



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:

Sherburne County Jail

Address: 13880 Highway 10, Elk River, MN 55330

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Greg Croucher – Senior Detention Facility Inspector **Inspected on:** 07/27/2016

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

Officials Present During Inspection: Accreditation Coordinator Lisa Eckhart; Assistant Jail Administrator Dave Isais; Commander Pat Carr; Jail Administrator Brian Frank

Officials Present for Exit Interview: Accreditation Coordinator Lisa Eckhart; Assistant Jail Administrator Dave Isais; Commander Pat Carr; Jail Administrator Brian Frank

Issued Inspection Report to: Commander Pat Carr; Jail Administrator Brian Frank; Sheriff Joel Brott; 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	126	0	0	100.00%	Compliance rating of 100%
2911	Essential	101	100	1	1	99.01%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 07/01/2016 **Ends On:** 06/30/2018 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 06/30/2017
Delinquent Juvenile Hold Approval: 6 hrs **Certificate Holder:** Sherburne 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	662	95	628.90	None.	None.

Variances

NONE

RULE COMPLIANCE DETAILS

Chapter 2911 - Essential Rules Not In Compliance**Total: 1**

1. 2911.1200 CLERICAL AND SUPPORT EMPLOYEES WITH REGULAR OR DAILY INMATE CONTACT: TRAINING. Subpart 2. Regular or daily inmate contact.

A facility shall have a written policy and procedure that provides that all new clerical and support employees who have regular or daily inmate contact receive 40 hours of orientation and training during their first year of employment. These hours are to be completed before being independently assigned to a particular job. The employees are given an additional 16 hours of training each subsequent year of employment. At a minimum, this training covers the following areas: A. security procedures and regulations; B. rights and responsibilities of inmates; C. all applicable emergency procedures; D. interpersonal relations and communication skills; and E. first aid.

Inspection Findings:

The initial and refresher training for the support staff in the food service and health services area is not documented or tracked by the training Sergeant. This is a change from previous practice.

Corrective Actions:

Facility administration and training staff have developed a plan moving forward to ensure that these training requirements are completed and documented appropriately.

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

1. 2911.1600 DESIGNATED TRAINING OFFICER.

A facility shall have a designated training officer responsible for: A. maintenance of training plans as required in part 2911.1000; B. maintenance of training records in sufficient detail to allow inspector assessment of compliance with parts 2911.1100 to 2911.1700; and C. documentation of waivers of training requirements based on equivalent training received before employment or demonstrated competency through proficiency testing.

Inspection Findings:

Sergeant Volkens is the designated training officer. He has other duties other than training.

Corrective Actions:

It is strongly recommended due the amount of employees and training requirements that this position be full-time and solely responsible for training duties.

Response Needed By:

INSPECTION COMMENTS

Minor physical plant issues were noted during the inspection. Among these were the amount of gang related graffiti in the special housing cells. Also noted were the laminate counter tops and video visit monitor enclosures around the facility. There were also several loose faucet heads that the facility is in the process of switching out to a different style. Most were in need or some repair or replacement. The desk in the Sergeant's office also needs attention.

The older part of the jail which includes special housing, booking, and the inmate workers and special management inmates are housed continues to have issues with flooring and showers. Additionally, the booking room, property room, kitchen and laundry areas are undersized. These support spaces have not grown as the facility has added housing units. Long-term planning to address these space needs should be started. The majority of the kitchen equipment was replaced in 2015.

The jail is continuing the use of pro se computers in more housing units. This has been utilized frequently by the inmates.

The Sherburne County jail continues to operate at the highest levels of compliance with the Chapter 2911 rules. The jail deals with a wide variety of inmates including local, D.O.C., Immigration, B.I.A. and U.S. Marshal. Classification was reviewed and found to be in compliance and working well. The facility has done well to properly classify and separate inmates appropriately.

The facility offers a wide variety of programs for the inmates.

JJDPA Compliance

On July 27, 2016 a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Sherburne County Jail has 6 hour hold approval juvenile hold approval. There are three core requirements that are looked at during our facility review. Those core requirements are Deinstitutionalization of Status Offenders (DSO), Removal of Juveniles for Adult Jail and Adult Lockups (Jail Removal), and Sight and Sound separation.

According to facility records, the Sherburne County Jail held or processed zero juveniles between October, 2015 and the day of inspection. The findings are as follows:

DSO: N/A.

Jail Removal: No juveniles were held or processed during the timeframe referenced above.

Sight and Sound Separation: The facility's design and policies allow for proper sight and sound separation. 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.

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

Report completed By: Greg Croucher – Senior Detention Facility Inspector

Signature: _____

