



# Crow Wing County Jail



2009 Annual Report

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January 22, 2010

Sheriff Todd O. Dahl  
Crow Wing County Sheriff's Office  
304 Laurel Street  
Brainerd, Minnesota 56401

Dear Sheriff Dahl:

I am pleased to present the Crow Wing County Jail 2009 Annual Report. The Crow Wing County Jail is a state-of-the-art facility with a housing capacity of 286 inmates. With the decrease in population through-out the State in the past year, we did not replace five Correctional Officers when the positions became vacant. In doing this, our facility capacity was reduced to a total of 226 beds. You will find in the attached information that we had an average 2009 daily population of 134 inmates, down from 160 in 2008.

In the area of financial/budgetary accomplishments, we had a successful year. With the Golf unit closed and five less staff, we were able to hold the overtime to 66 percent of our annual budget. We had four Correctional Officers to replace in 2009 due to 3 resignations with new jobs in other areas and one termination of a probationary employee. The total budget came in at 102 percent that included some large medical bills for inmates incarcerated without insurance. We adjusted our expenses to offset the lower collection of revenue as shown below.

**FY2009 –Budgeted to collect \$1,772,642.00 -----Collected \$1,436,421.98**

I would like to thank you, Sheriff Dahl for all of your assistance in the past year. As we have had many discussions with the low number of inmates, we found they were much more “needy” due to medical and mental health conditions. We would also like to thank all of our staff who worked hard to make us succeed the past year.

Respectfully Submitted,

Captain Jerry Negen, Jail Administrator

## **MISSION STATEMENT**

The Crow Wing County Jail is dedicated to serving the citizens of Crow Wing County and its neighboring communities. Our goal is to preserve the basic rights and dignity of those detained here by providing the care, structure, discipline and well trained staff to motivate positive lifestyle changes for detainees, while exceeding all standards set forth by law and maximizing the financial and social benefits to the communities we serve.

## **FACILITY OVERVIEW**

The Crow Wing County Jail is comprised of 75,131 square feet, containing four 60 bed housing units, a 30 bed female housing unit and a 16 bed special management unit for a total of 286 beds. Of those 286 beds, Cass County has contracted 40 beds with us, leaving Crow Wing County with 246 beds. The Jail also has a medical unit with two holding cells for persons with chronic medical issues that require a nurse's regular attention, two exam rooms for the Medical Director and a dental chair and x-ray equipment. We also have an administrative section, central control section, library, kitchen, laundry, training room and gymnasium.

The operational design of the jail is state-of-the-art. It has numerous electronic computer systems that operate all doors, two computerized Digital Optical Fingerprint Capture units, and a computerized digital imaging system with inmate software at booking.

All doors throughout the Crow Wing County Jail have electronic locks and are controlled and operated by an officer assigned to Central Control. This officer controls access to all areas of the jail via cameras and intercoms. It is impossible for a person to enter or move throughout the facility without the knowledge of the officer in Central Control.

## ADMINISTRATION

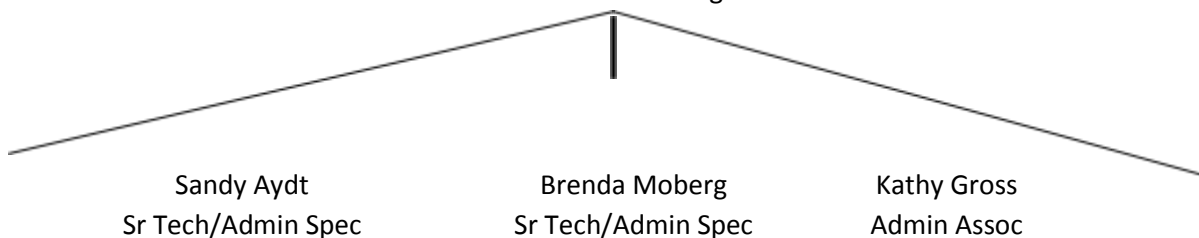


Captain Jerry A. Negen  
Jail Administrator

## PERSONNEL

Lt. Heath Fosteson  
Assistant Jail Administrator

Sergeant Darnel Carlson  
Administrative Sergeant



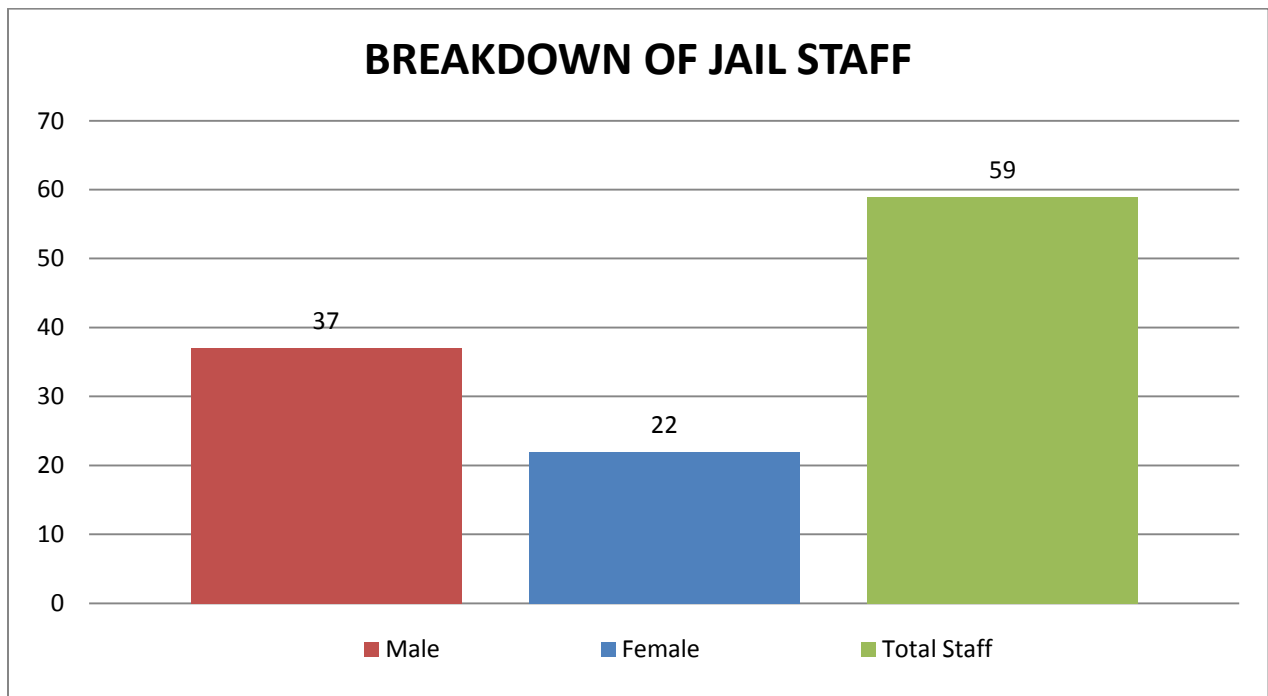
Sgt. Leroy Hollingsworth	Sgt. Erik Flowers	Sgt. Dan Stenson	Sgt. John Daily	Sgt. Ray Birkholtz	Sgt. Tina Theisen
Linnea Ames	Wendy Bittner	Kristy Tetzlaff	Donna Parkin	Rod McCulley	Michael Triplett
Brad Thesing	Matt Vaughn	Shane Dorschner	Ryan Goff	Ginger Heurung	
Justine Keppers	Terry Senn	Dan Jones	Jerry Opay	Rhonda Kimman	
Travis Svoboda	Troy Schilling	Vickie Hamilton	Mike Ittner	Pete Carlson	
Peter Charpentier	Theresa Strange	Jeremy Pape	Barbara Coston		
Lance Gilson	Lucas Herzog	Elaine Phleger	Jeffrey Greenig		
Stacy Brown	Jim Sager	Rick Tabor	Ann Plaisance	<b>Sgt. Doug Alderson</b>	
Laura Dalland	Margaret Pomrenke	Mark Workman	Chris Melberg	Miranda Neuwirth	
Stephanie Larson	Ronald Imgrund	Brian Gray	Mike Rader	Marshall Prescott	
Dan Knicely	William Williamson	Pete Schuldheisz	Open		

## JAIL SECURITY

The Crow Wing County Corrections Officers are responsible for the health, safety, security and welfare of the inmates incarcerated at the Crow Wing County Jail. We are the “Police Officers” of this internal community. It is our mission to ensure public safety by keeping those individuals incarcerated under law separate from society and protecting those incarcerated from each other.

We have 6 housing units, capable of holding a total of 286 inmates. The Correctional Officer Teams are totally responsible for managing all of the inmates, 24 hours a day, 7 days a week in this “Jail Community”. This is accomplished with four teams that consist of 10 Correctional Officers and 1 Sergeant.

Below is a graph of the total number of jail staff by gender.



## **INTAKE/BOOKING**

The intake process is the foundation for the prisoner's incarceration. The process begins when a subject is accepted into the Crow Wing County Jail. The intake officers review and ensure all committal documents are accurate prior to accepting custody from the arresting officer. Once custody has been accepted, the inmate officers conduct a pat down search for weapons or contraband, collect personal property from the officer and then inventory the property. The officers then generate a computer record on the individual by entering all pertinent charges, personal information, medical history, identifying scars, marks and tattoos.

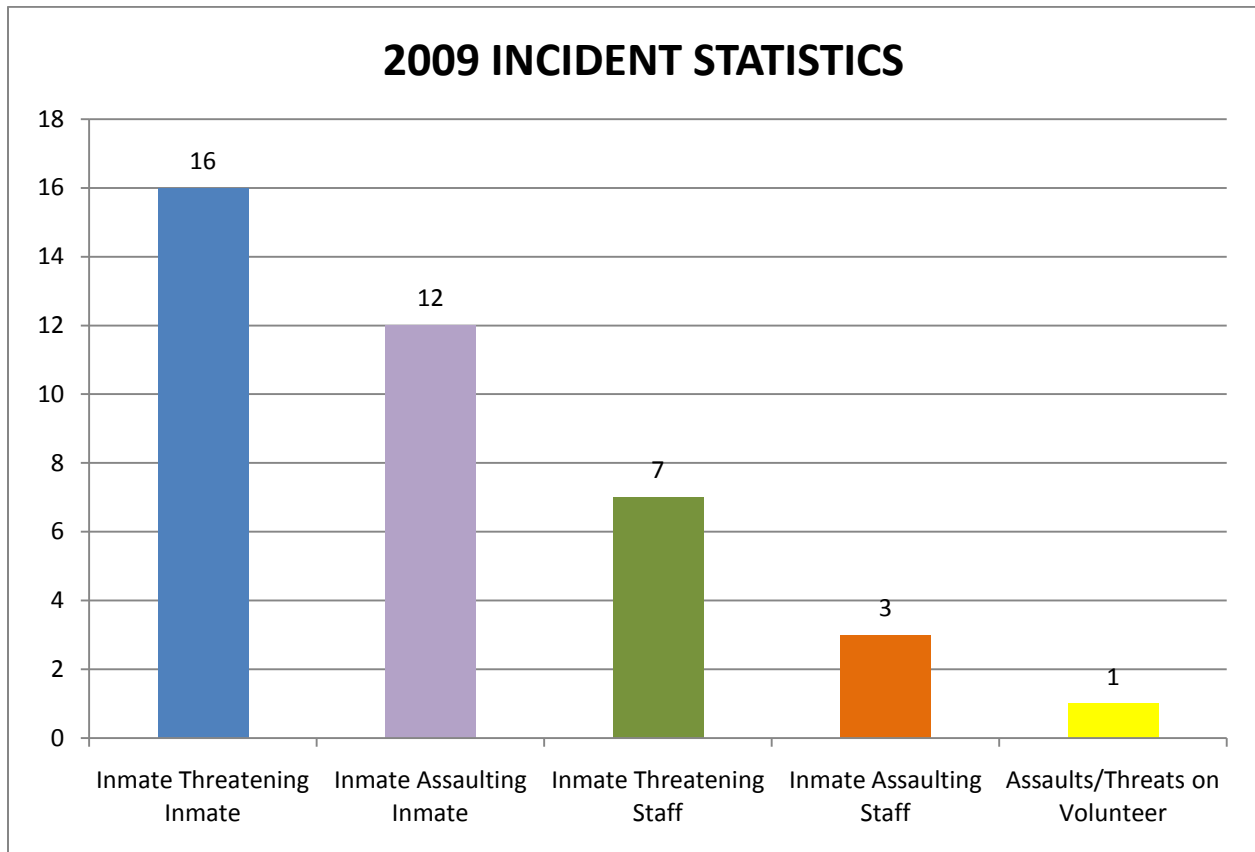
The intake officers are responsible for fingerprinting each person arrested. Fingerprints are transferred electronically via the cross match fingerprint capture station to the Minnesota Bureau of Criminal Apprehension.

Initial intake is the most critical time of incarceration and requires the officers to be professional at all times to ensure the safety of newly committed individuals. It is during this time that an individual who may have thoughts of suicide will act. The intake officers must be able to spot potential hazards and act immediately. Officers use a form to interview all inmates who are admitted to the jail.

The intake officers are also responsible for handling inmate property. They must account for all property and ensure that it is secure. Intake handles all release of property to the appropriate persons and ensures the proper documentation is on file prior to the release of any property. Another major responsibility is addressing questions from the general public concerning incarcerated individuals. They must ensure that the Freedom of Information laws are followed while being sensitive to the needs of the caller.

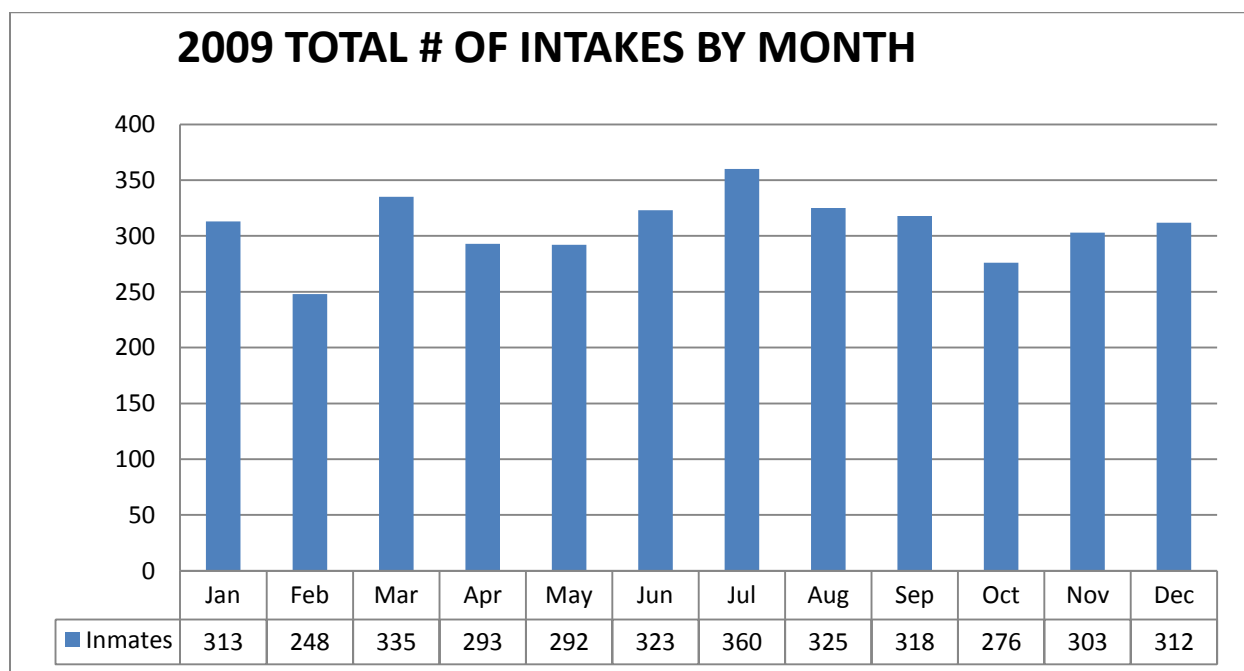
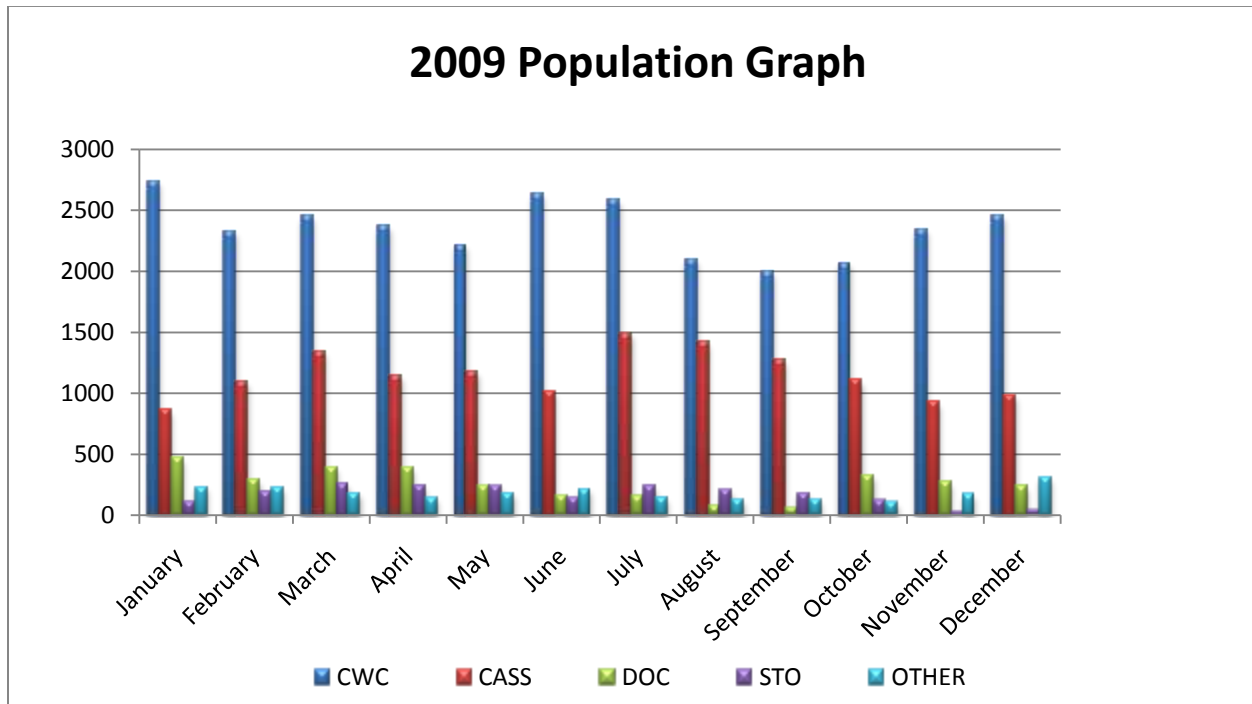


Performing the Correctional Officer duties involves continuous searching, controlling, policing, guiding and providing structure to the unstructured. During the year 2009, the Officers successfully conducted about 3,000 cell searches. Listed below is a graph showing the number of staff assaults, staff threatened, inmates assaulting other inmates, inmates threatening other inmates and assaults/threats on volunteers.

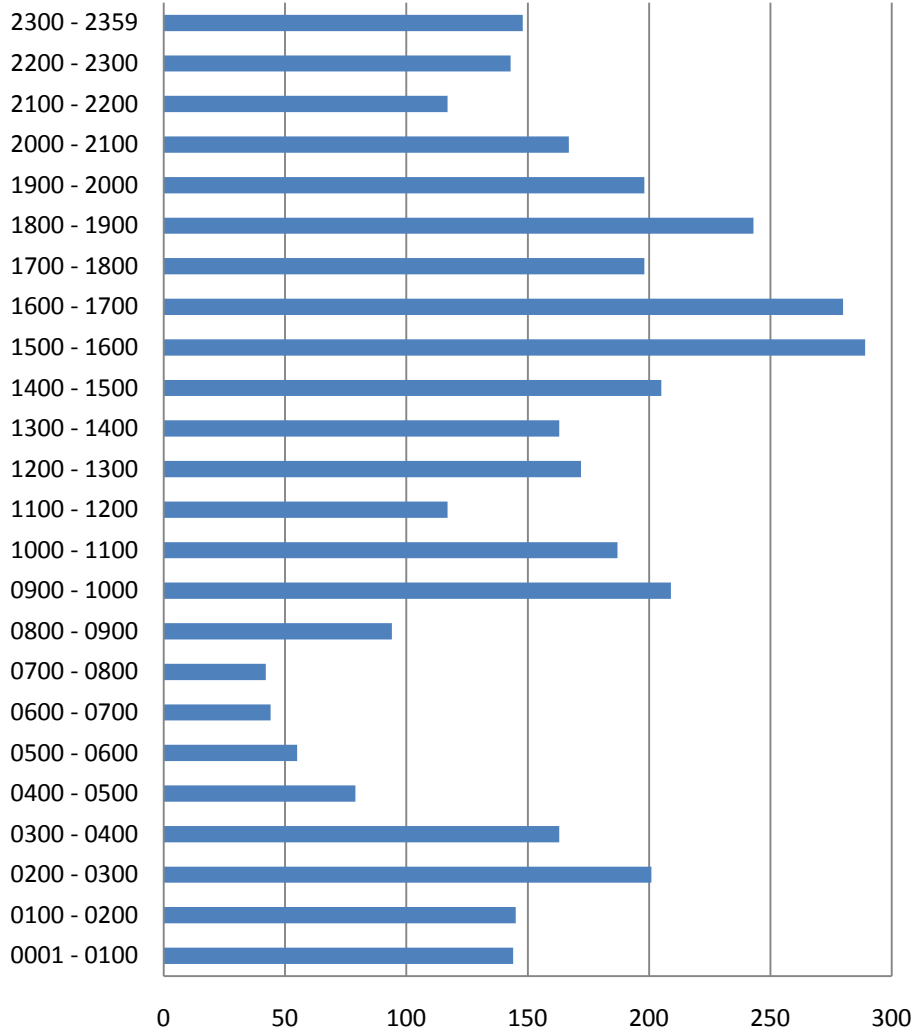


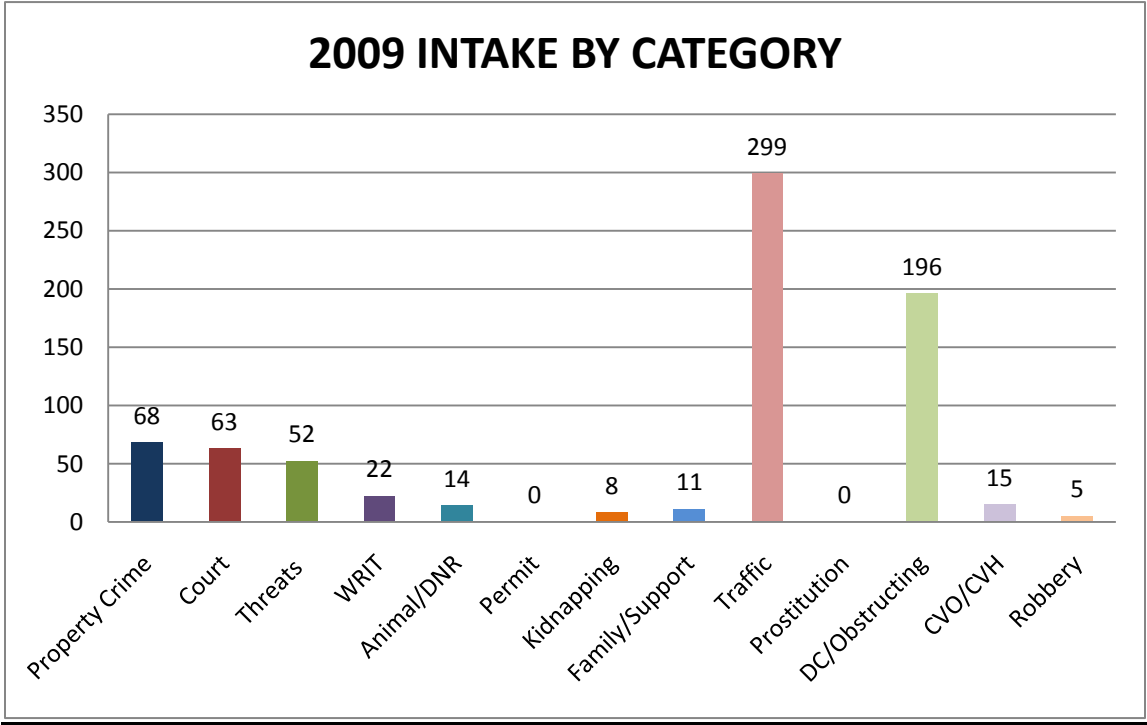
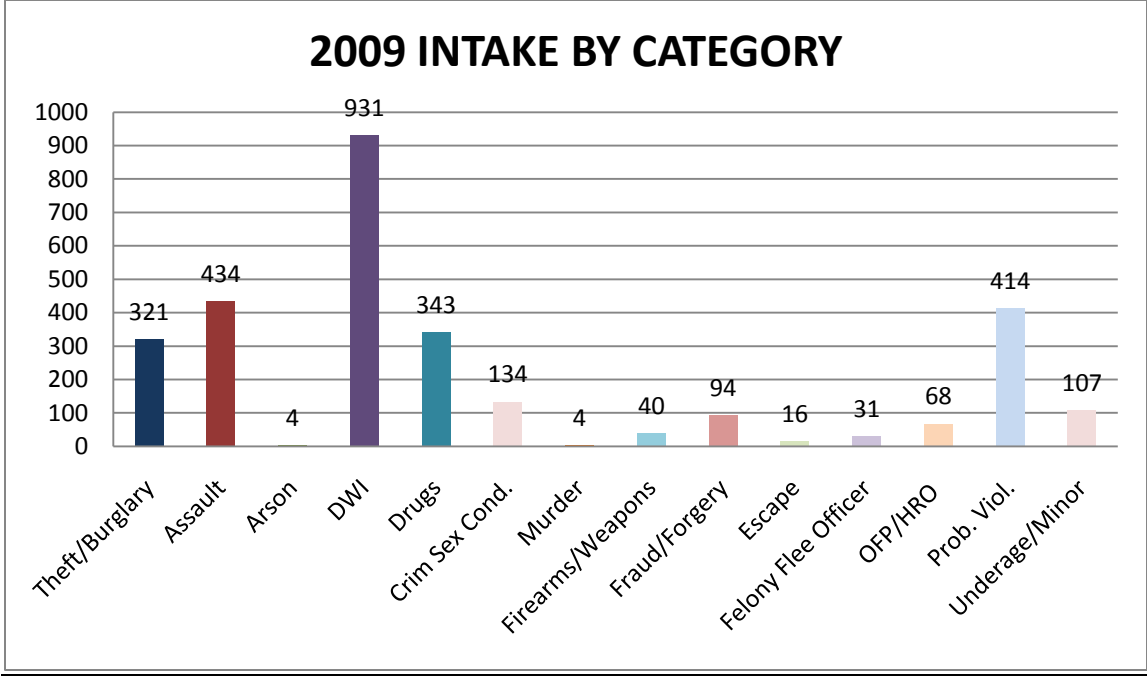


In 2009, a total of 3,698 inmates were incarcerated at our facility and the average population was 134. The graph below breaks the average population down between Crow Wing County, Cass County, Dept of Corrections, Short Term Offenders and others. Following are several graphs which show the number of inmates by month, hour, category, race, age and gender.

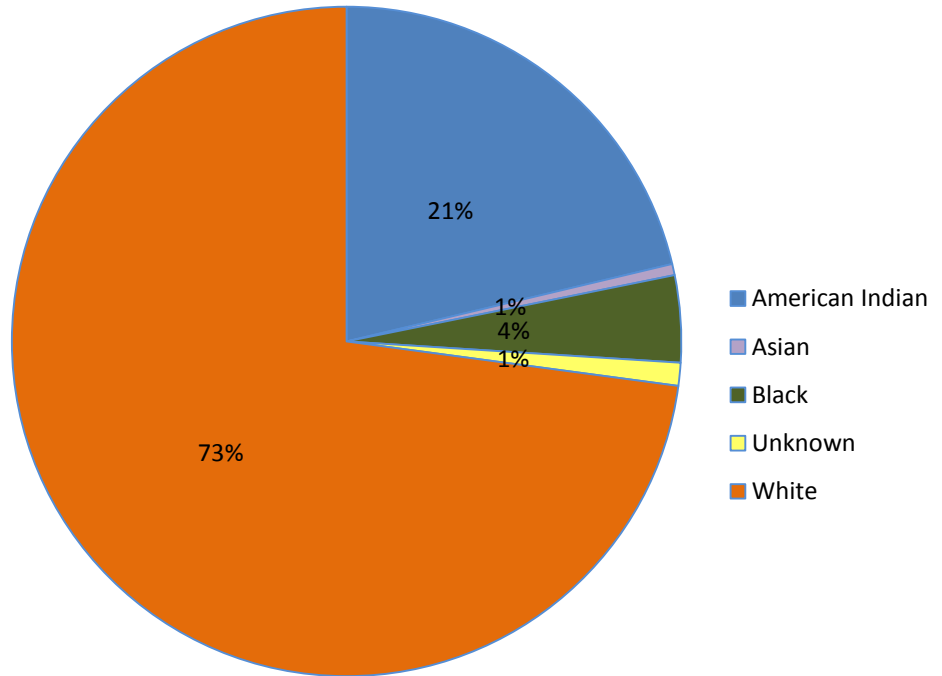
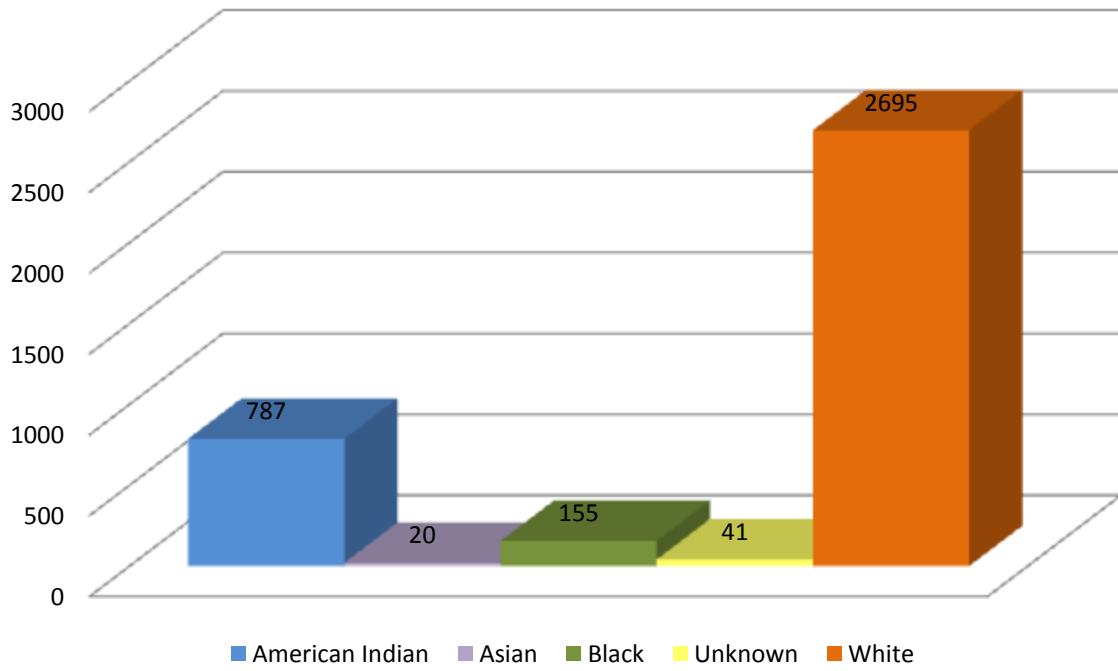


## 2009 INTAKES BY HOUR

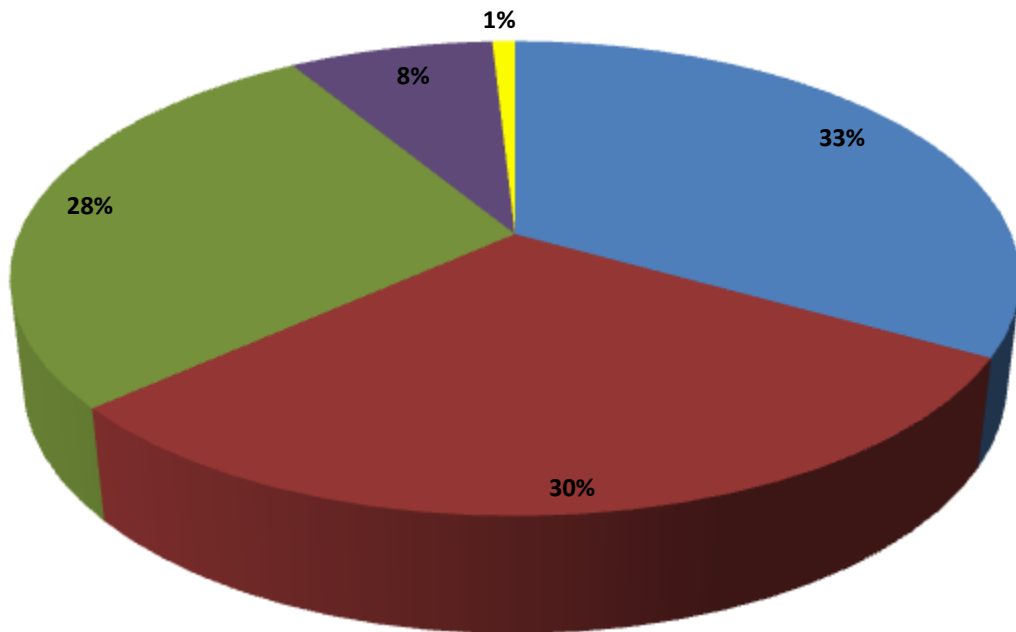
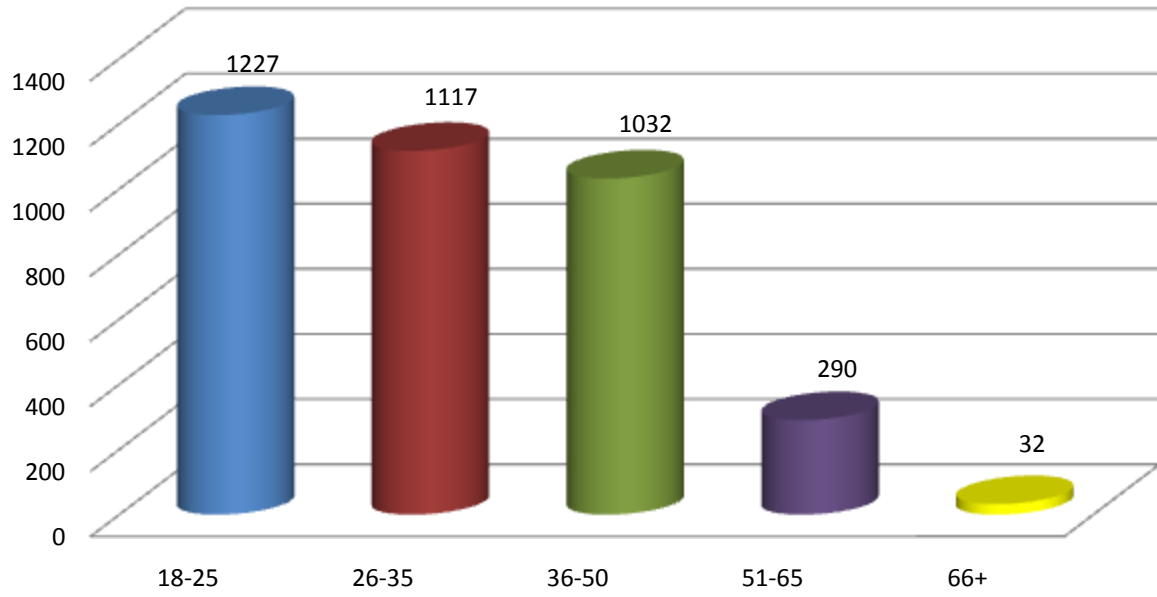




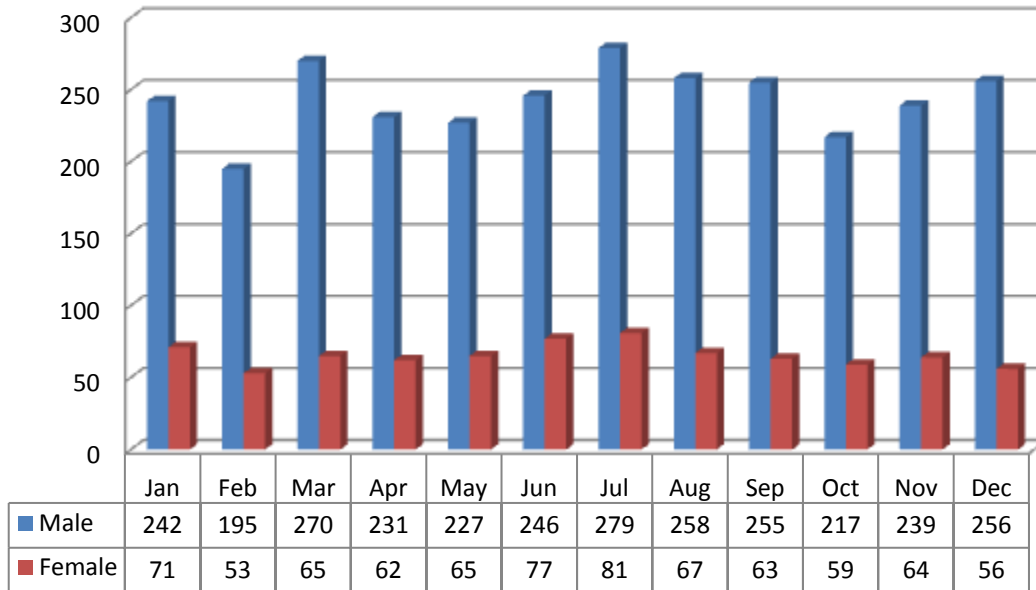
## 2009 ADMITTANCE BY RACE



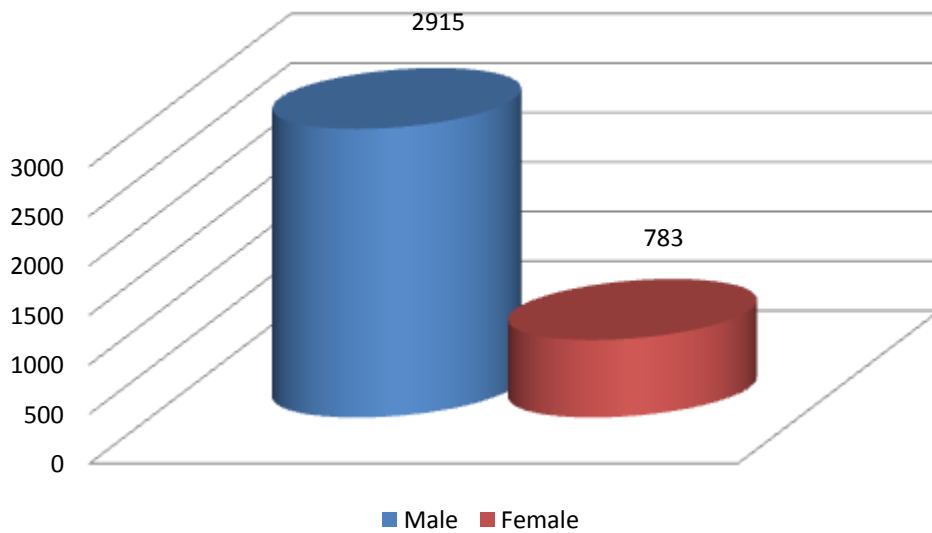
### 2009 ADMITTANCE BY AGE



## 2009 MONTHLY ADMITTANCE BY GENDER



## 2009 TOTAL ADMITTANCE BY GENDER

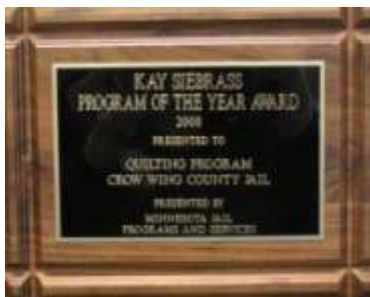


## INMATE PROGRAMS

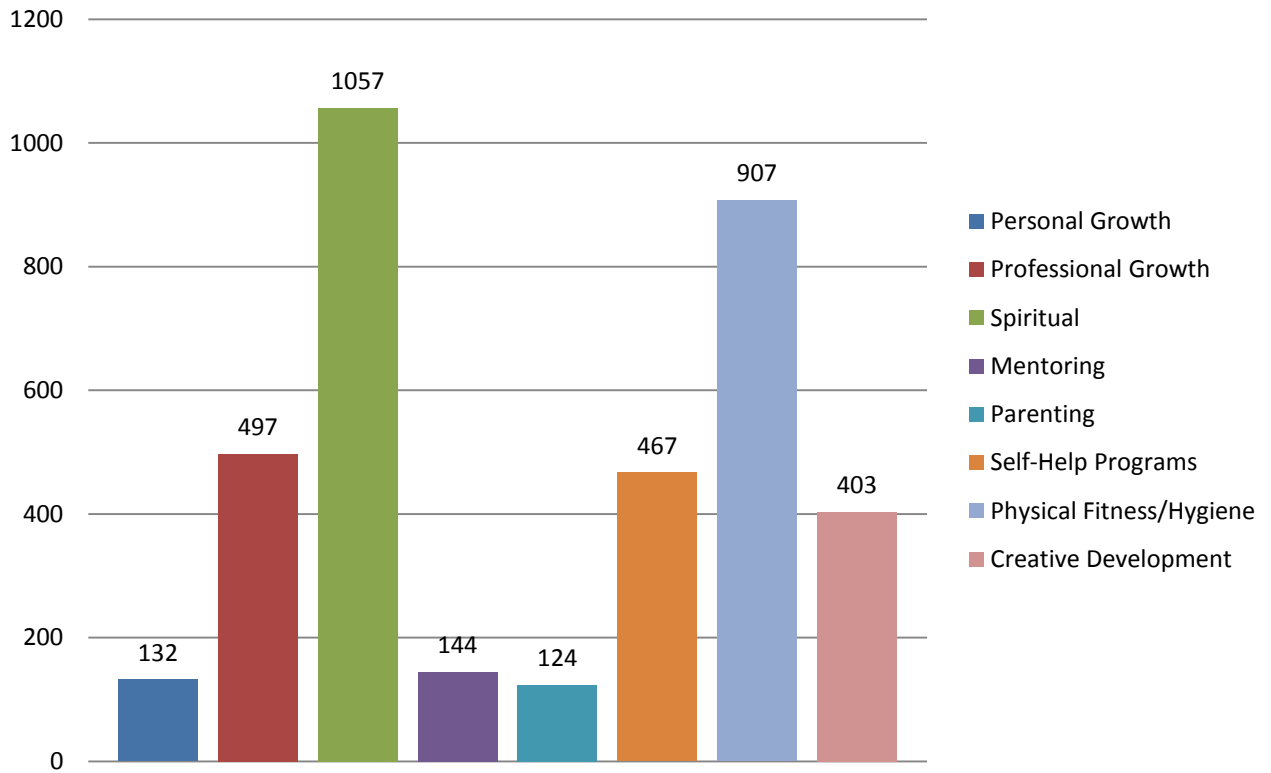
The Crow Wing County Jail continues to offer a variety of programs and services to inmates who wish to seek help or further educate themselves. In 2009, about 75 different programs were offered to the inmates.

The Programs Department received the 2008 Program of the Year Award in the State of Minnesota for a quilting program. The Cuyuna Range Lions granted the funds to purchase the supplies needed. When the quilts were completed they were donated to the Mid Minnesota Women's Shelter. Another program offered was the fleece blanket program, funded by a grant from Walmart. The female inmates made the blankets and these were donated to the St. Joseph's Pediatric Ward in Brainerd.

The Programs Department also works with volunteers that come into the facility and supervise a 3-phase parenting program. Phase I is Love and Logic, Phase II is Father's Reading Everyday, which seeks to give children's books to the population for them to read when they return home, and Phase III, which deals with family and child parent relationships.



## 2009 PROGRAMS OFFERED

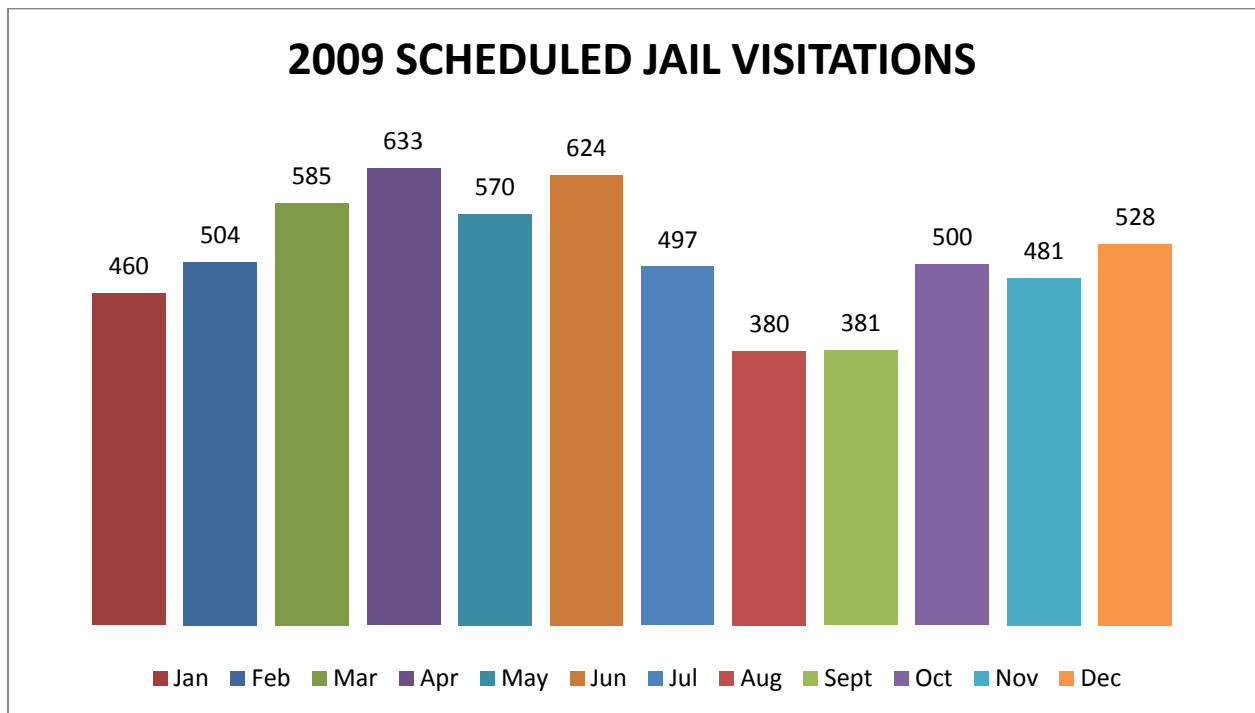




## INMATE VISITATION

The Crow Wing County Jail encourages each inmate to maintain contact with their family and friends through visiting. Visitation is allowed Monday through Friday, and is scheduled in advance by one day. An inmate is allowed two visits each day and the visits last for a maximum of 20 minutes.

The Crow Wing County Jail does not allow “contact visits” between family and friends. All visits are held through the computer visitation system. There is no movement required and the public does not enter the secure portion of the facility. During 2009 the jail had a total of 6,143 visits at the jail by family and friends. This is not including professional visits by clergy, attorneys etc.

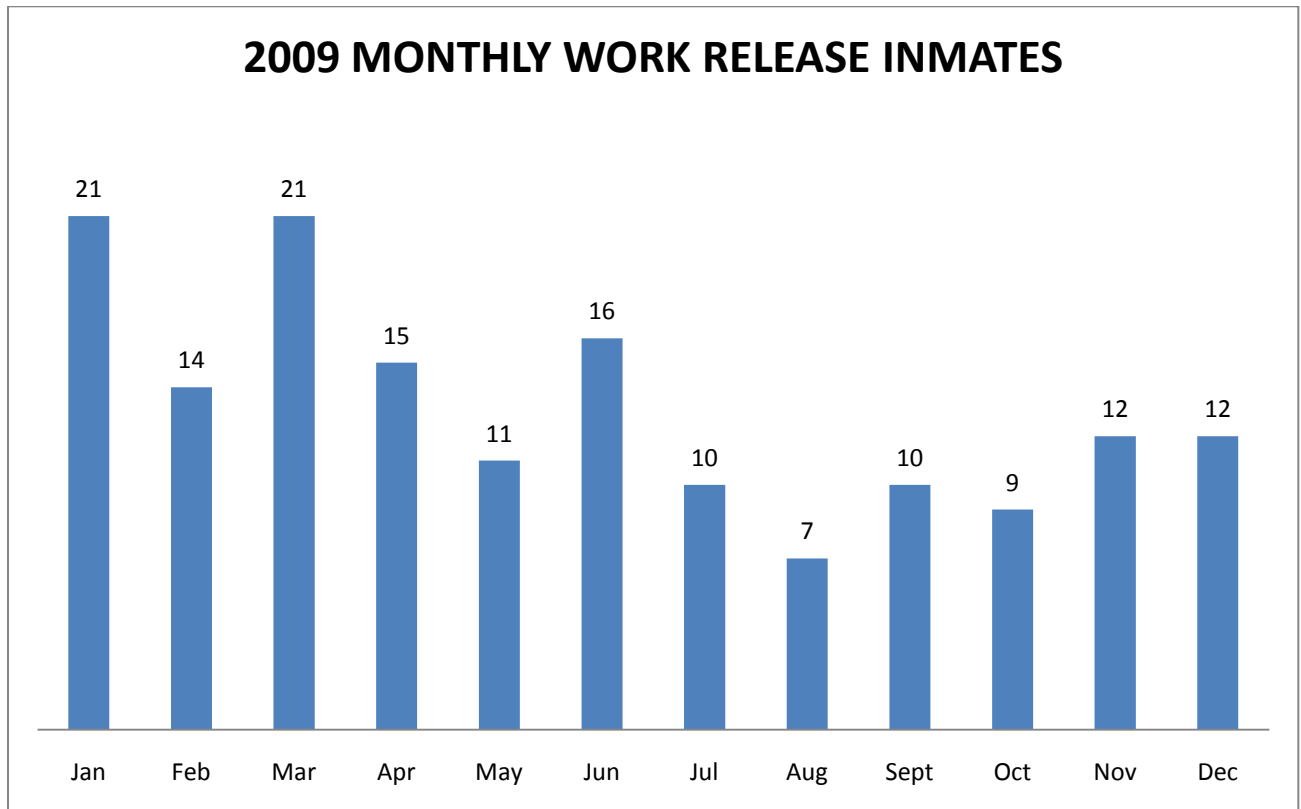


## WORK RELEASE

The Crow Wing County Jail also offers the Inmate Work Release Program. The facility has designated a unit for these offenders to be housed. This unit is also utilized for Sentence to Service Workers and “In House Workers”.

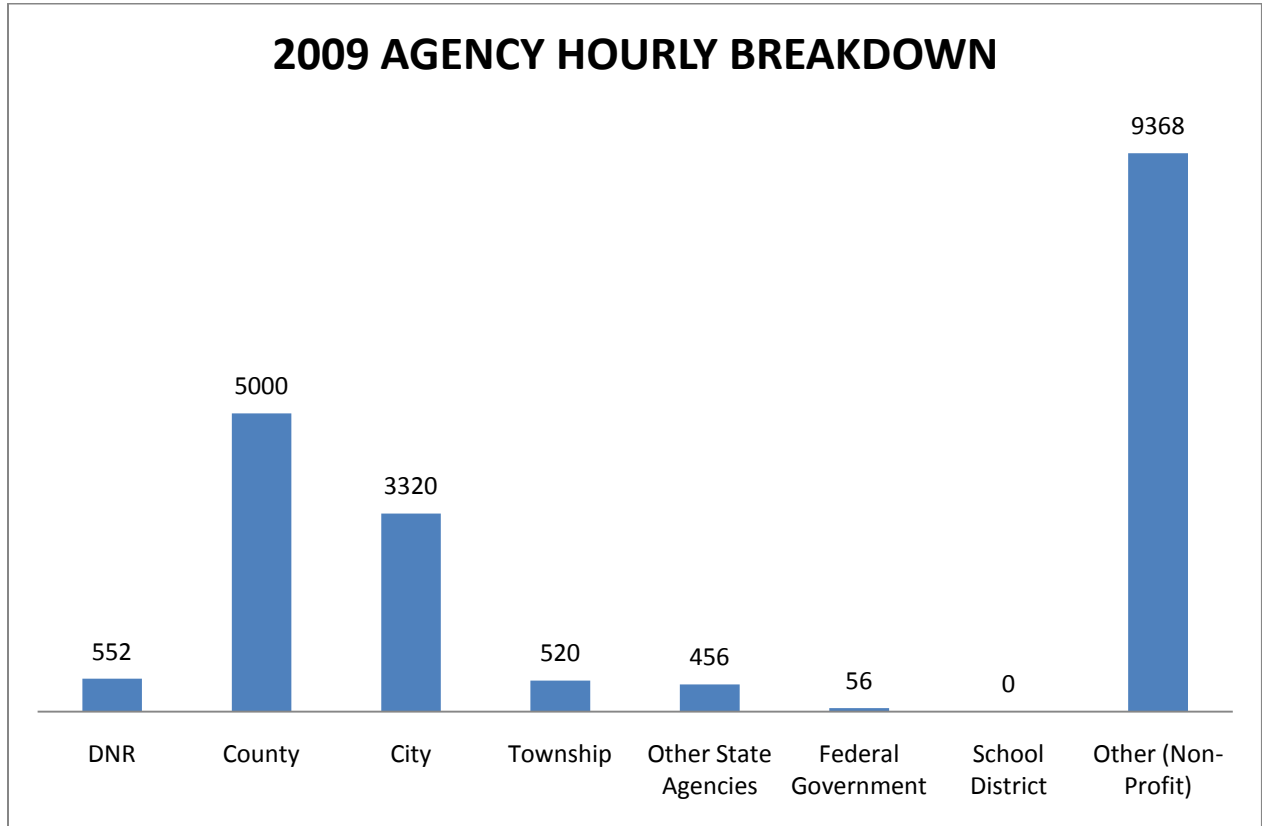
The Court will sentence inmates to be allowed Work Release and once received into custody, they are screened to determine their eligibility for our program under the Sheriff’s Rules. If the person meets the criteria, they are drug tested and required to pay a fee of \$25.00 per day for their housing and work release fees in advance. They must always pay a week in advance.

The goal of the Work Release Program is to prepare inmates for their release back into the community and help maintain good work habits. This also allows persons to continue their employment that they may lose in the event they were unable to keep working. In 2009, over 150 inmates were able to take advantage of this program.



## SENTENCE TO SERVICE

The Crow Wing County Jail currently utilizes two State Sentence to Service Programs which serves the citizen's of this County. During 2009, nearly 19,272 hours were worked with our sentence to service crews. Below is a breakdown of the agencies and the hours worked for 2009.



## TRAINING

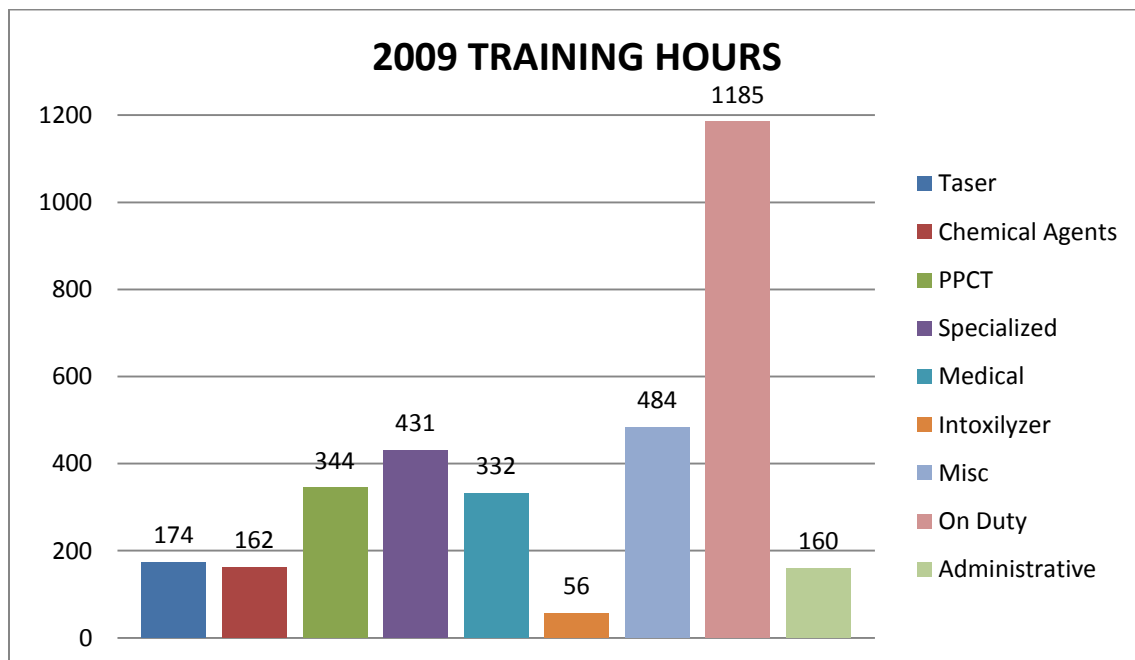
The Crow Wing County Jail has its own trainers for many topics that are required of the Department of Corrections. The philosophy of our office emphasizes training and considers this a high priority that adds to the success of our organization.

The Training Officer ensures that all training is completed by scheduling and conducting in-service training. To accomplish this, Administration and the Training Officer look at the needs of the facility and then develop and revise lesson plans to ensure up to date information is taught to the staff. The graph below shows the training topics and hours spent working with our staff. We have also assisted other offices with training to bring revenue into our organization.

In addition to providing instruction, the training officer is a source of information for the jail staff as needed. Through the availability of a library of videos, books and internet sites, staff has the opportunity to further their knowledge beyond the scheduled topics of instruction.

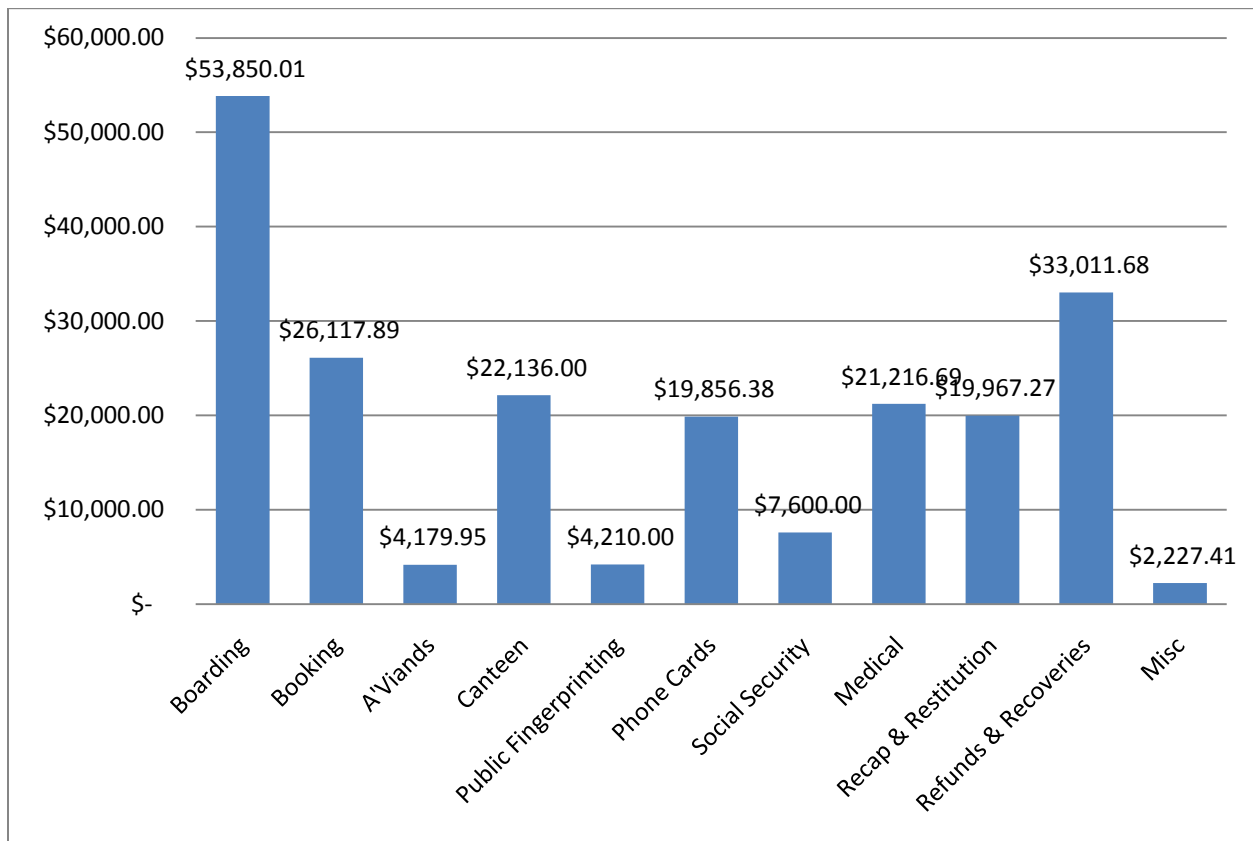
When we were completing our staffing analysis, we decided that the Training Officer could also be utilized as the Classification Officer for inmate placement and Discipline Officer. He wears many hats in order to meet the Department of Corrections requirements.

During the year 2010, the Training Officer will continue to provide up to date training using state of the art equipment. Realistic training will be completed using firearms training and role playing scenarios allowing our officers to experience "real life" situations.



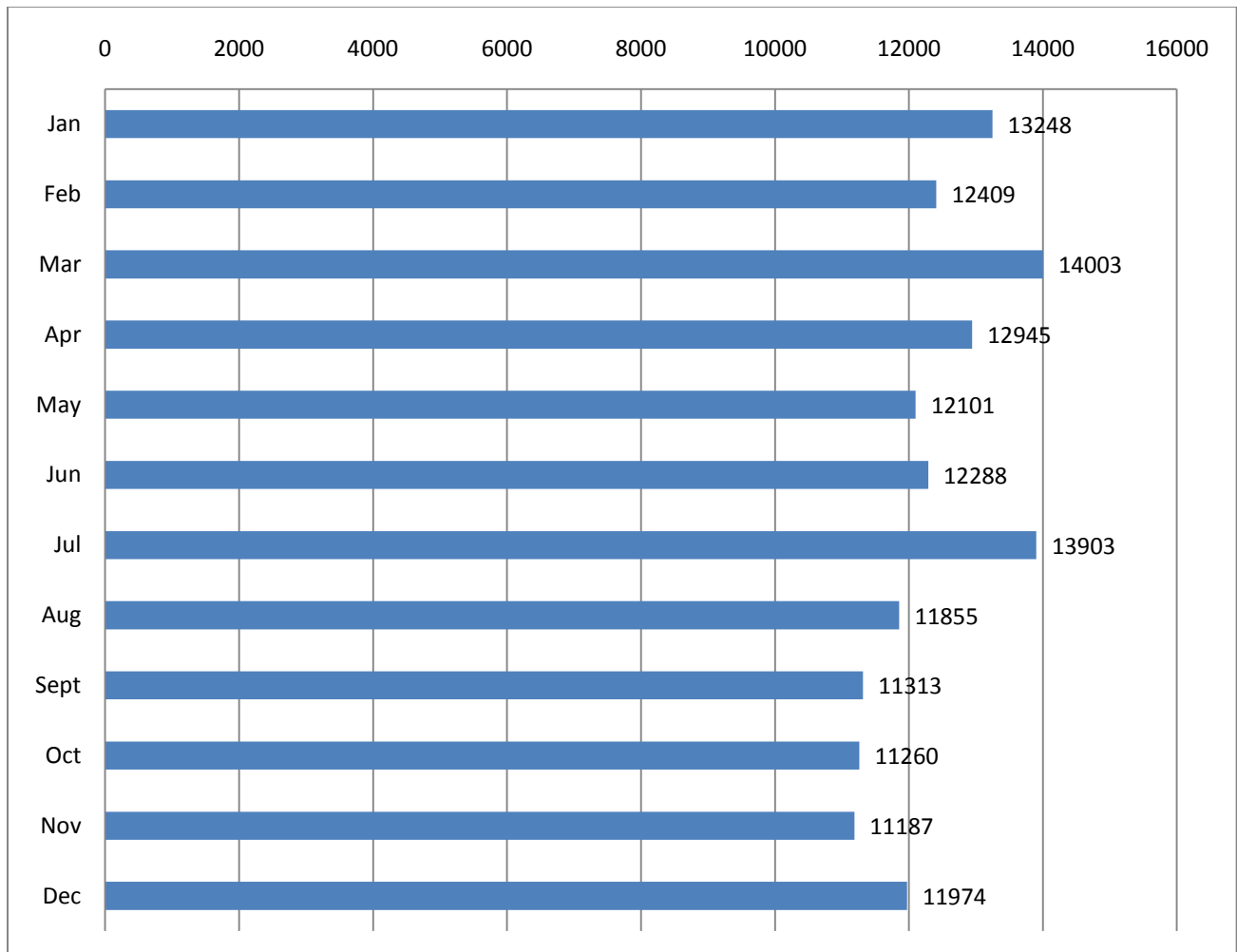
## JAIL REVENUES

During the calendar year of 2009, the Crow Wing County Jail provided commissary services to the inmate population through Turnkey Corrections Vending. When inmates are booked into the facility, any cash in their possession is taken by the booking officer and deposited into an account to be used during the inmate's incarceration. All jail fees related to the booking are collected first. Inmates are then given a card to be used in the vending machines in each unit for purchase of items. The jail receives a commission from the vending machines each month. The booking fees and canteen commission are only two sources of revenue the jail receives. Below is a graph showing the jail's revenue by category.



## FOOD SERVICE

On a daily basis, all inmate meals are prepared by A'Viands Food Service. The Crow Wing County Jail has a contract with A'Viands who is responsible for preparing all meals according to guidelines set forth by the Minnesota Department of Health. The Minnesota Department of Health inspects the kitchen, all kitchen equipment, and storage areas annually to ensure the facility meets or exceeds their standards. In 2009 we served 148,486 total meals to our inmates. Below is a graph breaking down the meals per month.

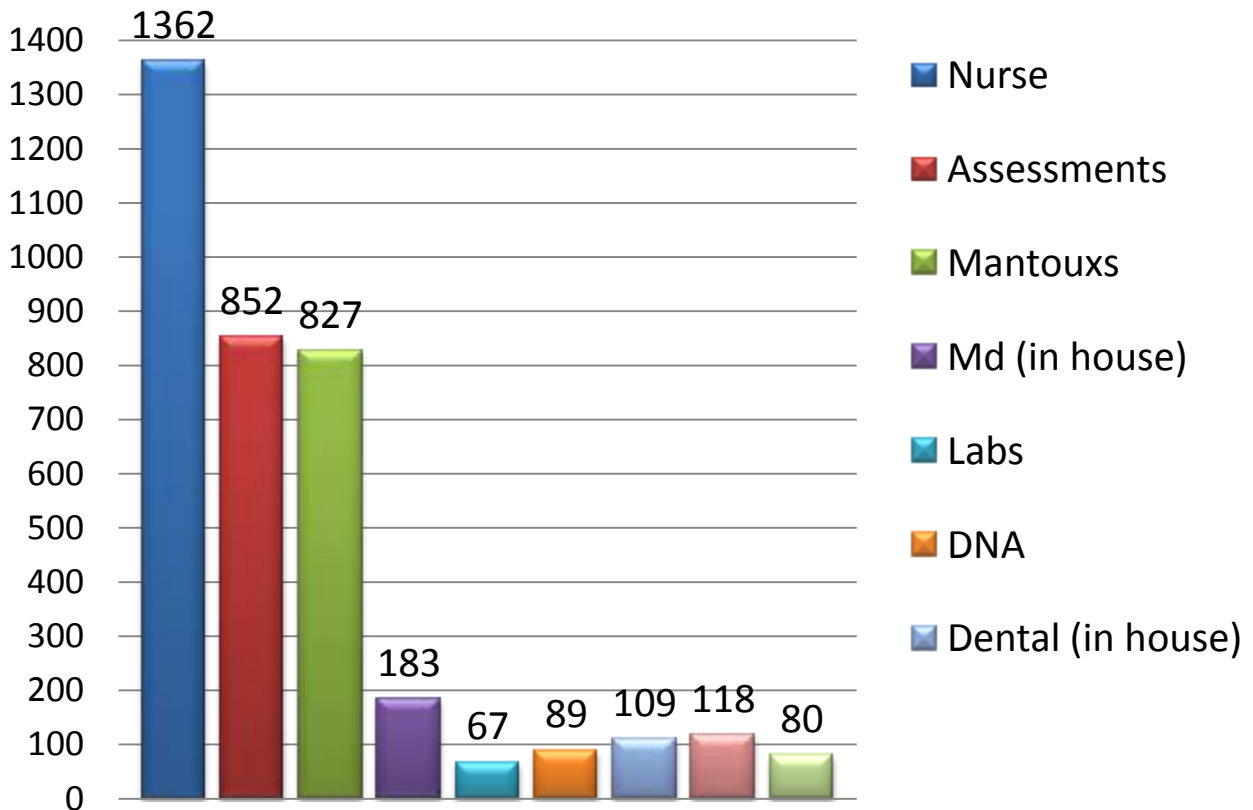


## MEDICAL UNIT

The medical unit's primary mission is to provide quality health care to all inmates. We currently contract our medical unit with Crow Wing County Public Health. Our service includes not only general health care but also mental health and dental services. The medical unit consists of a waiting area, two holding cells, two exam rooms with an exam table and dental chair, drug storage area and two nursing work areas.

Daily operations of this unit include three medication deliveries, wound treatment, blood pressure checks, blood sugar checks, daily sick calls and any emergencies that arise within the jail facility. The medical unit also coordinates appointments with our Medical Director, Dr. Paul Carey, Dentist, Dr. Daniel Rose, traveling x-ray service, and Dr. David Anderholm, Psychiatrist; as well as making any required appointments for physical therapy or other outside medical resources when problems require treatment beyond the scope of the departments practice.

### 2009 MEDICAL STATISTICS



## MAINTENANCE

The Crow Wing County Facilities Department is to provide a safe, secure and comfortable environment for all visitors, staff, and inmates. Their duties include troubleshooting and complex maintenance work on building and kitchen equipment, conducting facility inspections and maintaining a preventative maintenance program. The department ensures that all Federal, State and Local regulations are adhered to for the Department of Corrections, State Fire Marshall's Office and the Minnesota Department of Health, as we are inspected annually.

The department has had a very productive year. As the graph will show, they have answered over 650 work orders and maintained 100 percent completion. There were many items that came up with our new building that were completed without work orders.

### 2009 MAINTENANCE WORK ORDERS

