



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:

Traverse County Jail

Address: 203 Seventh Street, PO BOX 826, Wheaton, MN 56296

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Annual **Inspected By:** Jen Pfeifer – Detention Facility Inspector **Inspected on:** 10/25/2016 to 11/11/2016

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

Officials Present During Inspection: Chief Deputy Greg Forcier; Jail Administrator Brenda Bartz; Sheriff Trevor Wright

Officials Present for Exit Interview: Chief Deputy Greg Forcier; Jail Administrator Brenda Bartz; Sheriff Trevor Wright

Issued Inspection Report to: Jail Administrator Brenda Bartz; Sheriff Trevor Wright; 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	121	98	23	8	80.99%	Compliance rating of 100%
2911	Essential	95	77	18	4	81.05%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 11/01/2016 **Ends On:** 10/31/2017 **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:** Traverse 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	11	70	7.70	None.	None.

Variances

- MN Rule 2911.0900.12 STAFFING REQUIREMENTS. - Assistance for dispatcher or custody staff person. - None. **Conditions:** None.

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance**Total: 23****1. 2911.0900 STAFFING REQUIREMENTS. Subpart 11. Maintenance personnel and custody staff; separation of duties.**

Maintenance personnel shall be employed to perform preventive, routine, and emergency maintenance functions. Custody staff shall not be given physical plant maintenance duties that detract from their primary responsibilities for ongoing supervision of inmates.

Inspection Findings:

There is a maintenance worker for the county that is used for issues in the jail. In speaking with administration staff and walking through the building it appears that the jail is not a priority for upkeep and preventative maintenance. Jail staff are cleaning the kitchen and other non-secure areas of the jail.

Corrective Actions:

Develop a routine maintenance schedule to ensure that problems are fixed in a timely manner.

Response Needed By: 11/25/2016**2. 2911.1000 TRAINING PLAN.**

A facility administrator or designee shall develop and implement a training plan for the orientation of new employees and volunteers and provide for continuing in-service training programs for all employees and volunteers. Training plans shall be documented and describe curriculum, methods of instruction, and objectives. In-service training plans shall be prepared annually and shall provide documentation indicating that training for individual employees has taken into consideration their length of service, position within the organization, and previous training completed.

Inspection Findings:

The training plan does not describe curriculum, method of instruction or training objectives.

Corrective Actions:

Ensure that the training plan for 2017 includes the description of the curriculum to be trained, the method in which the training will be delivered and the objectives for the training.

Response Needed By: 12/30/2016**3. 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 was not updated with the current 2911 rule changes and additions.

Corrective Actions:

Update policy manual to include these changes.

Response Needed By: 06/01/2017**4. 2911.2500 SEPARATION OF INMATES. Subpart 1. General.**

A combination of separate housing units inclusive of special management areas, general population, and minimum security areas and cells, dormitories, and dayroom spaces shall be provided to properly segregate inmates pursuant to Minnesota Statutes, section 641.14. The facility shall provide for the separate housing of the following categories of inmates: A. female and male inmates; B. community custody inmates such as work release or sentencing to service; C. inmates requiring disciplinary segregation; D. inmates requiring administrative segregation; E. juveniles who do not meet Minnesota statutory requirements for placement with adults; F. special management, general population, and minimum security inmates as considered appropriate to the facilities design intent and classification system; and G. inmates classified as mentally ill or special needs inmates in a manner consistent with Minnesota Statutes, section 253B.05.

Inspection Findings:

Inmates were not properly classified therefore leading to inmates not being properly separated.

Corrective Actions:

Ensure that correctional staff are properly classifying inmates during the intake process so they are separated in the housing units required by the rule.

Response Needed By: 12/30/2016

5. 2911.2550 RELEASES. Subpart 2. Transportation.

An inmate shall be permitted to make arrangements for transportation prior to release.

Inspection Findings:

This rule was not found in policy.

Corrective Actions:

Add this portion to the policy manual.

Response Needed By: 06/01/2017

6. 2911.2550 RELEASES. Subpart 3. Release in severe weather.

An inmate shall not be released in severe weather in a manner to endanger the inmate's health, safety, or well-being.

Inspection Findings:

This portion of the rule was not included in the policy manual.

Corrective Actions:

Add rule to policy manual.

Response Needed By: 06/01/2017

7. 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:

There is policy in place that provides for inmate classification, but when reviewing inmate files it appears that this is not being done correctly and that the elements in the rule are not being included.

Corrective Actions:

Train staff on the policy and procedure in place for classification of inmates at the time of intake. This will ensure proper separation in the housing units.

Response Needed By: 12/30/2016

8. 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:

There have been no drills completed by the facility in the last year.

Corrective Actions:

**Complete emergency drills annually and document those drills.
It is also recommended as part of the process to debrief after each drill to identify areas of concern.**

Response Needed By: 12/30/2016

9. 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 emergency reviews are not being completed.

Corrective Actions:

Develop a plan to ensure emergency reviews are being completed quarterly and documented. Submit this plan to the Department of Corrections.

Response Needed By: 12/30/2016

10. 2911.3800 FOOD HANDLING PRACTICES.

Food service shall be provided according to Minnesota Department of Health rules.

Inspection Findings:

Correctional staff prepare breakfast and dinner. There is no documentation of proper food handling training.

Corrective Actions:

Provide all correctional staff with proper food handling training according to the Minnesota Department of Health rules and document this training in the training files.

Response Needed By: 12/30/2016

11. 2911.3900 DIETARY ALLOWANCES. Subpart 1. Generally.

Nutritional needs of adult inmates, and juvenile inmates housed in an adult facility, shall be met in accordance with inmate needs or as ordered by a medical professional, and meet the dietary allowances contained in this part which are based upon 2005 MyPyramid guidelines for a weekly 2,400 calories per day and meeting the 2002 Dietary Reference Intakes. A facility governed by this chapter shall have menu planning sufficient to provide each inmate the specified food servings per day contained in subparts 2 to 7.

Inspection Findings:

There were no menus available at the time of the inspection.

Corrective Actions:

Provide the Department of Corrections with menus for each meal or cycles of meals so verification of nutritional requirements are being met.

Response Needed By: 11/30/2016

12. 2911.4000 ANNUAL FOOD SERVICE REVIEW.

A facility's menu content and cycle shall be reviewed at least once annually by a registered dietitian or nutritionist to ensure compliance with part 2911.3900. The review the findings shall be documented and on file.

Inspection Findings:

At the time of the inspection, a dietician typed report was submitted containing the wrong information for meals served and it was not signed.

Corrective Actions:

Contact a dietician and have the menu reviewed and approved. Submit this report to the Department of Corrections.

Response Needed By: 12/30/2016

13. 2911.4600 MENU RECORDS.

All menus shall be planned, dated, and available for review at least one week in advance. Notations shall be made of any substitutions in the meals actually served, and substitutions shall be of equal nutritional value.

Inspection Findings:

At the time of the inspection, a menu was not provided. All menus shall be posted and dated and available for review. The nursing home has changed the meal and not notified the jail but because there is no menu supplied the jail is unaware of what is being served in advance.

Corrective Actions:

Date and post all menus. These menus need to be reviewed weekly.

Response Needed By: 12/30/2016

14. 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 are to be completed at 0700, 1500, and 2300. Review of video footage revealed that there is no formal process for completing these counts. Checks were done at these times on the outside of the housing units using the wand system. Video footage showed that inmates were in their rooms with the door closed and were not physically observed or counted at these times.

Corrective Actions:

Formal Counts shall be completed every eight hours. Inmates counts shall be verified by proper room checks to ensure whereabouts of all inmates in the facility at the time of the count.

Response Needed By: 10/25/2016

15. 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:

Review of camera footage identified that well-being checks are not being completely intermittently every 30 minutes. At times it was over 90 minutes before a check was complete. Inmates are not always personally observed during the time of the check. This was noted in the 2015 inspection as well.

Corrective Actions:

Since the time of the last inspection, the jail has installed the wand system to help monitor well-being checks. These checks should be audited by the Jail Administrator to ensure compliance.

I would strongly encourage that all correctional staff receive training on well-being checks according to the 2911 rule and document the training. Well-being checks shall be done at a minimum of every 30 minutes, but those times should be staggered. It is imperative that the staff personally observe the inmates during the well-being check. Submit a plan to the Department of Corrections.

Response Needed By: 11/11/2016

16. 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:

There is a policy in place but there is no documentation of daily contraband inspections.

Corrective Actions:

A tour of the facility revealed nuisance contraband in a majority of the inmates rooms. There is no documentation that this part of the daily inspection is being completed.

Response Needed By: 11/11/2016

17. 2911.5450 DANGEROUS MATERIALS.

A facility shall have a written policy and procedure that specifies that materials dangerous to either security or safety shall be properly secured. Storage and use of flammable, toxic, and caustic materials must be in accordance with all applicable laws and regulations of governing jurisdictions. The policy must cover control and use of tools and culinary and medical equipment.

Inspection Findings:

Inmates are using chemicals that are flammable and toxic,

Corrective Actions:

Research alternate chemicals that are safe for inmate use and replace with those discussed that are not. Keep MSDS book on all chemicals used in the facility. Properly secure all other chemicals not used by inmates.

Response Needed By: 11/11/2016

18. 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 to the control room is left open on a regular basis. The Jail Administrator is aware of the issue and recognizes that it happens daily as this is easier for staff entry into the control center.

Corrective Actions:

The Control Center doors shall be locked at all times. This was discussed at the time of the inspection with the correctional staff working control.

Response Needed By: 10/25/2016

19. 2911.5550 LOCKS AND KEYS. Subpart 4. Inoperable locks.

A lock to a security door or gate shall not be inoperable or left in a nonworking condition. An inmate shall not be secured in a cell or area that has inoperable locks.

Inspection Findings:

The lock inspection form shows that there are inoperable locks located within the secure perimeter, but they are not security doors or gates.

Corrective Actions:

**Develop a maintenance plan to ensure these locks are repaired.
Submit verification of repair to the Department of Corrections.**

Response Needed By: 10/25/2016

20. 2911.5550 LOCKS AND KEYS. Subpart 5. Keys.

A facility shall have a written policy and procedure that provides for the control and use of keys and other access control devices.

Inspection Findings:

There is no key inventory in place. Two sets of random staff keys were found in the Control Center drawer. This drawer was not locked.

Corrective Actions:

Develop a key inventory system and that all keys not carried on the correctional staff are properly stored.

Response Needed By: 10/25/2016

21. 2911.6000 FIRST AID. Subpart 2. First aid equipment.

Facility policy shall require that first aid kits are available in designated areas of the facility.

Inspection Findings:

There are no first aid kits available in the facility. There is no AED located in the building.

Corrective Actions:

Create a first aid kit with items approved by the medical authority that includes an AED.

Response Needed By: 10/25/2016

22. 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 inspections are being completed. However, there is not sufficient maintenance staff to correct deficiencies. Significant paint chipping was noted along with a huge metal plate that was almost completely detached from the wall in the recreation area. According to the Jail Administrator, the window in the recreation area has been inoperable and left open for two years making it unbearably cold in that room in the winter.

A few of the cells need to be cleared of hazardous substances from the floor.

Corrective Actions:

Develop a maintenance plan where specific duties and responsibilities are assigned to ensure deficiencies are completed within a timely matter. It appears the jail is aging well beyond its years due to a lack of preventative maintenance.

Response Needed By: 10/25/2016

23. 2911.7200 HOUSEKEEPING, SANITATION, AND PLANT MAINTENANCE. Subpart 4. Plan.

A facility shall establish a plan for the daily inspection of housekeeping, sanitation, and plant maintenance.

Inspection Findings:

There is a check list to be completed daily but all areas are not being checked by correctional staff.

Corrective Actions:

Ensure that all areas of the daily check list are being completed by staff. The Jail Administrator should review these check lists for compliance.

Response Needed By: 12/30/2016

Chapter 2911 - Essential Rules Not In Compliance

Total: 18

1. 2911.1200 CLERICAL AND SUPPORT EMPLOYEES WITH REGULAR OR DAILY INMATE CONTACT: TRAINING. Subpart 1. Minimal inmate contact.

A facility shall have a written policy and procedure that provides that all new clerical and support employees that have minimal inmate contact receive 24 hours of orientation and training during their first year of employment. Sixteen of these hours are completed before being independently assigned to a particular job. Persons in this category are given an additional 16 hours of training each subsequent year of employment.

Inspection Findings:

A contract with MEND Correctional Health Services was acquired January 2016. At the time of the inspection there was no documented medical training.

Corrective Actions:

Ensure that training records are acquired for medical staff. This should include quarterly emergency policy reviews.

Response Needed By: 12/30/2016

2. 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:

Training records were not complete as this is something that the Jail Administrator has just started working on. Jail Administrator Bartz recognizes the need for training and is diligently working towards developing a training plan that meets the requirements of the rule.

Corrective Actions:

Develop a training plan for custody staff that includes security procedures, supervision of inmates, signs of suicide risk and precautions, vulnerable inmates, response to resistance, report writing, rights of inmates, fire and emergency procedures, key control and other elements listed in the rule.

Ensure that your new staff are receiving 120 hours of training their first year.

I strongly recommend sending your new hires to either the West Central Training academy or to Camp Ripley to complete the new hire training program there. Training should be properly documented.

Properly training your staff not only prepares them for working independently but also reduces the counties risk of liability.

Response Needed By:

3. 2911.2800 ADMINISTRATIVE SEGREGATION. Subpart 4. Policy.

Written policy and procedure shall provide that the status of inmates in administrative segregation is reviewed every seven days. These policies shall provide: A. that the review is documented and placed in the inmate's file; B. that the inmate in administrative segregation receive visits from the facility administrator or designee a minimum of once every seven days as a part of the administrative review process; and C. that the review process that is used to release an inmate from administrative segregation is specified.

Inspection Findings:

There is policy in place for the proper separation of inmates on administrative segregation status, however there is no review or documentation of a review every seven days.

Corrective Actions:

Ensure that inmates placed in administrative segregation status are reviewed every seven days and that this review is documented by the Jail Administrator or her designee.

Response Needed By:

4. 2911.2850 INMATE DISCIPLINE PLAN. Subpart 3. Due process.

Disciplinary segregation shall be used only in accordance with due process to include at a minimum: A. published rules of conduct and penalties for violation of rules; B. written notice of alleged violation of a rule; C. the right to be heard by an impartial hearing officer and to present evidence in defense: (1) the inmate may waive the hearing in writing; and (2) a written record is made of the disciplinary hearing and sanctions or other actions taken as a result of the hearing; D. the right to appeal; E. the status of an inmate placed on disciplinary segregation for more than 30 continuous days subsequent to a disciplinary hearing shall be reviewed, approved, and documented by the facility administrator or designee at least once every 30 days, and the facility shall develop written policy, procedure, and practice that provides that inmates in disciplinary segregation receive visits from the facility administrator or designee at least once every seven days as a part of the disciplinary segregation review process; F. an inmate placed in segregation for an alleged rule violation shall have a disciplinary hearing within 72 hours of segregation, exclusive of holidays and weekends, unless documented cause can be shown for delays. Examples of causes for delay are inmate requests for delay, or logistical impossibility, as in the case of mass disturbances; and G. the facility administrator or designee can order immediate segregation when it is necessary to protect the inmate or others. This action is reviewed and documented within three working days.

Inspection Findings:

The jail does not have a formal process for disciplinary segregation that includes the right to due process.

Corrective Actions:

Develop a disciplinary form that includes the inmate's right to due process or include in the inmate handbook.

Response Needed By: 12/31/2016

5. 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 jail has religious programming and AA two times per month.

Corrective Actions:

I would strongly suggest reaching out to various organizations in the community or surrounding communities to seek out other options for programming.

Response Needed By:

6. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 4. Education.

A facility shall have a written policy and procedure that provides for inmate access to educational programs, vocational counseling, and when available, vocational training. When possible, a facility shall arrange to have these educational programs delivered in classroom specifically designed and equipped for educational or vocational programming. Class I facilities are exempt from this requirement with the exception of those approved by the commissioner to house inmates serving alternative sentences. Text books necessary to complete a course of study, to the extent that local resources permit, shall be made available to inmates. The facility shall not be responsible for the purchase of text books to complete a course of study.

Inspection Findings:

There are no education programs in the jail.

Corrective Actions:

Research to see if any educational programs for the jail can be identified.

Response Needed By:

7. 2911.3500 VOLUNTEERS.

When volunteers are used in facility programs, a written policy and procedure shall provide that a staff member is responsible for coordinating the volunteer service program. The policy includes the following elements: A. lines of authority, responsibility, and accountability for the volunteer services; B. a procedure for the screening and selection of volunteers; C. an orientation training program appropriate to the nature of the assignment; D. a requirement that volunteers agree in writing to abide by all facility rules and policies, with emphasis on security and confidentiality of information; and E. a statement that the administrator may discontinue a volunteer activity at any time by written notice.

Inspection Findings:

There is policy in place but no documentation of the screening process or orientation of volunteers that deliver programs in the facility.

Corrective Actions:

Develop a screening procedure for volunteers and ensure each volunteer receives an orientation to the facility that includes all elements listed in the rule.

Response Needed By:

8. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 4. Reporting of unusual occurrences.

Incidents of an unusual or serious nature shall be reported within ten days of the incident in writing to the Department of Corrections in the format required by the department. The reports shall include the names of persons involved, staff and inmates, nature of the unusual occurrence, actions taken, and the date and time of the occurrence. Unusual occurrences requiring reporting to the DOC include such occurrences as: A. attempted suicide; B. suicide; C. homicide; D. death, by means other than suicide or homicide; E. serious injury or illness subsequent to detention including incidents resulting in hospitalization for medical care; F. hospitalization associated with mental health needs; G. attempted escape or escape from a secured facility; H. incidents of fire requiring medical treatment of staff or inmates or a response by a local fire authority; I. riot; J. assaults of one inmate by another that result in criminal charges or outside medical attention; K. assaults of staff by inmates that result in criminal charges or outside medical attention; L. injury to inmates through response to resistance by staff controlling inmate behavior; M. occurrences of infectious diseases and action taken relative to same when a medical authority has determined that the inmate must be isolated from other inmates; and N. reporting of all notices of intent to file litigation against the facility resulting from matters related to the detention or incarceration of an inmate; O. sexual misconduct, such as inmate on inmate, staff on inmate, and inmate on staff; and P. use of sexual materials, electronic media for sexual purposes, or both. In the event of an emergency such as serious illness or injury where death may be imminent, individuals designated by the inmate shall be notified. Permission for notification, if possible, shall be obtained from the inmate.

Inspection Findings:

Unusual occurrences are not being reported to the Department of Corrections.

Corrective Actions:

This was discussed at the time of the inspection. Ensure that all occurrences defined in the rule are reported to the Department of Corrections within ten days of the incident.

Response Needed By: 10/25/2016

9. 2911.3900 DIETARY ALLOWANCES. Subpart 2. Meat or protein group.

Two or more servings per day of meat or protein shall be provided. A serving of meat or protein is equal to 14 grams or more of protein and includes food such as: A. two to three ounces cooked weight or three to four ounces raw weight of any meat without bone, such as beef, veal, pork, lamb, poultry, and variety meats such as liver or giblets; B. two slices prepared luncheon meat equal to two to three ounces by weight; C. two eggs; D. two to three ounces cooked weight of fresh or frozen fish or shellfish, or one-half cup canned fish; E. one-half cup cooked dry beans, peas, or lentils; F. one ounce of nuts or seeds or two tablespoons of peanut butter; G. three ounces of natural or processed cheese or three-fourths cup of cottage cheese, not to exceed six ounces per week as a meat alternate; or H. two ounces of equivalent meat alternate, such as textured vegetable protein, as certified by the United States Department of Agriculture, Nutrition Standards in the National School Lunch and School Breakfast Programs, Code of Federal Regulations, title 7, parts 210 and 220.

Inspection Findings:

Menus were not available at the time of the inspection.

Corrective Actions:

Provide a menu to the Department of Corrections.

Response Needed By:

10. 2911.3900 DIETARY ALLOWANCES. Subpart 3. Dairy group.

A minimum of two servings per day of dairy shall be provided for adults, with four servings required for juveniles and pregnant females. This includes milk that is pasteurized and fortified with vitamins A and D (fluid, evaporated, dry), cheese, yogurt, and ice cream. One serving per day may be from foods other than fluid milk. A serving is equivalent to eight ounces of fluid milk and provides at least 250 mg calcium, such as: A. 1-1/4 ounce American cheese; B. eight ounces yogurt; C. two cups ice cream; or D. eight ounces milk alternate beverage, fortified with a minimum of 250 mg calcium and vitamins A and D.

Inspection Findings:

Menus were not available at the time of the inspection.

Corrective Actions:

Submit menus to the Department of Corrections for review.

Response Needed By:

11. 2911.3900 DIETARY ALLOWANCES. Subpart 4. Vegetable and fruit group.

Five or more servings per day of vegetables and fruits shall be provided. A serving is one-half cup vegetable or fruit; one medium apple, orange, banana, potato, half a grapefruit, one cup raw leafy greens, one-fourth cup dried fruit, or four ounces 100 percent juice. Potatoes may be included once daily as a vegetable. One serving of a rich vitamin C source must be provided daily and one serving of a rich vitamin A source must be provided four times per week. Rich vitamin C sources include mostly fresh or raw produce, such as: citrus fruits, tomatoes, strawberries, leafy green vegetables, melon, bell peppers, and the broccoli and cabbage families; and may also include foods such as skin-on potatoes, sweet potatoes, and vitamin C-fortified real fruit juice. Rich vitamin A sources include foods such as: apricots, cantaloupe, carrots, mixed vegetables with carrots, winter or yellow squash, pumpkin, sweet potatoes or yams, spinach, greens (collard, kale, chard, mustard, beet or turnip), liver (counted under meat), and broccoli.

Inspection Findings:

Menus were not available at the time of the inspection.

Corrective Actions:

Submit a menu to the Department of Corrections.

Response Needed By:

12. 2911.3900 DIETARY ALLOWANCES. Subpart 6. Bread or cereal.

Six or more servings per day of whole grain or enriched cereal and bread products shall be provided. Whole grains are encouraged on a daily basis with the following sources suggested: oatmeal, grits, whole grain ready-to-eat cereal, whole wheat bread, corn tortillas, corn bread, plain popcorn, brown rice, and barley soup and rye crackers. A serving is defined as: A. one slice of bread or one ounce of bread product, such as sliced bread, buns, biscuits, muffins, pancakes, waffles, sweet rolls, stuffing, crackers, or bagels; B. one-half cup cooked cereal, pasta, rice or egg noodles; C. three-fourths cup dry cereal; D. one six-inch tortilla; or E. three cups popped popcorn.

Inspection Findings:

A menu was not available at the time of the inspection.

Corrective Actions:

Provide a menu to the Department of Corrections that has been approved by a licensed dietician.

Response Needed By: 12/31/2016

13. 2911.3900 DIETARY ALLOWANCES. Subpart 7. Fat group.

Servings of butter, fortified margarine, gravy, salad dressing, or salad oil may be used in minimal amounts to make food palatable. Facilities are encouraged to reduce sources of saturated and trans fats.

Inspection Findings:

There was no menu available at the time of the inspection.

Corrective Actions:

Provide a menu that has been approved by a licensed dietician and submit to the Department of Correction.

Response Needed By: 12/30/2016

14. 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:

There has been a weekly form completed but inspections are not being completed every week.

Corrective Actions:

**Develop a plan to ensure the security checks are completed each week.
Include outside perimeter checks, intercoms and other security equipment to this list.**

Response Needed By:

15. 2911.4950 RESPONSE TO RESISTANCE. Subpart 4. Equipment.

The issue, storage, inspection, and use of chemical agents, impact devices, electronic control devices, and other security devices shall be governed by written policy and procedure. All unissued security devices and equipment shall be stored in a secure, readily accessible depository located outside inmate housing and activity areas, and inventoried at least monthly to determine condition and expiration dates of the devices and equipment.

Inspection Findings:

Unissued security equipment is not inventoried monthly.

Corrective Actions:

Develop a plan for monthly inventory. Create an inventory form and submit to the Department of Corrections.

Response Needed By:

16. 2911.4950 RESPONSE TO RESISTANCE. Subpart 6. Training.

Facility policy shall provide that all personnel authorized to use security equipment and instruments of restraint are trained according to manufacturer's specifications or facility's training requirements.

Inspection Findings:

At the time of the inspection, there was no documentation of training on the restraint chair.

Corrective Actions:

Ensure that all staff are trained in the use of the restraint chair and document the training in the training file.

Response Needed By:

17. 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:

According to policy the following areas are to be checked weekly:
Fire and safety, fire/sprinkler and alarm systems, fire extinguishers, and emergency generator. The weekly fire and safety inspection are not being completed.

Corrective Actions:

Complete weekly fire code and safety inspection according to agency policy and 2911.

Response Needed By: 12/30/2016

18. 2911.7400 POLICIES AND PROCEDURES TO DETECT DETERIORATION OF BUILDING AND EQUIPMENT.

The facility administrator or designee shall have policies and procedures designed to detect building and equipment deterioration, safety hazards, and unsanitary conditions. Policies and procedures shall include requirements that facility staff report unsanitary and unsafe conditions as well as physical plant and equipment repairs and replacement needs; and documentation that appropriate work orders or requests for budget resources to effect needed repair, replacement, or corrections have been made.

Inspection Findings:

These deficiencies were noted in other areas of the inspection report.

Corrective Actions:

The jail shall develop a maintenance plan and follow up on work orders submitted. Repairs shall be completed in a timely manner and budget requests shall be made for those items in need of repair.

Response Needed By:

Chapter 2911 - Mandatory Rules In Compliance With Concerns**Total: 8**

1. 2911.0900 STAFFING REQUIREMENTS. Subpart 12. Assistance for dispatcher or custody staff person.

In a facility that uses the dispatcher or custody position as sole supervision, the dispatcher or custody staff person must be assisted on duty by another custody staff person when the facility's inmate population exceeds five.

Inspection Findings:

Correctional Staff leave the jail once per day to pick up meals. On the weekends this leaves the jail with one staff for approximately 7-11 inmates.

Corrective Actions:

Develop a plan to address staffing on the weekends when picking up meals. I would suggest submitting a variance to the Department of Corrections regarding staffing during this time.

Response Needed By: 11/11/2016

2. 2911.0900 STAFFING REQUIREMENTS. Subpart 26. Ancillary functions.

Personnel shall be provided to perform ancillary functions such as transportation or court escort to the extent necessary to ensure that security, supervision of inmates, the administration of program activities, and the efficient operation of the facility are not reduced or jeopardized by such activities.

Inspection Findings:

Jail staff leave the jail twice a day to pick up inmate meals. This leaves the jail understaffed.

Corrective Actions:

Develop a plan to ensure you are not understaffed on the weekends when staff leave the jail to pick up meals. Submit a variance to the Department of Corrections for this time frame.

Response Needed By:

3. 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:

CPR training has been completed, however there was no documentation of mental health training.

Corrective Actions:

When a training plan is develop ensure that it includes training for the signs and symptoms of mental illness.

Response Needed By:

4. 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:

Inmates are patted down initially at the time of intake and then given a change of clothes and change unescorted into the property room. Inmates are not required to shower upon intake. There is only one male staff employed as custody staff and so these requirements of the rule are not being met.

Corrective Actions:

I would strongly encourage hiring and staffing the jail so that proper supervision, pat downs and cleansing can be done at the time of intake.

Response Needed By:

5. 2911.2525 ADMISSIONS. Subpart 2. Privacy.

Intake procedures dealing with information protected by the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, shall be conducted in a manner and location that assures the personal privacy of the inmate and the confidentiality of the transaction from unauthorized personnel.

Inspection Findings:

Due to the design of the facility, the booking area is located in front of the housing areas and many inmates are able to hear the questions being asked at the time of intake.

Corrective Actions:

I would suggest that when asking questions protected by the Minnesota Government Date Practices Act that this information be obtained in the intoxilizer room or that the partition be put up that is used when doing public prints to ensure confidentiality.

Response Needed By: 11/11/2016

6. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 5. Inmate death.

A facility shall have a written policy and procedure that specifies actions to be taken in the event of an inmate death. When an inmate death occurs: A. the date, time, and circumstances of the inmate's death shall be recorded in the inmate's record; B. if the inmate dies in the facility, the coroner or medical examiner's office shall be notified; C. personal belongings shall be handled in a responsible and legal manner; D. records of a deceased inmate shall be retained for a period of time specified by county policy; E. the facility administrator or designee shall ensure observance of all pertinent laws and allow appropriate investigating authorities full access to all facts surrounding the death; and F. in the event the death involves a "vulnerable adult" notification procedures shall be followed in a manner consistent with statutory requirements.

Inspection Findings:

There is policy in place that identifies specific actions to be taken in the event of an inmate death, however it does not include recording the date, time and circumstances of the inmate death.

Corrective Actions:

Include this element of the rule in the policy manual.

Response Needed By:

7. 2911.6500 STORAGE. Subpart 1. Locked area.

Medication shall be stored in a locked area. The storage area shall be kept locked when not in use by authorized staff.

Inspection Findings:

The medication cart was locked at the time the inspector asked to look at medication counts. However, when the nurse left the area, the cart was not left unlocked.

Corrective Actions:

Ensure that the medication cart is locked at all times when not in use.

Response Needed By:

8. 2911.7200 HOUSEKEEPING, SANITATION, AND PLANT MAINTENANCE. Subpart 1. General.

A facility shall have a policy and procedure that provides that the facility shall: A. be kept in good repair to protect the health, comfort, safety, and well-being of inmates and staff; B. document weekly sanitation inspections; and C. document deficiencies from the weekly sanitation inspection, if any, have been ordered.

Inspection Findings:

Weekly sanitation inspections are being completed and documented, however it does not appear corrections are being made or noted on the sanitary deficiencies.

Corrective Actions:

Sanitation inspections are to be completed to ensure that the jail is in good repair and that deficiencies are being documented. The correctional staff should be documenting these and making corrections as needed.

Response Needed By:

Chapter 2911 - Essential Rules In Compliance With Concerns

Total: 4

1. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 5. Substance abuse programs.

A facility shall have a written plan for providing services for inmate chemical dependency issues.

Inspection Findings:

There are two AA meetings scheduled each month.

Corrective Actions:

I would encourage the jail to seek out community resources for substance abuse educational programming.

Response Needed By:

2. 2911.3600 CLOTHING AND BEDDING PROPERTY. Subpart 7. Personal property.

An inmate possessing personal property shall sign and receive a copy of the inventory record.

Inspection Findings:

The inmate signs the property sheet but they do not receive a copy. This was noted in the last inspection.

Corrective Actions:

Offer the inmate a copy of the property sheet.

Response Needed By:

3. 2911.3650 INMATE UNIFORM ISSUE AND BEDDING ALLOWANCE. Subpart 1. Bedding and linen.

An inmate admitted to the facility shall be issued one bath towel, one washcloth, one clean, fire-retardant mattress, two sheets or one sheet and a clean mattress cover, blankets sufficient to provide comfort under existing temperature conditions one pillow and one pillow case, if applicable.

Inspection Findings:

The inmates are issued towels but many of them are completely ripped up or have holes in them.

Corrective Actions:

I would encourage the jail to supply proper bath towels. The jail administrator is aware of the condition of the towels and suggests it is a budgeting issue.

Response Needed By:

4. 2911.3675 LAUNDRY SERVICES AND LINEN EXCHANGE. Subpart 2. Linen.

Clean linens shall be furnished once each week, at a minimum. There shall be a posted schedule for linen exchange. Inmates detained in admission or release processing areas for periods of time not exceeding eight hours need not be issued linens and bedding.

Inspection Findings:

There is no posted laundry schedule.

Corrective Actions:

Post a laundry schedule so the inmates are aware of which day the linens will be supplied.

Response Needed By:

INSPECTION COMMENTS

Since the last inspection, the Traverse County Jail has acquired a contract with Mend Correctional Health Care. This has improved medication counts and other accountability issues noted in the last inspection report.

There is limited program space and I would encourage the jail to seek community resources for educational and vocational programs.

Well-being checks and Formal Counts are not being completed as required by the rule. This was noted in the last inspection.

The jail is in need of a maintenance and housekeeping plan. There are areas of the jail in need of repair and in general, the housing units were dirty. The inmates are not held accountable for cleaning their cells.

The Traverse County Jail will remain on annual inspections.

JJDPA Compliance

On October 25, 2016, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Traverse 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 Traverse County Jail did not hold or process any juveniles during the time that data was available for audit.

DSO: No violations

Jail Removal: No violations

Sight and Sound separation: The facility design and policies allow for proper sight and sound separation. This includes the route taken to Court holding. 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.

I found no violations of the JJDP act during the Traverse County Jail inspection.

Report completed By: Jen Pfeifer – Detention Facility Inspector

Signature: _____

Jennifer Pfeifer