



Kandiyohi County Jail

Annual Report 2020

Mission Statement

The Kandiyohi County Sheriff's Office has a responsibility to provide quality public safety services by receiving and responding to calls for assistance in an efficient and professional manner. This office will honor and respect individual's rights and will enforce all laws by apprehending the individuals who violate them. This office will have a trustful and trusting partnership with our community to identify, address, and solve community concerns.

The Kandiyohi County Sheriff's Office is responsible for the detention of offenders and will provide a safe and secure facility for them; following all laws and standards.

The Kandiyohi County Sheriff's Office will strive to meet the ever-changing needs of our community.

The current Kandiyohi County Jail was occupied in January of 2001 with an indirect/direct supervision construction and consists of 190 beds. The jail is divided into two separate "pods". Delta Pod is divided into two housing units with one housing 32 minimum security inmates and the other unit housing 54 medium security inmates. Charlie Pod is divided into seven units with one housing eight male inmates and six units housing 16 (male or female) inmates.

The Kandiyohi County Jail utilizes the Department of Corrections 2911 Rules to ensure that the jail is meeting all requirements. In the last 20 years, the jail has not received less than 90% on the DOC yearly inspections. Since the new jail opened, we have received 99% or above in all categories of the inspection.

The Kandiyohi County Jail has 50 full-time employees and 5 part-time employees:

- Captain/Jail Administrator
- Lieutenant/Assistant Jail Administrator
- Jail Administrative Technician
- One Administrative Sergeant
- Four Sergeants
- 34 Correctional Officers
- Program Director

- One Program staff
- One Recreation Officer
- Ten Full-Time Transport/ Cover Officers
- Five Part-Time Transport Officers
- Two Court Security/ Cover Officers

NOTABLE FACTS FOR 2020:

Since 2001, we have assisted many other counties and/or government agencies with boarding their inmates for various reasons. In 2020, because of COVID we only boarded inmates from six other counties/agencies. Our average daily population in 2020 was 128 inmates, of which 81 was the average of boarders. Total days boarded for 2020 was 29,382 days, generating \$1,877,233.41 in revenue.

In 2020, the jail/courthouse booked and processed 1,677 individuals. Of those bookings, 1,312 were male and 365 were female. Again, these bookings were significantly lower due to the COVID virus. We also processed 43 juveniles at our booking station located at the court house.

The jail contracts with Summit Foods to administer dietary needs to jail inmates and is capable of preparing and serving up to a thousand meals per day.

The Kandiyohi County Jail utilizes video visitation for jail inmate visits. In 2017, the jail started using Turnkey Corrections for video visitation. This added the option for family and friends of inmates to visit remotely from other computers saving them from driving to the jail lobby to visit. Turnkey Corrections also offered discounted prices for people to visit from home during the COVID crisis. Inmates are allowed to have video visits every day of the week. Our DOC (Department of Corrections) and ICE inmates are allowed glass visits on Saturdays and Sundays.

Kandiyohi County inmates are required to pay a \$15.00 booking fee. In 2020, the jail collected \$9821.62 in booking fees. Unpaid accounts are either submitted to our collection agency or submitted to Revenue Recapture.

Kandiyohi County charges convicted inmates \$20.00 per day for a Pay for Stay fee. If an inmate pays this fee within seven days of being released, they receive a 20% discount and only pay \$16.00 per day. We also collect \$16.00 per day from inmates that are granted work release. In 2020 the Jail collected approximately \$10,056.88 in Pay for Stay and Work Release fees. This includes what has been paid directly to the jail and paid to us by the collection agency.

Revenue Recapture is utilized to reclaim some of the inmate medical, dental expenses and other jail fees. In 2020 we recovered approximately \$3,973.10.

The Jail provides public fingerprinting for a \$10 fee. In 2020 our staff fingerprinted 273 people and collected \$2730 for this service.

The Electronic Home Monitoring department had 129 clients during 2020. Seven of which were juveniles, compared to 178 clients with 7 juveniles in 2019. Total revenue for this was \$19,021 in 2020.

The jail also contracts inmate phone service through Securus. Securus also provides the jail with tablets that inmates can use. The tablets can be used to make phone calls, watch movies, listen to music, do some education programming, and use the law library. The tablets are a large savings for the jail as now the inmates can listen to the TV's in the housing units on their rechargeable tablets with headphones. Before the jail was purchasing radios and a never ending supply of batteries to power the radios. This was a cost savings to the jail of almost \$2000 a month.

The jail has texting devices through Reliance Telephone. This allows the inmate to text, the modern form of communication. The inmates can have the texting devices 24 hours a day, which allows them to stay in communication with family, which in return helps them cope with incarceration and helps with their mental health.

The jail contracts with the canteen company Turnkey Corrections. Employees with Turnkey are responsible for all vending machines and canteen products for the inmates. Family members are able to put money on an inmate's canteen account by mail, online, or in person through a kiosk in our jail lobby. The jail receives a percentage of the commission on the canteen items sold. Family members are also capable of purchasing telephone cards and hygiene products online. The amount of commission our jail received in 2020 was \$192,365.96 which includes totals from Turnkey Corrections, Securus and Reliance Telephone Company.

Our jail offers inmate texting devices through Reliance Telephone Company in order to try to keep up with technology. This service allows the inmates to text friends and family instead of using phones. There is a fee for using this service which is included in the above commission total.

The total revenue generated by the Jail for 2020 was \$2,322,448.86.

TRAINING

The Kandiyohi County Jail has correctional officers certified as instructors in the following areas:

- PPCT Defensive Tactics
- PPCT Spontaneous Knife Defense
- PPCT Ground Avoidance Ground Escape
- PPCT Use of Force; Aerosol Chemical Agents
- Taser X26P
- American Heart Association (AHA) BLS-CPR
- First Aid and AED
- NOVA RACC belt
- How to Run a Direct Supervision Housing Unit
- Hostage Negotiations
- Field Training Officers (training new officers)

Most of the training officers in our facility are certified to teach multiple courses. Utilizing our own officers as instructors decreases the cost of training for the jail and increases camaraderie between the officers.

Online Trainings via Zoom was utilized during conferences such as the Jail Administrators Conference and the MJPS Conference. Ridgewater College planned on holding county wide Professional Development training which involved classes such as Time Management, Effective Communication, Navigating Conflict, Increasing Engagement, Change Management, Diversity and Inclusion, and Leadership Classes. Unfortunately these classes were canceled because of COVID.

The MN Department of Corrections (DOC) requires that Correctional Officers receive a minimum of 16 hours of training per year. In 2019 correctional officers averaged 54.48 hours of training. In addition, the average number of hours per the four Correctional Sergeants was 50.13 hours.

Average Training 2020

Administration 21.33

Sergeants 39.5

Corporals 50.53

Floor Staff 28.58

New Hires 276.75

ICE Transport 62.75

ICE Transport New Hires 205.5

ICE Transport POST Hours 29.83

PROGRAMS & RECREATION

In 2020 the Kandiyohi County Jail Program Department consisted of three staff members that work to encourage inmate participation in jail programs on a daily basis. Inmates are encouraged to take a self-motivating role in bettering themselves upon release from jail. Program staff can offer numerous programs for inmates but it is ultimately the inmate's responsibility to be prepared and ready for class when staff arrives to escort them to programs. The Program Department prides itself on utilizing local agencies to participate in providing supportive, informational and educational classes to inmates as well as program staff sharing their own talents with the inmates. This is a cost saving approach that is a win, win situation for the county, agencies, staff and inmates alike.

In the middle of March 2020 COVID shut everything down. We were no longer able to provide our classroom programs or volunteer visits for the inmates. It would be hard to determine who was affected more, the inmates or our jail volunteers. The telephone and ZOOM became an essential part to jail programs. It was necessary to add two additional cordless phones due to the large volume of appointments we had to set up.

Our ZOOM was limited to court hearings and Rule 20 evaluations that were scheduled up to four hours at a time.

Prior to COVID this is a list of programs we provided for inmates at the Kandiyohi County Jail in 2020:

Within & Beyond the Prison Bars	Narcotics Anonymous
Women's Bible Study & Crafts	Serve Safe Management Certificate
Alcoholics Anonymous	Set Free Prison Ministry
Movie Night	Women's Bible Study
Q & A Child Support	Gideon's ministry
Incredible Years Parenting program	GED – Adult Basic Education
Wood burning	Guest speakers
English as a Second Language	Huber-Work Release
Community Service	Sentence to Service
Library & Law Library	One to One Chaplin
Inmate Workers/Buoy Making	Religious Videos
Arts & Crafts	Sewing/Looming/Quilting
The Bull Pen -Discussion Group	MN Teen Challenge
Catholic Ministry	Spanish Bible Study
Kandiyohi County Jail Giving Tree	I-tablets / Board games / Puzzles

Inmates also have the ability to receive information on applying for a birth certificate, social security card and information as to how to obtain a valid driver's license. Jail inmates can also be connected with contact information to the following community based programs such as the Women's Shelter House, Heartland Community Action Agency as well as the Sexual Assault & Violence Center.

While in custody, inmates have the opportunity to learn how to use a loom to make knit scarves, knit hats and blankets, as well as sweater mittens. Occasionally we place a holiday tree in the lobby of the jail with a sign posted "Kandiyohi County Jail Inmate Giving Tree" ~ Handcrafted by our inmates, the items on this tree are free and available to families/visitors of inmates of the Kandiyohi County Jail. In 2019, inmates made a variety of projects like tie blankets, tree ornaments, dream catchers, paper mache bowls. Some items were taken home by inmates and some items were donated to others. In years past items have donated to local organizations such as the Women's Shelter, Hope Pregnancy Center and the Kandiyohi County Boys & Girls Group homes. Inmates take great pride in knowing that the work that they are doing is being appreciated in the community.

Occasionally we have the opportunity for a guest speaker to meet with the inmates. Over the years we've had guests such as Sheila Ray Charles. The daughter of the legendary musician Ray Charles. Sheila delivered a heart wrenching story of abuse, crack cocaine and prison through her music and story of her personal journey to salvation. Inmates were touched and inspired hearing her story and felt a connection to the singer. Cody James Ministries has come to the Kandiyohi County Jail and brought the gospel message with the combination of original music and the personal testimony of Cody James and his 25 year battle of addiction. In 2019, Author Patrick Day spoke about his new book "7 Steps to Turn Your Darkness Into Light" and provided a copy of his book to each inmate that attended his presentation as well as copies for our jail library. Mr. Day has also wrote a book called "Stop doing what you don't want to do" that he has spoken about in presentations in the past.

Education classes are provided through Willmar Public Schools / Adult Basic Education. We have one instructor that works approximately 12 hours, three days a week. Students are required to pass five subject tests in order to obtain their GED. A number of students begin the first steps to obtaining their GED while in jail by continually practicing on the subject. For many students this is a huge accomplishment as it is just one step closer to accomplishing their goal and meeting the conditions of their court order. Students that attended studied basic math, reading, writing, English, nutrition & family relationships, job search skills, keyboarding, life skills, computer skills and career & college exploration. Also CDL and regular driver's license manuals are on the education computers for students to study.

In order to encourage inmate participation we conduct surveys that allow inmates to critique the programs that are currently being provided for them. The Program Department also uses this as a tool to review current programs and to make any necessary changes in either adding or canceling certain programs. Inmate responsibility is the key ingredient to attendance in jail programs and all jail programs are behavior based, i.e. negative behavior in the housing unit disqualifies inmates for programs.

In 2020 in order to give inmates the ability to attend recreation, jail program staff became required to clean every gym and piece of equipment prior to and after the use of inmates participating in recreation. It is now the standard whether it be the jail program classrooms, visiting rooms etc.

Inmates have the opportunity to exercise a minimum of five days a week in either of our two gyms. Multiple cameras ensure safety and security in the gyms as well as proper use of equipment. The recreation department also works in conjunction with the jail medical staff to ensure that any restrictions or doctor ordered rehab for the inmates is

adhered to. The recreation department implements programs and different forms of exercise for inmates to relieve stress and tension.

In the D pod gym, inmates have the opportunity to use a Pec Deck, treadmill, table tennis, a multi-fit station, ab wheel, weight station, rowing machine and an exercise bike. In the C pod gym, inmates play basketball, horse, 21, speed, volleyball, handball, doubles handball, or they can walk or run. The inmates can also have access to TV and workout DVD's.

A bulletin board in the D pod gym contains information on diet and exercise, sports related news, and important announcements.

VOLUNTEERS

The Kandiyohi County Jail has utilized volunteers for decades, but since the expansion of the jail in 2001, there was never as high of a need, nor as many volunteers as we have now. As a community, we are fortunate to have so many citizens want to volunteer their time and talent to the county jail.

We normally would have 60 volunteers at the jail, but due to COVID most of the programs have been put on hold until it is safe to have volunteers come back into the jail. Their combined hours of service could average more than 1130hours.

Volunteering is a great way to contribute to the community and gain experience, yet it also fosters personal growth. We have not heard one person say, "I'm only a volunteer". There is a high level of respect and pride for our volunteers at the jail. Their service and longevity attests to their sense of respect and pride for what they do for the inmates. The community and jail both benefit by having a safer and more secure jail. It benefits the inmates to have something to do, someone to talk to, to listen to them, to advise them or just to be there for them when no one else is.

You cannot put a price tag on their efforts because often times the payoff for their work with the inmates may be long term. The benefit the staff and community receive, as a result, is invaluable. The programs department continues to make the promise of new programs and new volunteers as long as the Kandiyohi County Jail stays in service.

TRANSPORT DIVISION

The Transport/ Cover Division consists of 9 full-time correctional officers 5 part-time correctional officers and is supervised by the Jail Administrative Sergeant. When not on

transports these officers are used to assist with inmate management and also provide shift coverage. One of the correctional officer's main duties is working with our medical department but is also available for transport if needed. The transport officers' responsibilities include transporting prisoners to court, medical and dental appointments, and court ordered placements. We transport from the Community Behavioral Health Hospitals, Rice Hospital, and Prairie Lakes Youth Programs to court and many other various places. Many hours of the Transport Division are centered on transporting incarcerated prisoners to and from state facilities and to and from Fort Snelling for ICE detainees. The Transport Division also assists the Sheriff's Office Deputies with warrant pick-ups.

The Transport/ Cover Division maintains a fleet of three SUV squad cars, one minivan, two squad cars, one full-size 13-passenger van and one full-size 14 passenger fan. Two of the vans are divided with partitions so we are able to transport both male and female inmates together without them having any physical contact with each other. This saves both on transport vehicles and transport officers.

In 2020 the Transport Division transported 1,523 inmates, which consist of 1,145 male prisoners, 320 female prisoners and 26 juvenile offenders. We have logged approximately 97,070 miles, an average of 8,089 miles per month. Transports mileage includes over 8,750 miles for Mental Health Transports for the County/Court system. By transporting inmates to prison, ICE detainees to Fort Snelling, transporting boarded inmates to appointments and assisting other agencies, we generated revenue totaling \$153,817.95 in 2020.

COURT SECURITY

In March of 2020, the jail created virtual court rooms to have court hearings at the jail by VTC. Because of the COVID Pandemic, this allowed the inmates and the ICE detainees to attend court hearings via zoom type video calls directly from the jail thus not exposing anyone to the outside.

Kandiyohi County (8th Judicial District) has three chambered judges that work solely out of the Kandiyohi County Courthouse. The courtrooms are also utilized by visiting judges from other counties. These judges oversee Kandiyohi County cases.

The Court Security Division consists of one full-time armed licensed Kandiyohi County Sheriff Deputy and two full time correctional officers. The deputy and correctional officers are responsible for safety and security of the Court House, assisting at the front desk where the public passes through the metal detector, serving papers and serving warrants. They are also responsible for monitoring the 4 court rooms, building hallways and parking lots.

The correctional officers are also responsible for fingerprinting for summons, first appearances, traffic court and juveniles on felony charges as well as taking DNA if need be. The correctional officers working at the courthouse are also responsible for wellbeing checks of inmates held in court holding cells in the old jail connected to the courthouse. If there is a jury trial scheduled, additional correctional officers are called in to supervise the jury and provide security in the courtroom.

JAIL SECURITY

The Correctional Staff are in charge of the inmates 24 hours a day. They receive and book them into the jail upon their arrival and search, shower and give them the proper jail clothing to change into. They inventory all of the inmates' belongings. Any money the inmate comes in with is put onto Turnkey Commissary system so the inmates can make authorized purchases within the jail. This system is also utilized for booking and medical charges and payments toward Huber, electronic home monitoring and pay for stay. Booking officers also perform a health assessment of each inmate and make any necessary medical referrals. All medical assessments are given to the medical unit for further assessments.

Inmates are then assigned a housing unit where they are held until released. These housing units are staffed 24 hours a day by correctional officers who help coordinate all activities of each inmate in that particular housing unit. These activities include, but are not limited to, cleaning, delivering inmate meals, escorts to visiting, meetings with lawyers or probation, attending classes and program activities that go on throughout the day

During the daytime hours inmates are expected to get up and eat breakfast, clean their rooms, and take their turn on the clean-up crew to service the communal living area. Inmates are encouraged to attend recreation and activities through programs. Smoking is prohibited in the jail by staff and inmates alike, as our county is tobacco free.

All activities that go on in the jail are monitored by our Central Control, which is staffed by correctional officers. They monitor cameras and have control of all secured doors in the facility. All entrances into the jail facility have a sally port and have an interlocking door system.

JAIL MEDICAL UNIT

The Kandiyohi County Jail Medical Unit has contracted jail medical services through MEND Correctional Care. MEND provides 2.6 FTE's of nursing Monday through

Friday and one nurse for four hours on each Saturday and Sunday. Correctional nurses provide nursing services to all inmates that are held in the jail. MEND also have Health Tech's that do all med passes to the inmates, something that used to be done by the officers. MEND has mental health providers and medical providers that have been doing their appointments with inmates via ZOOM since the pandemic. With the addition of the Health Tech's we have someone in medical most days of the week from 6:00 am to 10:00 pm. MEND also provides a 24 hour on call nurse and provider.

Inmates coming into the jail have a wide range of medical needs from serious medical conditions, injuries, drug and alcohol related health problems, disabilities, mental health concerns/ diagnosis, and pregnancy, to minor or no health problems. The jail medical staff like a clinic outside of the jail treats these wide ranges of health concerns while these inmates are in custody and will make referrals to outside medical or mental health specialists for concerns that they cannot treat here or for follow-up appointments upon inmate's release

The correctional health nurses conduct in-house nursing visits for inmates. There are also clinic visits conducted on-site by the jail providers (Nurse Practitioner, MD and mental health provider). Because of the increased medical needs of the inmates there are outside referral medical appointments which involved transporting inmates outside of the jail to other appointments to mostly local dental and medical providers but also providers in the St Cloud area and Twin-Cities metro area. MEND has also partnered with a Dentist that specializes in jail dental to come into the jail and provide services so we can limit the number of inmates that need to go outside for dental visits. With MEND, we saw a large decrease in the number of inmates referred to outside medical appointments. MEND will also reprice these outside medical appointments to make sure that we are charged the appropriate rate so we don't overpay for these services.

The nursing staff with MEND has been monitoring inmates via symptoms and testing to catch COVID early to attempt to prevent it from entering the jail. This has been done with both inmates and staff and per the department of health, we have been recognized as one of the best jails in the state to do this.

Correctional health nursing staff provided the following services for inmates:

- Health Assessments
- Mantoux (Tuberculosis) testing
- Sick call (seen the inmates upon request for an medical issue)
- Medical, mental and dental referrals
- First aid
- Preventive health services and health promotion

- Set up, reorder and supervision of inmate medication delivery
- COVID Vaccinations and Testing

The correctional health nursing staff also provide:

- Training/ education for the medical component of the annual training for the Jail staff
- Annual Mantoux (Tuberculosis) testing for Sheriff's Office employees.

Kandiyohi County Sheriff's Office - Prison Rape

Elimination Act (PREA) The Kandiyohi County Sheriff's Office has a zero-tolerance for sexual abuse. The Prison Rape Elimination Act of 2003 is a federal law that seeks to eliminate sexual assaults and sexual misconduct.

PREA Overview: The Kandiyohi Sheriff's Office has a zero tolerance policy toward all forms of sexual abuse and sexual harassment in our facility, under the Prison Rape Elimination Act (PREA) 2003. We will enforce all federal, state, and local laws pertaining to inmate sexual misconduct. All reports will be fully investigated, which includes both allegations of sexual abuse or sexual harassment, by the Kandiyohi County Jail and the Kandiyohi County Sheriff's Office Investigative Division.

Under PREA, we have established uniform methods for prompt reporting and investigation of allegations of sex-related offenses or threats, identification of predators, protection of victims, and prescribing sanctions for substantiated sexual offenses, as well as false allegations. This standard is directed to all sexual acts relating to: inmate to inmate, inmate to staff and staff to inmate.

Inmates who are currently or have been sexually assaulted are encouraged to talk to a staff member. This will allow for the quickest response.

If you suspect that an inmate is the victim of sexual assault/harassment, it can be reported in 1 of the following ways:

- Contact the Kandiyohi County Jail Administration Office during regular business hours at 320-214-6700 ext. 3670 and you will be directed to someone who can take the information

- Call the Kandiyohi County Jail and request to speak with a Shift Supervisor to make a report at 320-214-6700 ext. 3600
- Call Sexual Assault Advocate at 320-222-4030 with the option to remain anonymous.

PREA COMPLAINTS FOR 2020

Inmate on Inmate Complaint	Sexual Abuse	Sexual Harassment
Unfounded Allegations	2	0
Substantiated Allegations	3	1
Unsubstantiated Allegations	0	0
Staff on Inmate Complaint	Sexual Abuse	Sexual Harassment
Unfounded Allegations	1	0
Unsubstantiated Allegations	0	0
Substantiated Allegations	0	0

PREA COMPLAINTS FOR 2021

Inmate on Inmate Complaint	Sexual Abuse	Sexual Harassment
Unfounded Allegations	0	2
Substantiated Allegations	2	0
Unsubstantiated Allegations	0	0
Staff on Inmate Complaint	Sexual Abuse	Sexual Harassment
Unfounded Allegations	0	1
Unsubstantiated Allegations	0	0
Substantiated Allegations	0	0

The Kandiyohi County Jail has and will stay true to our mission of providing a safe and secure detention facility for offenders; following all laws and standards.