



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:

Nicollet County Jail

Address: 501 S Minnesota Avenue, PO BOX 117, St. Peter, MN 56082

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Sarah Johnson – Senior Detention Facility Inspector **Inspected on:** 05/03/2016

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

Officials Present During Inspection: Jail Administrator Joel Polzin

Officials Present for Exit Interview: Jail Administrator Joel Polzin

Issued Inspection Report to: Jail Administrator Joel Polzin; Sheriff Dave Lange; 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	126	0	1	100.00%	Compliance rating of 100%
2911	Essential	101	98	3	1	97.03%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: 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: 6 hrs exclusive of weekends and holidays **Certificate Holder:** Nicollet 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	34	80	27.20	None.	None.

Variances

NONE

RULE COMPLIANCE DETAILS

Chapter 2911 - Essential Rules Not In Compliance**Total: 3****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:

Adequate training is provided to staff at Nicollet County but the part-time employees do not meet the 16 hour training requirement. Not all the employees received fire drill training. Staff could also benefit from additional drill training as well.

Corrective Actions:

It is recommended for all part-time employees to receive the required 16 hours of training as it relates to the jail. For more in-depth training, it is recommended that more drills, such as medical, attempted suicide, severe weather, and emergency drills are also trained on.

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. There is also lack in documentation on emergency procedure reviews, drills, and other training received.

Corrective Actions:

It is recommended to reorganize 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:**3. 2911.2600 CLASSIFICATION OF INMATES. Subpart 2. Status change.**

The inmate classification plan shall specify criteria and procedures for determining and changing the status of an inmate, including custody, transfers, override functions, and major changes in programs. The plan shall include an appeal process for classification decisions. The use of any override shall be documented.

Inspection Findings:

It was noted that when inmates had a status change in the facility either due to behavior or custody change, a reclassification is not documented.

Corrective Actions:

It is recommended when an inmates has a change in status that a reclassification should be completed and should include proper documentation as to why.

Response Needed By:

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

1. 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 is adequate but it does not incorporate all the required training that is given each year such as annual evacuation drill, yearly post order reviews, and all other drills such as fire or man down drills and quarterly reviews of emergency procedures. It also does not include the method of how the training will be conducted.

Corrective Actions:

Update the training plan to include all training that will be given on a yearly basis and the method of how the training will be provided.

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

1. 2911.5000 POST ORDERS; FORMAL INMATE COUNT; WELL-BEING CHECKS. Subpart 1. Post orders and accountability.

There shall be written orders for every security post that are reviewed annually and updated if necessary. A written policy and procedure shall require that personnel read, sign, and date applicable post orders at least annually, or as needed for new posts or revisions. Medium and large facilities with multiple posts may need to conduct these reviews more often.

Inspection Findings:

The post orders for the facility should be updated to reflect all of the duties of that particular post and the times that they occur.

Corrective Actions:

Update all post orders to reflect the daily duties for each post. Have staff review and sign all updated post orders annually or as needed for revisions.

Response Needed By:

INSPECTION COMMENTS

Comments:

Overall, the jail is very clean, well organized and staff appear knowledgeable in their job duties. Nicollet County will continue to be placed on a biennial status.

Physical Plant Concerns:

1. Glass block. The issue of glass block will be addressed in a separate confidential letter addressed to the facility.
2. Camera coverage. The perimeter of the jail is not covered by camera and the outside recreation area is a potential risk for contraband. The facility has added camera coverage in the past few years and their technology will not let them add more cameras to their system. Additional camera coverage would also be beneficial for the route staff escort inmates to court. There is a public stairway that inmates are escorted through that is a blind spot and potential safety and security risk for staff.
3. ADA compliant. The Nicollet County Jail does not meet the needs of disabled visitors. The public entrance to the jail is not handicapped accessible and any disabled visitor must be escorted through the secure garage area in order to visit. It is recommended when Nicollet County completes the remodel to the court building they include an ADA compliant entrance for the jail.
4. Vents. Some of the vents in the facility are outdated and are not detention grade. It is recommended to change out all outdated vents to a detention grade vent.
5. The jail controls/communication system is antiquated. It is recommended that a new system be put in place before the current system is not repairable.

JJDPA Compliance

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

On May 3rd, 2016, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The facility is authorized to hold a delinquent juvenile up to 6 hours. 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 Nicollet County Jail records they held 4 juveniles during the federal fiscal year from October 1, 2015 to May 2016. Three juveniles were booked through Statewide System and one was held in the jail for court. The findings are as follows:

All newly arrested juveniles are brought to the Carver County Juvenile Detention Center or Scott County JAF, they are not processed at the Nicollet County Jail. The only juveniles that are held are the ones being transported from placement to court. Nicollet County does not use the two secure court holding cells for juveniles awaiting court due to lack of visibility by staff. There are not bailiffs able to watch the juveniles while they await their court appearance and it is felt the juveniles would be better monitored in the jail while awaiting court.

DSO: The facility was found to have no violations for this standard.

Jail Removal: The facility was found to have no violation for this standard. The Jail Removal core requirement states that no juvenile shall be held securely in an adult jail for a status offense.

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

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 cells at Nicollet County. The cells themselves are kept unlocked but the area is locked and considered secure holding.

Based on the documentation that I reviewed, no violations were found of the JJDP Act during the Nicollet County inspection were found.

Report completed By: Sarah Johnson – Senior Detention Facility Inspector

Signature: _____

