



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:

Beltrami County Jail

Address: 626 Minnesota Avenue NW, Bemidji, MN 56601

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Annual **Inspected By:** Jen Pfeifer – Senior Detention Facility Inspector **Inspected on:** 04/25/2023

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

Officials Present During Inspection: Chief Deputy Jarrett Walton; Jail Administrator Calandra Allen

Officials Present for Exit Interview: Chief Deputy Jarrett Walton; Jail Administrator Calandra Allen

Issued Inspection Report to: Chief Deputy Jarrett Walton; Jail Administrator Calandra Allen; Sheriff Jason Riggs; County Administrator Tom Berry; Regional Manager Jake 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	126	120	5	1	96.03%	Compliance rating of 100%
2911	Essential	102	100	0	2	100.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 06/01/2023 **Ends On:** 05/31/2024 **Facility Type:** Jail

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

Delinquent Juvenile Hold Approval: no approval **Certificate Holder:** Beltrami 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	80	90	72.00	None.	None

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance

Total: 5

- 2911.2500 SEPARATION OF INMATES. Subpart 1. General.

A combination of separate housing units inclusive of special management areas, general population, and minimum security areas and cells, dormitories, and dayroom spaces shall be provided to properly segregate inmates pursuant to Minnesota Statutes, section 641.14. The facility shall provide for the separate housing of the following categories of inmates: A. female and male inmates; B. community custody inmates such as work release or sentencing to service; C. inmates requiring disciplinary segregation; D. inmates requiring administrative segregation; E. juveniles who do not meet Minnesota statutory requirements for placement with adults; F. special management, general population, and minimum security inmates as considered appropriate to the facilities design intent and classification system; and G. inmates classified as mentally ill or special needs inmates in a manner consistent with Minnesota Statutes, section 253B.05.

Inspection Findings:

See Comments under physical plant.

Corrective Actions:

These concerns cannot be addressed without significant remodel.

Response Needed By: 06/30/2023

2. 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:

After reviewing video and submitted special incidents, it was determined that the facility is not obtaining required medical information within two hours of admission.

Corrective Actions:

Ensure that all newly admitted inmates are being screened for medical and mental health concerns. Inmates shall not be left in the booking room without being assessed as required by the rule.

Response Needed By: 06/30/2023

3. 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:

While reviewing video footage the inspector found two well-being checks to be out of compliance. This was due to alternating routes and not starting the well-being check earlier enough to get through the whole route within the 30- minute time frame allowed in the rule. Inmates were observed in a holding cell without well-being checks being completed every 30-minutes as required.

Corrective Actions:

The jail has an extensive audit system in place. It is recommended that administration include well-being check training in the yearly training plan. This training should be documented. It is imperative that the facility follow-up with those staff who are found to be non-compliant as a result of the audits.

Response Needed By: 07/01/2023

4. 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:

Undiluted chemicals in the kitchen, laundry room and cleaning closets were found not to be secured.

Corrective Actions:

The facility must secure undiluted chemicals which are caustic.

Locked cages shall be placed around these chemicals and inmates shall not have access to them until they are properly secured.

Response Needed By: 07/01/2023

5. 2911.6800 CONTROL. Subpart 1. Records.

Records of receipt, the quantity of the drugs, and the disposition of all prescription medications shall be maintained in detail to enable an accurate accounting.

Inspection Findings:

Medication counts were not accurate on the medication carts.

Corrective Actions:

The facility shall maintain an accurate system of accounting for medications. When errors are found they must be documented to include how the error was rectified.

Response Needed By: 07/01/2023**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:

There is a training plan in place, however it does not include all elements required in the rule.

Corrective Actions:

The training plan shall include methods of instruction, objectives of training, and describe each curriculum used.

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

1. 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:

Training records were unorganized and not sufficient for the inspector to identify that all staff completed the required number of training hours.

Corrective Actions:

Training records shall be organized in such a way that are easy to identify what trainings have been completed and the number of hours each staff have completed.

Response Needed By:

2. 2911.4900 SECURITY INSPECTION.

The facility shall have a written policy and procedure to require the facility administrator or designee to inspect all areas within the security perimeter, and equipment at least monthly and initiate corrective action if needed.

Inspection Findings:

There is a monthly security inspection but it does not include all of the security equipment or devices for the facility such as duress buttons, the restraint chair, the evacuation bag, and cut down knives.

Corrective Actions:

Update the monthly security check to include all security equipment the facility uses. Documentation should be kept for verification purposes.

Response Needed By:

INSPECTION COMMENTS**PHYSICAL PLANT INSPECTION:**

- 1) The lack of storage noted in the 2022 inspection report including the intake area is still a concern. The intake area is insufficient for the number of bookings conducted annually and the intake holding cells and property storage are not integrated into the space making this area staff intensive.
- 2) The recreation and visiting spaces do not meet the needs of the inmate population. The decentralized program design is split between floors increasing the amount of inmate movement and staff time.
- 3) The design of the bunks and showers include several ligature points that would not meet current construction standards. Beltrami County has not addressed these deficiencies since the last inspection. It is recommended the County study options to mitigate these ligature points in the facility. A plan shall be submitted to the Department of Corrections that address these concerns for approval by June 30, 2023.

The National Institute of Corrections estimates that correctional facilities operating 24/7 have an average life expectancy of approximately 25 to 30 years, based on the occupancy rate of the facility. The Beltrami County Jail was built in 1989. The officials of Beltrami County are currently planning for a long-term plan to address these concerns.

The facility will remain on an annual inspection cycle.

JJDPA Compliance

On April 25, 2023, a Juvenile Justice and Delinquency Prevention (JJDP) Act audit was conducted. The Beltrami County jail has no approval to hold delinquent juveniles. According to DOC Portal and facility records the Beltrami County jail held or processed zero (0) juveniles from October 2022 through the date of inspection.

DSO: No violations determined.

Jail Removal: No violations determined.

Sight and Sound Separation: No violations determined.

Based on these facts and documentation that reviewed, no violations of the JJDP Act were identified during the Beltrami County Jail inspection.

Report completed By: Jen Pfeifer – Senior Detention Facility Inspector

Signature:

