

October 10, 2025

Shon Thieren-Warden  
Minnesota Correctional Facility Red Wing  
Re: Special Incident #33775

The Minnesota Department of Corrections (DOC) received a special incident on September 19, 2025. The DOC's I&E Unit conducted further review of the special incident identified above.

The review is now complete, and the following determination was made:

Standard:

1. **MN Rule 2960.0080 Subpart. 14. Emergency plan.** *The license holder must develop a written emergency plan that specifies actions by staff and residents required for the protection of all persons in the case of an emergency, such as a fire, natural disaster, serious illness, severe weather, disappearance of a resident, or other situation that may require a law enforcement response or other emergency response. The plan must be developed with the advice of the local fire and emergency response authorities. The plan must specify responsibilities assumed by the license holder for assisting a resident who requires emergency care or special assistance to a resident in emergencies. The license holder must review the plan with staff and residents at least once every six months. The license holder must keep documentation showing compliance with the emergency plan and the semiannual review.*
2. **MN Rule 2960.0100 Subpart 3 A (2) Orientation and in-service training.** *The license holder must provide training for staff that is modified annually to meet the current needs of individual staff persons. The training must be directly related to serving the program's target population and to achieving the program's outcomes. The license holder must ensure that staff who will have direct contact with residents attend and successfully complete orientation training before having unsupervised contact with residents. A. Orientation training must include at least the subjects in subitems (1) to (6). (2) relevant statutes and administrative rules and legal issues, including reporting requirements for abuse and neglect specified in Minnesota Statutes, chapter 260E and section 626.557, and other reporting requirements based on the ages of the residents;*
3. **MN Rule 2960.0560 Subpart. 4. Initial staff orientation training. A.** *A staff person who provides correctional program services must complete orientation training related to the specific job functions for which the staff person was hired and the needs of the residents the person is serving. During the first 45 calendar days of employment, and before assuming sole responsibility for care of residents, staff who provide correctional program services must complete training in the topics in*

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|  | <p><i>subitems (1) to (7): (1) the license holder's policies and procedures related to correctional program services; (2) resident rights; (3) emergency procedures; (4) policies and procedures on approved restrictive procedures, strip searches, and resident-assisted searches; (5) rules of conduct and policies and procedures related to resident behavior; (6) emergency and crisis services; and (7) problems and needs of residents and their families.</i></p>                                                                                                                                                                                                 |
|  | <p><b><u>Violation:</u></b></p> <ol style="list-style-type: none"> <li>1. The license holder did not provide documentation identifying the staff involved in the special incident completed a review of the emergency plan at least once every six months.</li> <li>2. The license holder did not provide documentation identifying the staff involved in the special incident was trained in mandated reporting requirements.</li> <li>3. The license holder did not provide documentation identifying the staff involved in the special incident completed the required trainings identified for a staff that has sole responsibility for care for residents.</li> </ol> |
|  | <p><b><u>Corrective Action:</u></b> Immediately and on an ongoing basis the license holder is to ensure that all staff have the required trainings completed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

Thank you,

Stephanie Kantola  
Inspector  
Inspection and Enforcement  
Office of Inspector General  
Minnesota Department of Corrections

Cc: I&E File  
MN DOC website