



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
Telephone: 651-361-7146 Fax: 651-642-0314 Email: ie-support.doc@state.mn.us

INSPECTION DETAILS FOR:

Lincoln County Jail

Address: 322 N Wallace, PO BOX 166, Ivanhoe, MN 56142

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Sarah Johnson – Senior Detention Facility Inspector **Inspected on:** 06/14/2016

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

Officials Present During Inspection: Jail Administrator Linda Sorensen; Sheriff Chad Meester

Officials Present for Exit Interview: Jail Administrator Linda Sorensen

Issued Inspection Report to: Jail Administrator Linda Sorensen; Sheriff Chad Meester; 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	127	126	1	3	99.21%	Compliance rating of 100%
2911	Essential	101	95	6	2	94.06%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 06/01/2016 **Ends On:** 05/31/2018 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 05/31/2017
Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Lincoln 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	15	80	12.00	None.	None.

Variances

NONE

RULE COMPLIANCE DETAILS

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

1. 2911.6600 DELIVERY. Subpart 16. Keep-on-person medications.

There shall be a policy and procedure for keep-on-person medications that provides for: A. medications identified and approved by the health authority as appropriate for self-administration and storage in an inmate's cell; B. procedures for an inmate's overdose of the medication; C. consequences if too much medication is found in the inmate's possession; D. how the distribution of medications under this subpart is going to be documented; and E. nonprescription medications, if any, that are available to inmates through vending machines or commissary. Keep-on-person medications shall be documented for each inmate.

Inspection Findings:

The facility does not have a keep on person medication policy that reflects the rule.

Corrective Actions:

Submit a keep on person medication policy to the Department of Correction for review. The policy should address all criteria of the rule. The keep on person policy will need to be reviewed by the health care authority for the facility.

Response Needed By: 08/15/2016**Chapter 2911 - Essential Rules Not In Compliance****Total: 6**

1. 2911.1400 ADMINISTRATIVE AND MANAGERIAL STAFF TRAINING.

A facility shall have a written policy and procedure that provides that the facility's administrative and managerial staff receive at least 16 hours of orientation. Orientation training shall include, at a minimum, general management and related subjects, data practices, decision-making processes, labor law, employee-management relations, the interaction of elements of the criminal justice system, and relationships with other service agencies. After orientation, a facility's administrative and managerial staff shall receive at least 16 hours of training annually.

Inspection Findings:

The facility does not have a policy to address the rule.

Corrective Actions:

Create a written policy that address the facility's administrative and managerial staff training.

Response Needed By:

2. 2911.2800 ADMINISTRATIVE SEGREGATION. Subpart 6. Protective custody.

Written policy and procedure shall provide that an inmate is separated from the general population for purposes of protective custody only when there is documentation that protective custody is warranted and segregation is the least restrictive alternative available.

Inspection Findings:

The facility does not have a policy to address the rule.

Corrective Actions:

Create a policy that addresses the use of protective custody within the facility.

Response Needed By:

3. 2911.2800 ADMINISTRATIVE SEGREGATION. Subpart 7. Deprivation report.

Written policy and procedure shall provide that whenever an inmate in administrative segregation is deprived of any usually authorized item or activity, a report of the action is made and forwarded to the facility administrator or designee.

Inspection Findings:

The facility does not have a policy to address the rule.

Corrective Actions:

Create a policy that addresses whenever an inmate in administrative segregation is deprived of any usually authorized item or activity, a report of the action is made.

Response Needed By:

4. 2911.2850 INMATE DISCIPLINE PLAN. Subpart 4. Other limitations on disciplinary actions.

A facility shall have written policy, procedure, and practice that provides that whenever an inmate in segregation is deprived of any usually authorized item or activity, a report of the action is made and forwarded to the facility administrator.

Inspection Findings:

The facility does not have a policy to address the rule.

Corrective Actions:

Create a policy to address when an inmate in segregation is deprived of any usually authorized item or activity.

Response Needed By:

5. 2911.2850 INMATE DISCIPLINE PLAN. Subpart 6. Removing clothing and bedding.

The facility administrator or designee shall have a policy and procedure for removing clothing and bedding from an inmate. The following shall be included: A. clothing and bedding shall be removed from an inmate only when the inmate's behavior threatens the health, safety, or security of self, other persons, or property. When appropriate, alternative clothing and bedding shall be issued; B. clothing and bedding shall be returned to the inmate as soon as it is reasonable to believe the behavior that caused the action will not continue; C. the decision to deprive an inmate of articles of clothing or bedding shall be reviewed by the officer in charge or the supervisor during each eight-hour period; and D. the review shall be documented.

Inspection Findings:

The facility does not have a policy to address the rule.

Corrective Actions:

Create a policy to address removing clothing and bedding from an inmate.

Response Needed By:

6. 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:

The facility does not have a policy to address the rule.

Corrective Actions:

Create a policy that address the use and coordination of the volunteer service program.

Response Needed By:

Chapter 2911 - Mandatory Rules In Compliance With Concerns**Total: 3**

1. 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:

The facility does a daily inspection for contraband, evidences in breaches in security, and inoperable security equipment but it is not always being documented that it was done.

Corrective Actions:

Remind staff that the daily physical plant inspection must be completed and documented for verification purposes.

Response Needed By:

2. 2911.5550 LOCKS AND KEYS. Subpart 3. Regular testing.

Locks to security doors or gates shall be tested for proper function at least weekly to ensure proper operation.

Inspection Findings:

The locks are tested on a weekly basis and it is documented on the fire, sanitation, and security inspection form. The lock inspection documentation should be expanded to list all the doors that need to be checked manually and electronically.

Corrective Actions:

Create a lock inspection form that list out all emergency exit doors, unit doors, and cell doors that need to be checked weekly. This will provide the documentation necessary for verification that all locks were properly tested.

Response Needed By:

3. 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 for new intakes does not include the signs and symptoms of active tuberculosis.

Corrective Actions:

Update the medical screening to include all necessary medical questions regarding the rule requirement for tuberculosis screening. Inform staff of the change in medical screening questions.

Response Needed By:**Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 2****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:

The training is adequate for staff at Lincoln County but due to how they are staffed, other training and drills would be beneficial for them.

Corrective Actions:

It is recommended staff complete more than a yearly evacuation drill such as man down drill, suicide drill, and medical drill. The man down drill would be highly beneficial due to one staff being the sole dispatcher custody staff at night. It would also be greatly beneficial to have more in-depth mental health training.

Response Needed By:

2. 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:

The facility does not have a emergency policies on Letter F through P of the rule.

Corrective Actions:

Create policies to address each one of the unusual occurrences requiring reporting to the DOC.

Response Needed By:

INSPECTION COMMENTS

Jail Concerns:

There are two operational safety issues for the Lincoln County Jail that will be addressed in a separate letter due to their confidential security concerns.

Most of the current rule violations found during this inspection are the lack of needed policies. This facility will stay on a biennial status.

JJDP Compliance

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

On June 14th, 2016, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Lincoln 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 Lincoln County Jail records, the Lincoln County Jail held or processed 0 juvenile during the federal fiscal year October 1 to present. Juveniles are not entered into the Statewide System, they are recorded on paper logs. The findings are as follows:

DSO: I did not find any violations of the facility holding status offenders in the jail. All status offenders that are brought in are held in an interview room or lobby, they are not brought into the jail facility.

Jail Removal: Records 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. Lincoln County uses primarily Praxis for immediate placement.

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

Court holding: Lincoln County does not have secure court holding. This was previously confirmed by a site visit to the Lincoln County Court House.

Policies: The policies need to be updated to be more specific on what juveniles can and cannot be held securely.

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

Report completed By: Sarah Johnson – Senior Detention Facility Inspector

Signature:

