



# Board of County Commissioners Agenda Request

**4A**  
Agenda Item #

**Requested Meeting Date:** February 14, 2023

**Title of Item:** Jail Facility Inspection Report - Information Only

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b> Brittany Searle	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Karla White, Jail Administrator and Dan Guida, County Sheriff	<b>Estimated Time Needed:</b> 20 Minutes
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**Summary of Issue:**

Jail Administrator, Karla White, will review the recently completed MN Department of Corrections Facility Inspection Report with the Board.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Discussion Only.

**Financial Impact:**

Is there a cost associated with this request?       Yes       No

What is the total cost, with tax and shipping? \$

Is this budgeted?       Yes       No      *Please Explain:*



# 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:

### Aitkin County Jail

**Address:** 217 Second Street NW, ROOM 185, Aitkin, MN 56431

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

**Inspection Type:** Annual **Inspected By:** Troy Okerlund – Detention Facility Inspector **Inspected on:** 10/25/2022 to 11/03/2022

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

**Officials Present During Inspection:** Assistant Jail Administrator Scott Malloy; Jail Administrator Karla White

**Officials Present for Exit Interview:** Assistant Jail Administrator Scott Malloy; Chief Deputy Heidi Lenk; Jail Administrator Karla White; Sheriff Dan Guida

**Issued Inspection Report to:** Assistant Jail Administrator Scott Malloy; Chief Deputy Heidi Lenk; Jail Administrator Karla White; Sheriff Dan Guida; County Administrator Jessica Seibert; Regional Manager Jacob McLellan

## 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	121	110	7	4	94.21%	Compliance rating of 100%
2911	Essential	96	84	8	4	91.67%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** approval **Begins On:** 01/01/2023 **Ends On:** 12/31/2023 **Facility Type:** Jail

**Placed on Biennial Status:** No **Biennial Status Annual Compliance Form Due On:**

**Delinquent Juvenile Hold Approval:** 24 hrs exclusive of weekends and holidays **Certificate Holder:** Aitkin 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	89	90	80.10	None.	None.

## RULE COMPLIANCE DETAILS

### Chapter 2911 - Mandatory Rules Not In Compliance

Total: 7

- 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:**

The current policy does not include item E, I (all of I), J, L, and M of the standard as required in the rule.

**Corrective Actions:**

**The facility shall have written policies and procedures for processing new inmates to the facility to include. Update the policy and submit to the Department of Corrections by March 22, 2023.**

**Response Needed By: 03/22/2023**

2. 2911.2525 ADMISSIONS. Subpart 3. Orientation to rules and services.

A facility shall develop a written policy and procedure that provides: A. a method for all newly admitted inmates to receive orientation information in a manner the inmates can understand; and B. documentation by a statement that is signed and dated by the inmate that the inmate completed orientation.

**Inspection Findings:**

The facility does not provide orientation for newly admitted inmates. The facility does not require signed documentation that orientation was complete.

**Corrective Actions:**

**Provide an orientation for all newly admitted inmates and provide this information in a manner that the inmates can understand. Document this process by a statement that is signed and dated by the inmate that the inmate completed orientation.**

**Response Needed By: 03/22/2023**

3. 2911.2600 CLASSIFICATION OF INMATES. Subpart 1. Policy and procedure.

A facility shall have a written policy and procedure that provides for inmate classification in terms of level of custody required, housing assignment, participation in facility programs, and use of any overrides. The facility's policy and procedure on classification shall include consideration of the following: A. inmate gender; B. juvenile or adult status; C. category of offense; D. severity of current charges, convictions, or both; E. degree of escape risk; F. potential risk of safety to others and self; G. institutional disciplinary history; H. serious offense history; I. special needs assessment, inclusive of vulnerable adults, which includes a determination of how medical needs, mental health needs, developmental disability, or other behavioral or physical limitations or disabilities may impact on the classification of an inmate and appropriate housing of same; and J. special management inmate status.

**Inspection Findings:**

The facility's policy and procedure on classification shall include the following items: Severity of current charges, institutional disciplinary history, serious offence history, and special management inmate status.

**Corrective Actions:**

**Update policy to include the required elements listed in the rule.  
Submit updated policy to the Department of Corrections by March 22, 2023.**

**Response Needed By: 03/22/2023**

4. 2911.3200 INMATE VISITATION

The facility administrator or designee shall develop and implement an inmate visiting policy. The policy shall be in writing and include: A. attorney/client interviews allowed in a manner consistent with Minnesota Statutes, section 481.10; B. a schedule of visiting hours that includes the days and times for visits that includes visits during the normal business day, and evenings or weekends; C. establishment of a uniform number of permissible visits and the number of visitors permitted per visit; D. that an adult inmate be permitted an initial visit with a member or members of the inmate's immediate family at the next regularly scheduled visiting period; E. that all facilities schedule a minimum of eight visiting hours per week: (1) a minimum of three separate and distinct visiting days per week; and (2) 20 minutes' duration minimum for each visit unless the number of persons attempting to visit exceeds the facility's ability to meet this requirement, or the inmate's behavior dictates a need to terminate a visit earlier; F. allowed visits for identified members of an inmate's immediate family; G. when a visit to an inmate is denied for reasonable grounds on the belief that the visit might endanger the security of the facility, the action and reasons for denial shall be documented; H. that visitors register, giving names, addresses, and relationship to inmate; I that any area used for inmate visiting may be subject to audio monitoring, recording, or both. The facility shall use signs and the inmate handbook to inform the inmate about audio monitoring and recording. Professional visits not be audio recorded, unless a court order has been issued; J. that policies for parents, guardians, and attorneys visiting juveniles are unrestrictive as administratively possible and the initial visit of a juvenile by parents, guardians, and attorneys be permitted at any time; K. picture identification of visitors be required for identification purposes; L. that juvenile children be allowed to visit parents, regardless of age, as deemed appropriate by the parent or guardian accompanying the child and when a dispute over children visiting occurs between the inmate and the parent or legal guardian, the inmate be referred to the court for resolution; and M. facility policy and procedures setting forth criteria for authorized friend visiting.

**Inspection Findings:**

The inmate visiting policy does not include elements Subpart: A,B,C,D,E(1),F,H,I,J,K,L, and M as required in the rule.

**Corrective Actions:**

**Update facility policy to include the required elements in the rule.  
Submit to the Department of Corrections by March 22, 2023, for review.**

**Response Needed By: 03/22/2023**

5. 2911.3300 CORRESPONDENCE. Subpart 3. Inspection and censorship.

A facility must have a written policy and procedure that requires that: A. inmate letters, both incoming and outgoing, may be opened and inspected for contraband; B. inmates are notified in writing when incoming or outgoing letters are rejected; and C. letters shall not be read or censored if they are between an inmate and an elected official, officials of the DOC, attorneys, or other officers of the court, but inspection of incoming mail from the specified class of persons noted may be opened only to inspect for contraband and only in the presence of the inmate.

**Inspection Findings:**

Policy is missing language around inmate notification, in writing, when incoming or outgoing mail is rejected.

**Corrective Actions:**

**Add policy and procedures requiring that the inmate be notified in writing of the denial of mail, as the rule requires. Submit policy to the Department of Corrections by March 22, 2023, for review.**

**Response Needed By: 03/22/2023**

6. 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:**

Camera review of twelve well-being checks found five rounds contained checks to be completed at a pace that was too fast to be regarded as a well-being check. Signs of life such as movement, rise and fall of chest and other signs of life would be difficult to determine at such a quick pace. A review of past inspections shows facility inspector noted concerns about well-being checks in every facility inspection dating back to 2016. The reoccurring complaint is that checks are being performed at a pace that is too fast or checks exceed 30 minutes. The facility has made great strides to perform all well-being checks within less than 30 minutes of each other however checks are still being done at a pace that is too fast. Non-complaint well-being checks must be addressed immediately and corrected.

**Corrective Actions:**

The facility shall create a system of auditing well-being checks for both line staff and supervisory staff who conduct well-being checks. Well-being checks shall be staggered and at a pace sufficient to observe the well-being of the inmate. The facility must complete a minimum of two 4 hour audits on each staff member (who are charged with performing checks) every month. Documentation must be sent to the DOC facility inspector at the end of each month and shall include the results of the monthly audit, all non-complaint well-being check audits, and documentation to show any corrective actions taken by the facility to include any follow up with staff who are not in compliance with the standard. Should the corrective actions be verbal in nature a written narrative must document that event and be submitted along with the other requested data. The facility will need to submit this information to the facility inspector for a minimum of 90 days. Facility compliance will be reevaluated throughout the 90 days along with the need for any additional corrective action or removal of corrective action.

It is recommended that inmates not have unescorted access to less secure areas such as the garage bay and not have accesses to devises in the garage that would aid in make the garage bay less secure.

**Response Needed By: 12/31/2022**

7. 2911.6500 STORAGE. Subpart 2. Refrigeration.

Medication requiring refrigeration shall be refrigerated and secured and the temperature checked daily. There must be separate refrigeration for medications only.

**Inspection Findings:**

Upon review it was found that food/snack items not related to medication were stored in the medical refrigerator.

**Corrective Actions:**

**The medication refrigerator shall not contain any items not related to providing medications to inmates.**

**Response Needed By: 03/22/2023**

**Chapter 2911 - Essential Rules Not In Compliance**

**Total: 8**

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:**

Required training around vulnerable inmates was missing. Other training such as distributions of medication, right to know, bloodborne pathogens and communicable disease was trained on annually, but is not found in policy.

**Corrective Actions:**

**Facility must complete vulnerable inmate training. It is recommended that the facility add to policy; distributions of medication, right to know, bloodborne pathogens, and communicable disease training.**

**Response Needed By: 03/22/2023**

2. 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:**

Facility policy doesn't require data practices for administrative and managerial staff training. A review of records shows no documentation of data practices training occurring during orientation.

**Corrective Actions:**

**Orientation training shall include at a minimum data practice. Those who have not received the training but are required to under the rule must complete the training by March 22nd, 2023.**

**Response Needed By: 03/22/2023**

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:**

There is no procedure for determining and changing the status of an inmate by way of an override procedure.

**Corrective Actions:**

**The facility is required to have a written policy and procedure for inmate classifications and use of overrides as required in 2911.2600 subpart 1. When this issue gets addressed in subpart 1, then the facility will need a classification plan that shall specify criteria and procedures for determining and changing the status of an inmate with override functions.**

**Submit new procedure to the Department of Correctios by March 22, 2023.**

**Response Needed By: 03/22/2023**

4. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 6. Work assignments for adults.

Class II to Class VI facilities shall have a written inmate work assignment plan that provides for inmate work, subject to the number of work opportunities available and the maintenance of facility security. Work assignments must provide: A. that adults not under sentence may volunteer to work but shall not be compelled to participate in work beyond maintaining the immediate living area; B. eligibility criteria for work activities; C. that sentenced inmates shall not be compelled to work more than ten hours per day; D. that work shall not be required of an inmate that cannot be done by the inmate due to physical limitations; E. work opportunities for disabled inmates; and F. inmate working conditions that comply with all applicable federal, state, or local work safety laws, rules, and regulations.

**Inspection Findings:**

A written inmate work assignment plan was not located at the time of inspection.

**Corrective Actions:**

**The facility must create an inmate work assignment plan and submit to the Department of Corrections by March 22, 2023, for review.**

**Response Needed By: 03/22/2023**

5. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 7. Recreation plan.

The facility administrator or designee shall have a plan providing opportunities for physical exercise and recreational activities for all inmates consistent with the facility's classification and design. Class I facilities are exempt from this requirement. The plan shall include policies and procedures necessary to protect the facility's security and the welfare of inmates. Policy and procedure shall provide: A. inmates with access to recreational opportunities and equipment, including seven hours of physical exercise or recreation outside the cell and adjacent dayroom areas per week; B. recreational opportunities a minimum of five days per week; C. indoor space and equipment for active recreational activities in all Class II to Class VI facilities; D. outdoor recreational space and equipment for outdoor recreational programming in all Class VI facilities. The space and equipment shall be provided in a manner consistent with the facility's security classification; E. passive and active recreation needs and equipment for a variety of inmates consistent with the facility's classification and offenders served. As an example, activity needs of geriatric, disabled, or geriatric and disabled offenders shall be addressed; F. inmates in segregation with a minimum of one hour a day, seven days a week, of exercise outside the inmates' cells, unless security or safety considerations dictate otherwise; and G. discretionary access by inmates on segregation status to the same recreational facilities as other inmates unless security or safety considerations dictate otherwise. When inmates on segregation status are excluded from use of regular recreation facilities, the alternative area for exercise used shall be documented.

**Inspection Findings:**

The facility policy does not include elements A, E, and F as required by the rule.

**Corrective Actions:**

**The recreation plan shall include policies and procedures necessary to protect the facility's security and the welfare of inmates. Update the policy manual with the required elements and submit to the Department of Corrections by March 22, 2023, for review.**

**Response Needed By: 03/22/2023**

6. 2911.3600 CLOTHING AND BEDDING PROPERTY. Subpart 6. Excess personal clothing and abandoned property.

An inmate's excess personal clothing, abandoned property, or both shall be picked up by the inmate, or released to a designated family member or friend from whom a signed property release has been secured. Property shall be stored in containers designed for this purpose and properly identified, inventoried, and secured. A documented disposition on all abandoned property shall be maintained.

**Inspection Findings:**

The facility did not have documented disposition on abandoned property.

**Corrective Actions:**

**A documented disposition of all abandoned property shall be maintained by the facility.**

**Response Needed By: 03/22/2023**

7. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 7. Mass arrest.

A facility shall have a written plan that governs space arrangements and procedures to be followed in the event of a mass arrest that exceeds the approved capacity of the facility established under parts 2911.0330 to 2911.0370.

**Inspection Findings:**

The facility does not have a written plan to address mass arrest as it relates to space arrangements to include procedures for when the facility exceeds its approved capacity.

**Corrective Actions:**

**The facility must have a written plan that governs space arrangements and procedures to be followed in the event of a mass arrest that exceeds the approved capacity of the facility established under parts 2911.0330 to 2911.0370. Submit plan to the Department of Corrections by March 22, 2023.**

**Response Needed By: 03/22/2023**

8. 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:**

There was no signed documentation of post order review by facility staff.

**Corrective Actions:**

**Ensure that the post orders are reviewed annually, and that staff are signing and dating those reviews. Submit documentation of 2023 post order review to the Department of Corrections by March 22, 2023.**

**Response Needed By: 03/22/2023**

**Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 4**

## 1. 2911.2525 ADMISSIONS. Subpart 4. Inmate personal property.

A facility shall have a written policy and procedure that: A. provides for the itemized inventory and secure storage of all personal property of a newly admitted inmate, including money and other valuables; B. specifies any personal property an inmate may retain in the inmate's possession; and C. provides that the inmate shall sign a receipt for all property held until release.

**Inspection Findings:**

The facility is required to have a written policy and procedure that provides that inmate shall sign a receipt for all property held until release. This is occurring but not found in policy.

**Corrective Actions:**

**Add to policy (#19 G-3) that: The inmate shall sign a receipt for all property held until release.**

**Response Needed By:**

## 2. 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:**

Daily inspections are not being logged as a separate entry in facility logs.

**Corrective Actions:**

**A facility shall be inspected at least daily for contraband, evidence of breaches in security, and inoperable security equipment, and shall document the inspection.**

**Response Needed By:**

## 3. 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:**

Cleaning solutions were found not secured properly. Inmates had access to them in the Intake laundry room.

**Corrective Actions:**

**Ensure that all cleaning supplies and chemicals are properly secured.**

**Response Needed By:**

## 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:**

While performing a facility walkthrough the inspector observed:

Materials detrimental to the security of the facility such as glass that was cracked that felt jagged or sharp when rubbing your hands across it.  
Large amounts of wet paper stuck to the ceiling to conceal the camera or potentially hide objects.

**Corrective Actions:**

**Inmates must be removed from the area where broken glass presents hazards. During routine cell cleaning cells should be clean and free of writing on walls and debris stuck to walls.**

**Response Needed By:****Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 4**

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 review of training records showed that kitchen staff with regular inmate contact are not meeting the provisions of this part.

**Corrective Actions:**

**Provide kitchen staff with all mandatory training to include: security procedures and regulations of the facility, rights and responsibilities of inmates, interpersonal communication skills, and first aid.**

**Ensure that quarterly review of emergency procedures are completed and documented for these staff members.**

**Response Needed By:**

2. 2911.2700 INFORMATION TO INMATES. Subpart 1. Information made available to inmates.

Copies of policies and rules governing conduct and disciplinary consequences; procedures for obtaining personal hygiene and commissary items; and policies governing visiting, correspondence, bathing, laundry, and clothing and bedding exchange shall be made available to all inmates. Information will be made available to disabled inmates including those that are hearing impaired, visually impaired, or unable to speak in a form that is accessible to them. Information required under this subpart shall be available in English. There shall be procedures in place to address the language barriers of non-English-speaking inmates. Policy and procedures shall ensure, to the extent practical, that inmates who are unable to speak English are provided with the information outlined in this part within 24 hours of admission to the facility in a form that is accessible to the inmate.

**Inspection Findings:**

It was reported that inmates who are unable to speak English are provided with the information outlined in this part within 24 hours of admission to the facility in a form that is accessible to the inmate. However, policy and procedures shall ensure, to the extent practical, that inmates who are unable to speak English are provided with the information outlined in this part "within 24 hours of admission" to the facility in a form that is accessible to the inmate.

**Corrective Actions:**

**Update policy to say: inmates who are unable to speak English are provided the information outlined in this part "within 24 hours of admission" to the facility in a form that is accessible to the inmate.**

**Response Needed By: 03/22/2023**

3. 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:**

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While reviewing policy it was observed that the statement of "when appropriate, alternative clothing and bedding shall be issued" was missing.

**Corrective Actions:**

**The facility administrator or designee shall have a policy and procedure for removing clothing and bedding from an inmate that shall include: 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.**

**Response Needed By:**

4. 2911.2850 INMATE DISCIPLINE PLAN. Subpart 7. Disciplinary records.

A facility shall have written policy and procedure, that provides that, when rule violations require formal resolution, staff members prepare a disciplinary report and forward it to the designated supervisor. Disciplinary reports prepared by staff members shall include the following information: A. specific rules violated; B. a formal statement of the charge; C. an explanation of the event, which should include who was involved, what transpired, and the time and location of the occurrence; D. unusual inmate behavior; E. staff and inmate witnesses; F. disposition of any physical evidence; G. any immediate action taken, including the response to resistance; and H. reporting staff member's signature, and date and time report is made.

**Inspection Findings:**

Disciplinary reports prepared by staff members shall include staff and inmate witnesses. This is not reflected in policy.

**Corrective Actions:**

**It is recommended that facility policy be updated to include staff and inmate witnesses in disciplinary reports prepared by staff members.**

**Response Needed By:**

## INSPECTION COMMENTS

### Operations:

The facility is still transitioning to the Lexipol platform for its policies. This was scheduled to be completed in Spring of 2021, however due to staffing shortages this has not been completed. The facility must commit to one policy and procedure manual and ensure staff are reading the policy and trained on it. Currently the facility is using Lexipol for policy updates but still relying on their old policy at the same time.

Staffing continues to be an issue for the facility. If the facility is not able to operate by meeting the minimum rule(s) standards with the current staffing levels then a reduction in population would be prudent until staffing levels can support jail operations adequately.

### Physical Plant:

- 1) The facility appeared very clean and well maintained.
- 2) The design of the facility does not provide for a secure, sally-ported, exit in all areas. The kitchen and intake garage have a single door between the secure and non-secure areas. In its current state no unescorted movement should be allowed in the garage.
- 3) Medical space in the facility is lacking. The Nurse has an office that is also used for inmate exams as well as storage of medical tools, equipment, medications, and records.
- 4) Additional cameras are recommended for the kitchen area.

The Aitkin County Jail was constructed in 1984 with an addition and partial remodel in 2001. According to the National Institute of Corrections, the average life expectancy of a jail facility operated 24 hours per day, seven days per week, is approximately 30 years, depending on usage. Given the physical plant issues identified, and the age of the facility infrastructure including plumbing, electrical and HVAC, the County's elected officials are encouraged to begin discussions on a course of action to address long-term public safety needs.

Due to the facilities compliance history in regard to well-being checks the facility will be moved to an annual inspection.

## JJDPA Compliance

On October 25th, 2022, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Aitkin 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. The three core requirements that are looked at during the facility audit are, Deinstitutionalization of Status Offenders (DSO), Removal of Juveniles for Adult Jail and Adult Lockups (Jail Removal), and Sight and Sound separation.

The Aitkin County Jail did not hold or process any juveniles from October 1, 2022, to the day of inspection.

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

No violations of the JJDP act during were found during the Aitkin County Jail inspection.

**Report completed By:** Troy Okerlund – Detention Facility Inspector

**Signature:**

