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
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INSPECTION DETAILS FOR: **Cottonwood County Jail**

Address: 902 Fifth Avenue, PO BOX 124, Windom, MN 56101

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Nola Seidl – Detention Facility Inspector **Inspected on:** 09/02/2026

Inspection Method: Facility walk-through, staff and inmate interviews, staff and inmate file reviews, facility documentation review and video footage review.

Officials Present During Inspection: Assistant Jail Administrator Daniel Quade; Jail Administrator Jason Rupp

Officials Present for Exit Interview: Jail Administrator Jason Rupp; Sheriff Jason Purrington

Issued Inspection Report to: Jail Administrator Jason Rupp; Sheriff Jason Purrington

RULE COMPLIANCE SUMMARY

Rule Chapter	Requirement Type	Total Applicable	Total Compliance	Total Non Compliance	Total Compliance With Recommendations	Compliance Rating	Substantial Compliance Result/Criteria
2911	Mandatory	126	119	7	0	94.44%	Compliance rating of 100%
2911	Essential	97	96	1	0	98.97%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 11/01/2026 **Ends On:** 10/31/2028 **Facility Type:** Jail

Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 10/31/2027

Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Cottonwood County Sheriff's Department

Special Conditions:

APPROVED CAPACITY DETAILS *[*Operational Capacity is calculated as a percent of Approved Capacity beds.]*

Bed Type	Gender	Approved Capacity	Effective Date	%Operating Capacity	Operational Capacity	Bed Details	Conditions
Secure	Coed	21	11/28/2001	80	16.80	None.	

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance **Total: 7**

1. 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:

The facility has separation of inmates based on classification system; however, during the inspection it was found that a work release inmate was housed with general population inmates.

Corrective Actions:

The facility will ensure inmate housing complies with Rule 2911.2500 by maintaining required separation. The facility will submit their inmate housing plan to the DOC for verification of appropriate separation of inmates.

Response Needed By: 10/23/2026

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:

Per Minnesota Statute 641.15, Subdivision 3a, facilities are required to utilize a mental health screening tool approved by the Commissioner of Corrections upon admission. The facility is currently using the approved Brief Jail Mental Health Screen (BJMHS). However, a review of four inmate medical files found that in one file, the referral section of the screening tool was not completed accurately.

Corrective Actions:

The facility will re-train all staff responsible for completing and scoring the brief mental health screen to ensure proper scoring and referral if deemed necessary. Submit documentation of the completed training to the DOC.

Response Needed By: 10/23/2026

3. 2911.5000 POST ORDERS; FORMAL INMATE COUNT; WELL-BEING CHECKS. Subpart 4. Counting.

A facility shall have a written policy describing the system of counting inmates. Formal counts shall be completed with an official entry made in the daily log at least once each eight hours. The facility shall maintain a system that identifies the whereabouts of all inmates in custody and includes a system of accountability for inmates approved for temporary absences from their assigned housing units. A written policy and procedure shall provide that staff regulate inmate movement.

Inspection Findings:

A review of counts between 8/30/2026 and through 9/2/2026 found that two head counts were not completed within the 8 hour time-frame.

Corrective Actions:

The facility will update procedures to ensure inmate head counts are logged every eight hours and will train staff on the revised requirements. Updated procedures and documentation of staff training will be submitted to the DOC.

Response Needed By: 10/23/2026

4. 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:

A review of five well-being checks conducted via video for August 4, 2026 found two well-being checks where staff did not personally observe all of the inmates within the dormitory-style housing unit.

Corrective Actions:

The facility will ensure well-being checks in dormitory-style housing units are completed by staff entering the unit and personally observing all inmates. Updated procedures will be sent to the DOC.

Response Needed By: 10/23/2026

5. 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:

Documentation reviewed for the month of August 2026 found that nine daily inspections were not completed.

Corrective Actions:

The facility will update procedures to ensure all daily inspections are completed as required. Documentation of completed daily inspections for 60 days will be submitted to the DOC.

Response Needed By: 10/23/2026

6. 2911.5800 AVAILABILITY OF MEDICAL AND DENTAL RESOURCES. Subpart 6. Medical screening.

A facility shall have a written policy and procedure that requires medical screening is performed and recorded by trained staff on all inmates on admission to the facility. The findings are to be recorded in a manner approved by the health authority. The screening process shall include procedures relating to: A. Inquiry into: (1) current illness and health problems, including dental emergencies, and other infectious diseases; (2) medication taken and special health requirements; (3) use of alcohol and other drugs that include types of drugs used, mode of use, amounts used, frequency used, date or time of last use, and history of problems that may have occurred after ceasing use, for example, convulsions; (4) past and present treatment or hospitalization for mental illness or attempted suicide; (5) other health problems designated by the health authority; and (6) signs and symptoms of active tuberculosis to include weight loss, night sweats, persistent cough lasting three weeks or longer, coughing up blood, low grade fever, fatigue, chest pain, prior history of active tuberculosis disease, and results of previous tuberculin skin or blood testing. B. Observations of: (1) behavior that includes state of consciousness, mental status, appearance, conduct, tremor, and sweating; and (2) body deformities, trauma markings, body piercings, bruises, lesions, and jaundice. C. Disposition to: (1) general population; (2) general population and referral to appropriate health care service; (3) referral to appropriate health care service on an emergency basis; and (4) other.

Inspection Findings:

The intake medical screening is missing parts of element 3 and element 6 in the Rule. Specifically, element 3 is missing history of problems that may have occurred after ceasing use while element 6 is missing the signs and symptoms of active tuberculosis.

Corrective Actions:

The facility will update the intake medical screening to include all elements required by Rule 2911. The revised screening form will be submitted to the DOC for approval.

Response Needed By: 10/23/2026

7. 2911.6200 MEDICAL AND DENTAL RECORDS. Subpart 1b. Release of information consent forms.

Release of information consent forms must comply with applicable federal and state regulations.

Inspection Findings:

A review of four files found that one inmate file did not have a release of information completed per Mn Statute 241.021.7.

Corrective Actions:

The facility shall ensure that all inmate release of information forms are signed. If the inmate refuses to sign the document, staff must document the refusal. The facility shall review all active inmate files to ensure each file has a signed release of information form.

Response Needed By: 10/23/2026

Chapter 2911 - Essential Rules Not In Compliance Total: 1

1. 2911.3675 LAUNDRY SERVICES AND LINEN EXCHANGE. Subpart 2. Linen.

Clean linens shall be furnished once each week, at a minimum. There shall be a posted schedule for linen exchange. Inmates detained in admission or release processing areas for periods of time not exceeding eight hours need not be issued linens and bedding.

Inspection Findings:

The facility did not have a linen exchange schedule posted in the housing unit.

Corrective Actions:

The facility will post linen exchange schedules in each housing unit.

Response Needed By: 10/23/2026

INSPECTION COMMENTS

The facility will remain on biennial inspections.

JJDPA Compliance

Compliance Report for the monitoring Facilities Pursuant to the Juvenile and Delinquency Prevention Act of 2002.

On September 2nd, 2026, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Cottonwood 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. There are three core requirements that are looked at during our facility review. Those core requirements are Deinstitutionalization of Status Offenders (DSO), Removal of Juveniles for Adult Jail and Adult Lockups (Jail Removal), and Sight and Sound separation.

The Cottonwood County Jail held or processed three (3) juveniles during the monitoring period. The findings are as follows:

DSO: The facility was found to have no violation of this standard.

Jail Removal: The facility was found to have no violation for this standard.

Sight and Sound Separation: The facility design and policies allow for proper sight and sound separation. This includes the route taken to in-person court. Policies and the court schedule also indicate proper sight and sound separation are maintained.

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

Based on the documentation reviewed, no violations of the JJDP act during the Cottonwood County inspection were found.

Report completed By: Nola Seidl – Detention Facility Inspector **Signature:** Nola Seidl