



# 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:

### Steele County Jail

**Address:** 2500 Alexander Street, Owatonna, MN 55060

**MN Governing Rule:** 2911 Local Adult Detention Facilities

**Inspection Type:** Biennial **Inspected By:** Sarah Johnson – Senior Detention Facility Inspector **Inspected on:** 08/23/2016

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

**Officials Present During Inspection:** Jail Administrator Jodi Bushey

**Officials Present for Exit Interview:** Jail Administrator Jodi Bushey

**Issued Inspection Report to:** Jail Administrator Jodi Bushey; Sheriff Lon Thiele; 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	123	3	1	97.62%	Compliance rating of 100%
2911	Essential	99	97	2	1	97.98%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** conditional approval **Begins On:** 05/01/2016 **Ends On:** 04/30/2018 **Facility Type:** Jail  
**Placed on Biennial Status:** Yes **Biennial Status Annual Compliance Form Due On:** 04/30/2017  
**Delinquent Juvenile Hold Approval:** 24 hrs exclusive of weekends and holidays **Certificate Holder:** Steele 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	154	90	138.60	138.6 operational capacity beds.	None.

### Variances

NONE

## RULE COMPLIANCE DETAILS

**Chapter 2911 - Mandatory Rules Not In Compliance****Total: 3****1. 2911.0900 STAFFING REQUIREMENTS. Subpart 1. Staffing plan and staffing analysis.**

The facility administrator shall prepare and retain a staffing plan. The staffing plan shall identify: A. jail personnel assignments for: (1) facility administration and supervisors; (2) facility programs including exercise and recreation; (3) inmate admission, booking, supervision, and custody; (4) support services including medical, food services, maintenance, and clerical; and (5) other jail-relevant functions such as escort and transportation of inmates; B. the days of the week that the assignments are filled; C. the hours of the day that the assignments are covered; and D. any deviations from the plan with respect to weekends, holidays, or other atypical situations must be considered. The facility administrator or designee shall review the facility's staffing plan at least once each year. The review shall be documented in written form sufficient to indicate that staffing plans have been reviewed and revised as appropriate to the facility's needs or referred to the facility' governing body for funding consideration. A facility with a design capacity of more than 60 beds must have a staffing analysis and staffing plan approved by the commissioner of corrections. This staffing analysis shall include all posts, functions, net annual work hours appropriate to each post, and total number of employees to fill the identified posts and functions.

**Inspection Findings:**

Program staff are addressed in the staffing plan. However, there is only one program staff for up to 154 inmates. This is not adequate for the inmate population. In addition, Steele County has a contract to house State of Minnesota offenders, and there does not appear to be adequate program opportunities, especially on weekends and evenings.

**Corrective Actions:**

**Steele County is in the process of hiring additional program staff to meet the needs of the facility. Notify the Department of Corrections when additional program staff are in place.**

**Response Needed By: 11/15/2016****2. 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:**

Jail policies have been an issue in past inspections. Steele County has appointed a new jail administrator in recent months and they are in the process of updating all jail policies.

**Corrective Actions:**

**Update all policies and procedures for the jail to include the new 2911 revisions. It is important for staff to review all changes in policies once they are completed. Submit new policies to the Department of Corrections for review.**

**Response Needed By: 11/15/2016****3. 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 current classification system does not work for this facility and it has been an issue in past inspections. It also does not address all requirements of the rule.

**Corrective Actions:**

**Update the classification system to include all necessary elements of proper classification. Staff will need to be retrained on proper classification and the use of an override. Submit to the Department of Corrections the new classification form for approval.**

**Response Needed By: 11/15/2016**

**Chapter 2911 - Essential Rules Not In Compliance**

**Total: 2**

1. 2911.0900 STAFFING REQUIREMENTS. Subpart 20. Coordination of programs.

In a Class III and Class VI facility, a staff person shall be designated to coordinate educational and vocational programs, social service programs, work release, and volunteer services programs. The following minimum inmate to program staff ratio shall apply for the average daily population: A. 30 or under, program staffing needs comply with subpart 4; B. 31 to 60, one full-time program staff person; and C. over 60, program staffing needs are addressed as part of the overall facility staffing plan.

**Inspection Findings:**

Although the issue of program staff are addressed in the staffing plan, the number of program staff available for the inmate population is inadequate to provide for the programming needs of the facility.

**Corrective Actions:**

**This will be addressed with the same written plan required for corrective action for the deficiency of 2911.0900.1.**

**Response Needed By:**

2. 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:**

The jail training records need to be reorganized for better clarification as to what training was given and better consistency on how training records are documented.

**Corrective Actions:**

**It is recommended to update all staff training records to reflect all training that was received, the method it was received, and to keep all verifications of training for each staff.**

**Response Needed By:**

**Chapter 2911 - Mandatory Rules In Compliance With Concerns**

**Total: 1**

1. 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:**

The facility has accountability procedures in place of all facility keys except for the emergency keys that are kept off sight.

**Corrective Actions:**

**Create accountability procedures that addressed the emergency set of keys. Submit to the Department of Corrections corrective action plan.**

**Response Needed By:**

**Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 1****1. 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:**

All staff meet the training requirements but a large portion of the training consists of on-line training or video training. Although this is a good tool to utilize it does not provide the diversity or hands on training that an instructor would provide.

**Corrective Actions:**

**It is recommended to continue to try to provide classroom or instructor training to staff to meet the minimum training requirements for staff. It is also recommended that they complete more than a yearly evacuation drill to include drills such as man down drill, suicide drill, and medical drill.**

**Response Needed By:****INSPECTION COMMENTS****Recommendations**

Steele County Jail is under new leadership and is working toward implementing changes to address issues with training, staff training records, lack of program staff, and programs. This would require a restructure of support staff by recreating the training officer position and the jail program coordinator position. This possible restructure is supported and strongly recommended by the Department of Corrections as it would alleviate compliance concerns and would strengthen jail operations.

Well-being checks: The well-being checks in the facility are good but it is recommended the administration or their designee review jail logs and facility video of staff completing well-being checks. This will provide verification that well-being checks are being completed on time and completed properly as per the rule.

**JJDPA Compliance**

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

On August 23, 2016, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Steele 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 Steele County Jail held or processed 0 juveniles during the federal fiscal year 2015. I reviewed approximately 100 percent of the year 2015 juvenile data and the findings are as follows:

DSO: I did not find any violations of the facility holding status offenders in the jail. Upon review of the files, indication was that children that were brought into the facility were indeed there for delinquent offenses.

Jail Removal: Files and Statewide Supervision System data indicate that any children brought into the jail are removed well within the 24 hour time frame allowed per the "Rural Exception."

Sight and Sound Separation: The facility design and policies allow for proper sight and sound separation. Steele County does not hold delinquent juveniles in the facility for anything other than court ordered book and release. Steele County uses Olmsted County Juvenile Detention Center for immediate placement.

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

Court holding: There are two secure court holding at Steele County. Juvenile court times are separated from adults to assure proper sight and sound separation from adult inmates. Court holding is not regularly used unless both courtrooms are in use.

Based on the documentation that I reviewed, I did not find any violations of the JJDP act during the Steele County inspection.

Report completed By: Sarah Johnson – Senior Detention Facility Inspector

Signature: \_\_\_\_\_

