



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:

Cottonwood County Jail

Address: 902 Fifth Avenue, PO BOX 124, Windom, MN 56101

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Sarah Johnson – Senior Detention Facility Inspector **Inspected on:** 10/26/2016

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

Officials Present During Inspection: Jail Administrator Kristi Sell

Officials Present for Exit Interview: Jail Administrator Kristi Sell; Sheriff Jason Purrington

Issued Inspection Report to: Jail Administrator Kristi Sell; Sheriff Jason Purrington; 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	125	1	6	99.21%	Compliance rating of 100%
2911	Essential	100	99	1	0	99.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 11/01/2016 **Ends On:** 10/31/2018 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 10/31/2017
Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Cottonwood County Sheriff's Department
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	21	80	16.80	None.	None.

Variances

NONE

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance**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 medical 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: 12/15/2016**Chapter 2911 - Essential Rules Not In Compliance****Total: 1**

1. 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:

Recreational space in the jail is not adequate to serve the inmate population.

Corrective Actions:

This is a physical plant constraint and can not be remedied without a major remodel to the jail. Any future plans for a remodel or renovation must include space to provide active recreational activities. No further action is required at this time.

Response Needed By:**Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 6**

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:

All emergency policies for the jail need to be updated and revised to adequately address all emergencies the jail may have, such as inmate death, inmate assault, riot, and infectious diseases.

Corrective Actions:

Update current emergency policies to reflect the facilities procedures. The policies need to be in detail as to provide staff with clear direction for any facility emergency. Staff need to review all policy changes and documentation should be kept for verification purposes.

Submit updated policies to the Department of Corrections when completed.

Response Needed By:

2. 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's current classification system is inadequate to properly classify and separate inmates. It is lacking in I and J of the rule.

Corrective Actions:

Update the classification system to include all necessary elements of the rule. Notify staff of the change in the classification of inmates. Submit to the Department of Correction the updated classification form.

Response Needed By:

3. 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:

It is a daily duty for staff to complete daily facility inspections but documentation showed there were days that either did not get documented or they were not done.

Corrective Actions:

It is imperative that all aspects of the jail are being checked daily for breaches in security and contraband, especially in inmate cells where they have the ability and time to create breaches in security. All daily inspections need to be completed and documented for verification purposes.

Response Needed By:

4. 2911.5550 LOCKS AND KEYS. Subpart 1. General.

Keys or other access control devices to security locks shall be properly tagged and stored in a secure cabinet within a secure area, and out of reach of the inmates or the public. At least one complete functional set of facility keys shall be kept on hand for replacement or emergency purposes. Keys that serve a critical security purpose shall be easily identifiable and never issued except upon order of the facility administrator or person in charge, and according to established procedure. No security keys shall be made available to inmates regardless of status.

Inspection Findings:

The location of the emergency keys are inaccessible to staff that would be responding to an emergency in the jail/dispatch after business hours.

Corrective Actions:

Provide a new secure location for the emergency set of keys. Notify all staff that would be responding to an emergency in the jail/dispatch of the change in procedures. Submit documentation to the Department of Corrections of the change in emergency key procedures.

Response Needed By:

5. 2911.5800 AVAILABILITY OF MEDICAL AND DENTAL RESOURCES. Subpart 6. Medical screening.

A facility shall have a written policy and procedure that requires medical screening is performed and recorded by trained staff on all inmates on admission to the facility. The findings are to be recorded in a manner approved by the health authority. The screening process shall include procedures relating to: A. Inquiry into: (1) current illness and health problems, including dental emergencies, and other infectious diseases; (2) medication taken and special health requirements; (3) use of alcohol and other drugs that include types of drugs used, mode of use, amounts used, frequency used, date or time of last use, and history of problems that may have occurred after ceasing use, for example, convulsions; (4) past and present treatment or hospitalization for mental illness or attempted suicide; (5) other health problems designated by the health authority; and (6) signs and symptoms of active tuberculosis to include weight loss, night sweats, persistent cough lasting three weeks or longer, coughing up blood, low grade fever, fatigue, chest pain, prior history of active tuberculosis disease, and results of previous tuberculin skin or blood testing. B. Observations of: (1) behavior that includes state of consciousness, mental status, appearance, conduct, tremor, and sweating; and (2) body deformities, trauma markings, body piercings, bruises, lesions, and jaundice. C. Disposition to: (1) general population; (2) general population and referral to appropriate health care service; (3) referral to appropriate health care service on an emergency basis; and (4) other.

Inspection Findings:

The medical screening staff complete at intake does not include the signs and symptoms of active tuberculosis. The medical screen could also be updated to be more thorough in the medical questions asked to inmates at intake.

Corrective Actions:

Update the medical screening to include all necessary questions regarding tuberculosis to reflect the rule requirement. Inform staff of the change in medical screening questions. Submit to the Department of Corrections the updated inmate medical screening.

Response Needed By:

6. 2911.6800 CONTROL. Subpart 1. Records.

Records of receipt, the quantity of the drugs, and the disposition of all prescription medications shall be maintained in detail to enable an accurate accounting.

Inspection Findings:

There is a procedure in place for accurate accounting of all prescription medications when they arrive into the facility but not a continued accountability of the drug.

Corrective Actions:

Create a system of ongoing accountability for all prescription medications for inmates. It is recommended to have the nurse complete a weekly medication verification count on all prescription medication.

Response Needed By:

INSPECTION COMMENTS**Cottonwood County Jail Comments**

Medical Staff: It is strongly recommended that the officials of Cottonwood County continue to discuss the implementation of nursing staff for the jail. It is a 'best practice' in Minnesota to have a medical staff to handle and refer all medical issues for a jail facility. Jail staff are not always qualified to be making medical decisions and the current process of transporting inmates to a medical facility for any medical issue is inefficient, cost prohibitive, and increases the security risk of the facility. This would be a much needed asset for this facility.

Physical plant: The furniture for the conference room, minimum security unit, and programs space are outdated and showing wear. It is recommended to replace any non detention style furniture, including the laminate book case, with more sustainable detention furniture.

Training: Adequate training is provided to staff at Cottonwood County but it is recommended to seek out additional training that would benefit staff. For more in depth training, it is recommended that more drills, such as medical, man down, attempted suicide, severe weather, and emergency drills are also trained on.

Cottonwood County will be placed on an biennial inspection.

JJDPA Compliance

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

On October 26, 2016, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Cottonwood 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.

The Cottonwood County Jail held or processed 0 juveniles during the federal fiscal year. I reviewed approximately 100 percent of the juvenile data. The findings are as follows:

DSO: The facility was found to have no violation of this standard.

Jail Removal: The facility was found to have no violation for this standard.

Sight and Sound Separation: The facility design and policies allow for proper sight and sound separation. This includes the route taken to Court. Policies and the court schedule also indicate proper sight and sound separation are maintained.

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

All status offenders are kept in the lobby with the officer.

Court Holding: There is no court holding cell in Cottonwood County. There is a conference room that is used for juveniles that is monitored with the transporting officer separate from adults. It is routine to bring the juvenile straight into court.

Policies: All policies are up to date and define which juveniles are able to be held in the facility.

Based on the documentation that I reviewed, no violations of the JJDP act during the Cottonwood County inspection were found.

Report completed By: Sarah Johnson – Senior Detention Facility Inspector

Signature:

