the facility than the control rooms. It is also recommended that the local fire department do a walk-through of the facility as it has been some time since that was done.

Response Needed By:**Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 3****1. 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:

Documentation on reclassification of inmates has improved but there is still work to be done now that there are more than two security classifications in the jail.

Corrective Actions:

Complete forms and computer entries so that all status changes and overrides can be documented and tracked. Ensure that all classification changes are documented.

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:

Monthly security inspection is done on an informal basis.

Corrective Actions:

The Assistant Jail Administrator is in the process of formalizing these inspections to include all security aspects and equipment. She is also developing a more formal documentation form.

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:

Weekly fire safety inspections are now being completed but need to be expanded to include all fire safety elements.

Corrective Actions:

Revise weekly fire inspection forms.

Response Needed By:

INSPECTION COMMENTS**Physical Plant:**

1) There is a lack of support space at the facility. Most notably in the booking room, but also property storage, medical and programs areas. The most recent remodel plan has been abandoned at this point but these issues still are present. The first phase of that project was completed which addressed space needs for food service, staff locker room, commissary storage and Jail Administration.

It is strongly recommended that long-term planning, which incorporates renovations and expansion or a new facility needs to continue, for the detention and public safety needs of the county. If the County is intent on using this facility for a number of years these space concerns will need to be addressed.

2) There is a security concern with the lack of a sallyport or secure vestibule outside the entrances to master control on both floors and in other areas. There is also a concern with the route taken to court. These and other issues were sent to Sheriff Hodapp in a confidential letter.

3) Recommend color-coded magnets on the outside of holding cells so that staff are visually aware that an inmate is inside and the gender of the inmate.

4) It is recommended that the urinals in "C" and "D" blocks be removed and replaced with a toilet. These units are primarily used for female inmates and the current urinals are difficult to keep sanitary as they are not used and covered.

5) Condensation is an issue in the ceiling of the 2nd floor control room.

6) Overall, most of the housing units need attention to the shower floors, paint, and cleaning in general. A large amount of graffiti was found throughout the housing units and cells.

7) It is recommended that the counter, sink and file cabinets be removed from the programs area as they are not used and it will expand the space.

8) An additional camera is recommended for the hallway adjacent to cell 254. Additionally, a brighter bulb is needed in the light fixture for this cell as it is difficult to see inside the cell.

9) Block 111 has missing security screws in the light fixture. Also the toilet leaks and takes over a minute to fully flush.

10) It is recommended that staff go around the facility and identify loose smoke detector covers that need to be re-anchored. This was found in 2nd floor "A" and "B" blocks.

Facility Atmosphere:

1) It was clear in talking to staff members that short staffing and overtime issues are continuing to take a toll with staff recruitment and retention. There was a sense of wanting to get everything done but at times just not having the time to do it. Priorities in duties appears to have improved since the last inspection. An example I was given was there is a nice, new break room and no one has time to use it other than getting ready for their shift.

JJDPA Compliance

On June 30, 2016 a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Beltrami County jail has no approval to hold delinquent juveniles.

According to statewide supervision system and facility records the Beltrami County jail held or processed 0 (zero) juveniles from October, 2015 through the date of inspection.

DSO: I did not find any violations of the facility holding any status offenders.

Jail Removal: Any juveniles held at the jail would have been certified as adults.

Sight and Sound Separation: The facility houses no delinquent juveniles. The current facility would make it difficult to sight and sound separate juveniles from adult inmates.

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

Based on these facts and documentation that I reviewed, I did not find any violations of the JJDP act during the Beltrami County jail inspection.

Report completed By: Greg Croucher – Senior Detention Facility Inspector

Signature: _____

