



Office of the Sheriff
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January 2, 2018

Bryan Brandenburg
NORCOR
201 Webber Street
The Dalles, OR 97058

Dear Administrator Bryan Brandenburg,

As you are aware the Oregon State Sheriff's Association (OSSA) voluntarily adopted the Oregon Jail Standards in 2000. The Oregon Jail Standards provide agencies with non-binding guidelines to improve the operation/management of their jail facility and to reinforce and enhance staff professionalism. The standards are based on legal requirements, sound corrections practice, and the application of the line and management levels in our jails – bringing all staff together in the common goal of complying with or exceeding the adopted standards.

On November 16, 2017 an inspection team from the Oregon State Sheriff's Association inspected NORCOR pursuant to your participation in the Oregon Jail Standards.

The team was made up of the following individuals:

Jamie Russell: Lincoln County – Team Leader
Laura Westwall: Polk County
Melissa Werdell: Benton County
Jason Mosiman: Yamhill County
Philip Wilson: Deschutes County
Lewis Brightman: Klamath County
Staci Rogers: Lake County

NORCOR:

The Northern Oregon Regional Corrections (NORCOR) facility originally opened in 1999. The overall capacity of the facility is 250 with 160 beds currently in use. The overall design is podular with indirect supervision.

The staffing level consists of: 1 Jail Administrator; 2 Lieutenants; 4 Sergeants; 20 Deputies; and 15 Civilian staff (Accounting, Corrections Technicians, RN, Control Technicians, Maintenance and IT Manager).

NORCOR was inspected by:

- OSSA/DOC – 2015
- Health Department – 2017
- Fire Marshal – 2017
- Fire sprinkler/alarm – 2017
- Commissioners – 2017
- Grand Jury – 2017
- DRO - 2017

Rating Explanation

In examining each jail standard, the jail inspectors determined compliance and assigned one of three ratings:

Full Compliance Finding. Full compliance must be established if all of the following exist:

- A. Written policies and procedures that complies with the standard. Another type of directive or document may be appropriate and needed if policies and procedures are not specifically required; and
- B. Evidence jail staff are following policies and procedures or other standard-authorized directive. This verification can be through supporting documentation and/or visual inspection by the inspector with a note to file by the inspector that it was observed, and
- C. Documentation that the standard was reviewed for compliance as part of a self-inspection within the year between the previous formal inspection year and the current formal inspection year.

Partial Compliance Finding. Partial compliance for a standard must be established when the inspector finds that:

- A. The practice of the facility complies with the standard, but the practice is not supported through written policies and procedures (or other standard-authorized directive), or;
- B. A draft policy or temporary directive exists, and the practice in the facility is consistent with the draft policy or temporary directive; or

Non-compliance Finding. Inspectors must find a standard noncompliant when:

- A. Policies and practice related to the standard are missing, or;
- B. Policies and procedures are in place for the standard but the inspector is unable to verify the practice of the policies and procedures through documentation in the file or observation, or;

- C. Practice in the facility is different than the written policies and procedures or other directive.

Inspectors must staff a partial and non-compliance with the rest of the team for a final finding.

Section Results

Chapter A – Administration

This chapter contains 32 standards consisting of; Management, Records Management, Staff Employment, Training, and Sexual Harassment & Misconduct.

Full Compliance	31 standards
Partial Compliance	1 standards
Non-Compliance	0 standards

Chapter B – Admission & Release

The admission and release chapter contains 41 standards consisting of; Pre-admission Process, Admission Process, Ancillary Admission Functions, Inmate Release, and Transfer Between Facilities.

Full Compliance	41 standards
Partial Compliance	0 standards
Non-Compliance	0 standards

Chapter C – Inmate Management

This chapter has 53 standards and consists of; Classification, Non-Disciplinary Restrictions, Inmate rules, Inmate Discipline, and Grievances.

Full Compliance	53 standards
Partial Compliance	0 standards
Non-Compliance	0 standard

Chapter D – Inmate Communication

This chapter contains 35 standards that consists of; Mail, Visiting, and Telephone Use.

Full Compliance	35 standards
Partial Compliance	0 standards
Non-Compliance	0 standards

Chapter E – Security & Control

This chapter has 54 standards consisting of; Facility Security, Surveillance & Supervision, Contraband & Searches, Criminal Acts, Use of Force & Restraints, and Emergency Plans.

Full Compliance	53 standards
Partial Compliance	1 standards
Non-Compliance	0 standards

Chapter F – Inmate Services

This chapter has 21 standards dealing with; Legal Aid, Food Services, Commissary, and Laundry Services.

Full Compliance	21 standards
Partial Compliance	0 standards
Non-Compliance	0 standards

Chapter G – Inmate Health Care

This chapter has 19 standards consisting of; Administration of Health Care, and Health Care Delivery.

Full Compliance	19 standards
Partial Compliance	0 standards
Non-Compliance	0 standards

Chapter H – Sanitation & Maintenance

This chapter has 20 standards consisting of; Inmate Hygiene, and Facility Sanitation & Maintenance.

Full Compliance	19 standards
Partial Compliance	1 standards
Non-Compliance	0 standards

Chapter I – Inmate Programs & Activities

This chapter has 34 standards consisting of; Exercise, Leisure Activity, Educational & Rehabilitation Programs, Working Inmates, Access to Religious Services, and Volunteers & Community Resources.

Full Compliance	34 standards
Partial Compliance	0 standards
Non-Compliance	0 standards

Totals

The inspection team reviewed 309 standards.

Total number of standards found in Full Compliance	306
Total number of standards found in Partial Compliance	3
Total number of standards found in Non-Compliance	0

Appeals and Grievances

Disagreements with specific findings in this inspection report should be submitted within 30 days to the executive director of the Oregon State Sheriff's Association (OSSA).

Appeals should be clearly marked as Appeal to Inspection Results - NORCOR Inspection

2017. The appeal should explain fully the rationale behind the disagreement and include the referenced jail standard by number.

Grievances are complaints an agency may have regarding the conduct of any jail inspector, or the process. Our goal is to maintain the highest standards of professionalism in the inspector corps.

Grievances will be investigated and resolutions reported directly to the executive board of OSSA. Grievances should be in writing, filed within 30 days of the inspection report and directed to the executive director of OSSA.

Conclusion

You should be very happy with the overall results of this inspection. It is obvious that your team takes a lot of pride in the job they do and the service they provide to the citizens of the counties you serve. Your team provided a very informative tour of the facility, which gave us the opportunity to ask additional questions as appropriate. Your team was professional and courteous throughout the entire process. The inspection team was especially impressed with your mental health unit and the staffing/programs provided throughout the day. The inmates we spoke with were very appropriate, and very appreciative of your staff.

Your team is to be commended for the staffing make up within your facility. Your ability to staff the mental health unit utilizing grants, and provide the level of programs you have has a positive impact on the communities you serve.

Congratulations to your team for a job well done!

Please feel free to contact me should you have any specific questions/concerns.

In conjunction with the Oregon Jail Standards Inspection I also completed the Department of Corrections Inspection. I have downloaded a copy of the report into O.A.T.S. for your records and forwarded the results of the inspection to Jeremiah Stromberg representative for the Department of Corrections.

Sincerely,



Jamie Russell, Lieutenant
Jail Commander
Oregon Jail Standards Team Leader

cc: Jeremy Jewell
Sheriff Andy Long
Dan Lindhorst

Agency Background ReportDate of Report: 10/23/2017

FACILITY			
Operating Agency: Northern Oregon Regional Corrections (NORCOR)			
Main Facility Construction Date: October 1999			
Facility Modifications and/or Additions: N/A			
Facility Additions Construction Dates: N/A			
Facility Design: Podular			
BEDS			
Total Beds: 250		Male Dedicated: Varies	
Beds In Use: 160		Female Dedicated: Varies	
STAFFING LEVEL (Budgeted regular employees)			
Job Classification/Rank	Number	Work Assignment	
Jail command staff	1	Administrator	
Lieutenant	2	1 Administrative & 1 Operations	
Sergeant	4	Operations	
Deputy	20	18 Operations & 2 Court/Transport	
Civilian	15	3 Accounting, 2 Corrections Tech., 3 Registered Nurses 4 Control Tech., 2 Maintenance, 1 IT Manager	
JAIL STATISTICS (Since last formal inspection)		OUTSIDE AGENCY INSPECTIONS (Most recent)	
Category	Number	Agency	Date
Grievances	15	OSSA/DOC	1/28/2015
Suicide Attempts	3	DRO	6/21/2017
Suicides	0	Dept. Of Health	7/5/2017
Facility Escapes	0	Fire Marshal	2/16/2017
Attempted Facility Escapes	0	Fire Sprinkler/Alarm	9/12/2017
		Commissioners	8/17/2017
		Grand Jury	9/29/2017
State/Federal Decrees	No		
Do you hold other agency inmates? Yes What agency? How many?			

Federal 30

Benton County 40



Date Inspection completed: 11/16/2017

Inspection completed by: Jamie Russell

General Information:

County Inspected: NORCOR

Name of Facility: NORCOR

Facility Address: 201 Webber Street
Street

The Dalles
City

OR
State

97058
Zip

Facility Phone: 541-298-1576 Facility Fax: 541-298-1082

Facility Manager: Bryan Brandenburg
Name

Same
Phone

Same
Fax

Email: bbrandenburg@norcor.co

Facility Information:

Construction Date: 1999

Remodel Date (s): N/A

Total Design Capacity: 250

Extended: _____

Type of Facility: Podular or Linear

Type of Supervision: Direct or In-direct

Facility Data:

Male Population: Varies Female Population: Varies Juveniles: Yes or No, # _____

Housed Juveniles in 1 Year: _____ Incidence(s) of Suicide or Attempted Suicide(s): _____

Holding for Other Jurisdictions: _____ If Yes, Who: _____

Comments:

Other Inspections By:

State Fire Marshal

Last Inspection Date: 2/16/2017

Violations noted? Yes No
Have Violations been abated? Yes No

Comments: _____

Fire Sprinkler System Check

Last Inspection Date: 9/12/2017

Violations noted? Yes No
Have Violations been abated? Yes No

Comments: _____

Fire Alarm System Check

Last Inspection Date: 9/12/2017

Violations noted? Yes No
Have Violations been abated? Yes No

Comments: _____

Heath Department

Last Inspection Date: 7/5/2017

Violations noted? Yes No
Have Violations been abated? Yes No

Comments: _____

Grand Jury (county facilities)

Last Inspection Date: 9/26/2017

Violations noted? Yes No
Have Violations been abated? Yes No

Comments: _____

County Commissioners (county facilities)

Last Inspection Date: 8/17/2017

Violations noted? Yes No
Have Violations been abated? Yes No

Comments: _____

City Council (city facilities)

Last Inspection Date: N/A

Violations noted? Yes No
Have Violations been abated? Yes No

Comments: _____

JAIL INSPECTIONS REPORT - NORCOR
ORS 169.076 – Standards for Local Correctional Facility

Each local correctional facility shall:

1. Provide sufficient staff to perform all audio and visual functions involving security, control, custody and supervision of all confined detainees and prisoners, with personal inspection at least once each hour. Such supervision may include the use of electronic monitoring equipment when approved by the Department of Corrections and the governing body of the area in which the facility is located.

Describe: Staffing levels are appropriate for the current utilization of this facility.

2. Have a comprehensive written policy with respect to

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	(a) Legal confinement authority.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	(b) Denial of admission.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	(c) Telephone calls.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	(d) Admission and release medical procedures.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	(e) Medication and prescriptions.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	(f) Personal Property accountability which complies with ORS 133.455.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	(g) Vermin and communicable disease control.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	(h) Release process to include authority identification and return of personal property.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	(i) Rules of the facility governing correspondence and visitation.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Formulate and publish plans to meet emergencies involving escape, riots, assaults, fires, rebellions, and other types of emergencies and regulations for the operation of the facility.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Not administer any physical punishment to any prisoner at any time.

- (5) Provide for emergency medical and dental health, having written policies providing for:
 - [x] (a) Licensed physician review of the facility's medical and dental plans.
 - [x] (b) The security of medication and medical supplies.
 - [x] (c) A medical and dental record system to include requests for medical and dental attention, treatment prescribed, prescriptions, special diets and other services provided.
 - [x] (d) First aid supplies and staff first aid training.
- [x] (6) Prohibit firearms from the security area of the facility except in times of emergency as determined by the administer of the facility.
- (7) Insure that confined detainees and prisoners:
 - [x] (a) Will be fed daily at least three meals served at regular times, with no more than 14 hours between meals except when routinely absent from the facility for work or other such purposes.
 - [x] (b) Will be fed nutritionally adequate meals in accordance with a plan reviewed by a registered dietitian or the Health Division.
 - [x] (c) Be provided special diets as prescribed by the designated facility physician.
 - [x] (d) Shall have food procured, stored, prepared, distributed and served under sanitary conditions, as defined by the Health Division rules as authorized by ORS 624.100.
- (8) Insure that the facility be clean and provide each confined Detainee or prisoner:
 - [x] (a) Materials to maintain personal hygiene.
 - [x] (b) Clean clothing twice weekly.
 - [x] (c) Mattresses and blankets that are clean and fire-retarding.
- [x] (9) Require each prisoner to shower at least twice weekly.

- [x] (10) Forward, without examination or censorship, each prisoner's outgoing written communications to the Governor, jail administrator, Attorney General, judge, Dept. of Corrections or his own attorney.
- [x] (11) Keep the facility safe and secure in accordance with the State of Oregon Structural Specialty Code and Fire and Life Safety Code.
- [x] (12) Have and provide each prisoner with written rules for inmate conduct and disciplinary procedures. If a prisoner cannot read or is unable to understand the written rules, the information shall be conveyed to the prisoner orally.
- [x] (13) Not restrict the free exercise of religion unless failure to impose the restrictions will cause a threat to facility or order.
- [x] (14) Safeguard and insure that the prisoner's legal rights to access to legal materials are protected.

Jamie Russell
Jail Inspector



1/2/2018
Date