



# 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:

### St. Louis County Jail

**Address:** 4334 Haines Road, Duluth, MN 55811

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

**Inspection Type:** Biennial **Inspected By:** Greg Croucher – Senior Detention Facility Inspector **Inspected on:** 06/02/2016

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

**Officials Present During Inspection:** Captain Jessica Pete; Captain Mike Richards; Jail Administrator Robyn Wojciechowski

**Officials Present for Exit Interview:** Captain Jessica Pete; Captain Mike Richards; Jail Administrator Robyn Wojciechowski

**Issued Inspection Report to:** Jail Administrator Robyn Wojciechowski; Sheriff Ross Litman; 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	127	126	1	0	99.21%	Compliance rating of 100%
2911	Essential	103	102	1	0	99.03%	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:** no approval **Certificate Holder:** St. Louis 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	197	85	167.45	None.	None.

### Variances

1. MN Rule 2911.0800 EXTRA DUTY. Variance allows for staff to be scheduled for 12.25 hours. **Conditions:** None

## RULE COMPLIANCE DETAILS

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

## 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 manual has not been updated since 2001. Changes are made through addendums, not updated policy. The jail is planning on developing policy through Lexipol but the process has been slow. This was in the last inspection report from 2 years ago and little progress has been made.

**Corrective Actions:**

**Submit a fully revised and completed policy manual for review by facility inspector no later than January 31, 2017.**

**Response Needed By: 01/31/2017****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 medical staff are not included in quarterly reviews of emergency procedures.

**Corrective Actions:**

**Include all applicable support staff members in these quarterly reviews.**

**Response Needed By:**

## INSPECTION COMMENTS

#1. Policy and procedure manual. This manual is in need of significant revision and has been for several inspection cycles. Updates by memos, addendums is not efficient. Additionally, many of the updates to the Chapter 2911 rules are not reflected. Rather than go through the current manual and mark many rules out of compliance, the standard for policy and procedure manual was marked out of compliance. A date of January 31, 2017 have been given for completion of this extensive policy manual revision.

#2. Classification. The process of classification is mostly behavior-based. This is useful for re-classification but not always effective for initial classification. Many aspects of the criteria are missing from policy and practice. An overall review of this process needs to occur to ensure that all aspects of the Chapter 2911 classification criteria are taken into account.

#3 Inmate population. The St. Louis County jail continues to board out a significant number of inmates daily. The jail was built with expansion capabilities and it is recommended that the County explore whether or not it is more cost effective to continue boarding or add on to the current facility.

#4. Training records. Captain Pete is the designated training staff. The records themselves are drawn from a couple of different areas. Captain Pete is working on streamlining and better organizing these records. The information needed appeared to be contained in the records but the organization and documentation needs some work.

#5 Physical plant. The high numbers of the inmate population makes it difficult to keep the units with preventative maintenance. The housing units are in need of some upkeep in regard to painting, countertops, staff stations and carpet. These are done on an as-needed basis instead of at regular intervals.

Despite the facility not being in substantial compliance, the facility will remain on biennial compliance with the understanding that the policy and procedure manual revision is completed by January, 2017.

**JJDPA Compliance**

On June 2, 2016 a Juvenile Justice and Delinquency Prevention Act audit was conducted. The St. Louis County jail has no approval to hold delinquent juveniles.

According to statewide supervision system and facility records the St. Louis County jail held or processed 0 (zero) juveniles between October, 2015 to the date of inspection.

DSO: I did not find any violations of the facility holding any status offenders.

Jail Removal: Any juveniles held at the facility would have been certified as adults.

Sight and Sound Separation: The facility houses no delinquent juveniles.

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

Based on these facts and documentation that I reviewed, I did not find any violations of the JJDP act during the St. Louis County jail inspection.

Report completed By: Greg Croucher – Senior Detention Facility Inspector

Signature:

