



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:

Mower County Jail

Address: 201 Second Avenue, SUITE 4, Austin, MN 55912

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Jen Pfeifer – Detention Facility Inspector **Inspected on:** 11/17/2016 to 11/18/2016

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

Officials Present During Inspection: Jail Administrator Robert Roche

Officials Present for Exit Interview: Jail Administrator Robert Roche

Issued Inspection Report to: Jail Administrator Robert Roche; Sheriff Terese Amazi; 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	122	4	4	96.83%	Compliance rating of 100%
2911	Essential	100	98	2	1	98.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 01/01/2017 **Ends On:** 12/31/2018 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 12/31/2017
Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Mower 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	88	90	79.20	None.	None.

Variances

NONE

RULE COMPLIANCE DETAILS

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

1. 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:

After reviewing video footage and staff logs it was noted that well-being checks by three different staff on November 12, 2016 were not completed according to the rule. One being eight minutes over, and two in excess of an hour.

Corrective Actions:

Train staff on the importance of well-being checks and the liability to the facility if they are not done correctly and within the 30 minutes allowed in the rule. It is highly recommended that weekly audits of well-being checks be completed and documented to ensure compliance with this rule.

Response Needed By: 11/18/2016

2. 2911.6400 DELIVERY, SUPERVISION, AND CONTROL OF MEDICATION.

In consultation with the health authority, a facility administrator shall have a written policy and procedure for the secure storage, delivery, administration, and control of medication according to parts 2911.6500 to 2911.6800.

Inspection Findings:

The medication carts were not locked.

Corrective Actions:

Ensure that the medication carts are locked when correctional or medical staff are not working out of them.

Response Needed By: 11/21/2016

3. 2911.6600 DELIVERY. Subpart 5. Recording deliveries.

A person responsible for delivering medications shall do so according to orders, and record the delivery of medications in a manner approved by the health care authority.

Inspection Findings:

After review of the MARS form there were several areas where medications were not recorded as delivered or refused or initialed by the correctional staff responsible at the time. Medical had not reviewed the MARS and was unaware of the errors.

Corrective Actions:

Ensure that medical policies and protocols for Advanced Correctional Health Care are being followed. These policies indicate that that deliveries and refusals shall be recorded.

Response Needed By: 12/30/2016

4. 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:

There was not a weekly sanitation inspection completed.

Corrective Actions:

Develop and complete a weekly sanitation inspection. Document this inspection and record any deficiencies.

Response Needed By: 12/30/2016

Chapter 2911 - Essential Rules Not In Compliance

Total: 2

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:

A check of training records showed that medical staff did not receive all of the training required in this rule part.

Corrective Actions:

Provide initial and refresher training as well as quarterly review of emergency procedures to all medical staff.

Response Needed By: 05/15/2017

2. 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:

Security equipment is stored in the individual housing units and is not inventoried.

Corrective Actions:

Create a secured storage area for all unissued security equipment that is not located in the housing units. This unissued equipment shall be inventoried at least monthly. A process for checking out/in security devices is recommended for proper accountability of equipment.

Response Needed By: 12/30/2016

Chapter 2911 - Mandatory Rules In Compliance With Concerns

Total: 4

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:

The policy and procedure manual is in need of further revision to coincide with the Chapter 2911 revisions.

Corrective Actions:

Continue revisions to policy manual. Submit completed manual to facility inspector for review.

Response Needed By:

2. 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:

There is a policy on admissions into the facility however it does not include the elements listed in the rule.

Corrective Actions:

Update the admissions policy to include elements A-M listed in the rule. Submit policy to the Department of Corrections.

Response Needed By:

3. 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:

Medical Staff have not signed off on quarterly emergency procedures.

Corrective Actions:

Ensure that medical staff read and sign off on the facilities emergency procedures quarterly. This was addressed at the time of the inspection.

Response Needed By:

4. 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:

The culinary tools are properly secured and stored in an office in the kitchen. An inventory sheet was created, however, it was not accurate as to what tools were stored in that area.

Corrective Actions:

Update the inventory sheet to accurately account for the culinary tools located in the cabinet. It is recommended that the culinary tools be verified daily to ensure proper accountability.

Response Needed By:

Chapter 2911 - Essential Rules In Compliance With Concerns

Total: 1

1. 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:

An overall security inspection is not documented. However, many elements of these inspections are completed during weekly and monthly inspections.

Corrective Actions:

Formalize the process of monthly security inspections. Designate staff member(s) to complete this task.

Response Needed By:

INSPECTION COMMENTS

Jail Administrator Robert Roche was organized and prepared for the inspection.

The facility does not have maintenance personnel assigned specifically to the building and the building is beginning to show signs of age. Many of the inmate housing areas are in need of paint. There is also a crack in the glass of ESO2 housing unit door that needs to be fixed.

There also appears to be issues with the integrator system that need to be resolved. According to the security inspections that have been completed doors often show door violations as an error.

Facility Policy and Medical Policies shall be reviewed on an annual basis and revisions shall be made as needed.

The facility does an excellent job with training and the maintenance of training records. These were all very well organized
The programs department appears to have a wide variety of programming for inmates and has an exceptional volunteer orientation and training program.

The Mower County Jail will remain on biennial inspections.

JJDPA Compliance

On November 18, 2016, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Mower County Jail has received a "Rural Exception" to the Juvenile Justice and Delinquency Act (JJDP). This allows for the facility to hold a delinquent juvenile up to 24 hours, excluding weekends and holidays. The three core requirements that are looked at during a facility review are Deinstitutionalization of status Offenders (DSO), Removal of Juveniles for Adult Jails and Lock-Ups, and Sight and Sound Separation.

According to the Statewide Supervision System, the Mower County Jail processed 0 juveniles during the Federal Fiscal Year beginning October 2016.

There were no violations.

Report completed By: Jen Pfeifer – Detention Facility Inspector

Signature:


