



# 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  
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## INSPECTION DETAILS FOR:

### St. Louis County Jail - Virginia

**Address:** 300 S Fifth Avenue, PO BOX 44, Virginia, MN 55792

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

**Inspection Type:** Biennial **Inspected By:** Greg Croucher – Senior Detention Facility Inspector **Inspected on:** 06/01/2016

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

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

**Officials Present for Exit Interview:** 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	122	121	1	0	99.18%	Compliance rating of 100%
2911	Essential	78	78	0	0	100.00%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** conditional approval **Begins On:** 05/01/2016 **Ends On:** 04/30/2018 **Facility Type:** 72 Hour Holding

**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	12	75	9.00	None.	None.

**Variations**

- |            |   |                          |
|------------|---|--------------------------|
| 1. MN Rule | 2911.0800 EXTRA DUTY. Staff at this facility may be scheduled up to 12.25 hours to allow for shift exchange and briefing of the oncoming staff.   | <b>Conditions:</b> None  |
| 2. MN Rule | 2911.0900.12 STAFFING REQUIREMENTS. - Assistance for dispatcher or custody staff person. - Jail staff have 24/7 back up within the building and a combination of the St. Louis Co. licensed deputies and Virginia police. | <b>Conditions:</b> None. |
| 3. MN Rule | 2911.3200 INMATE VISITATION Due to the short duration of stay at this facility social visitation is not required.   | <b>Conditions:</b> 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:**

**Complete full update of policy and procedure manual for review by facility inspector by January 31, 2017.**

**Response Needed By: 01/31/2017**

**INSPECTION COMMENTS**

#1. Physical Plant: The need for desks in the inmate cells was discussed as were the towel hooks. It was agreed that the desks were not needed for inmates staying such a short length of time so they can be removed. There were concerns with the type of towel hooks found in the cells and it was decided that they would also be removed and replaced with a single hook.

- A. Need signage for gun lockers in garage sallyport.
- B. D200 dayroom glazing needs replacement.
- C. Booking room floor is in need of attention.
- D. Medical/Mental Health concern.

#2. Medical/Mental Health concern:

Custody staff are allowed to place and remove inmates from suicide-watch as contract medical will not make this decision at remote locations. This practice raises concerns as best practice would be to have mental health and/or medical staff be responsible for the decision to remove and inmate from any type of special watch.

**JJDP A Compliance**

The facility does not have the authority to hold juveniles and according to Statewide and facility records, no juveniles were held or processed in the St. Louis County jail-Virginia 72 hour hold.

This facility does not participate in any scared straight programs.

Report completed By: Greg Croucher – Senior Detention Facility Inspector

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

*Gregory A. Croucher*