



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:

Sibley County Jail

Address: 419 Harrison Avenue, Gaylord, MN 55334

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Jake Nelson – Senior Detention Facility Inspector **Inspected on:** 08/14/2025

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: Jail Administrator Aaron Louwagie

Officials Present for Exit Interview: Jail Administrator Aaron Louwagie

Issued Inspection Report to: Jail Administrator Aaron Louwagie; Sheriff Patrick Nienaber; County Administrator John Glisczinski; Regional Manager Dayna Burmeister

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	122	4	0	96.83%	Compliance rating of 100%
2911	Essential	101	101	0	0	100.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 10/01/2025 **Ends On:** 09/30/2027 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 09/30/2026
Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Sibley County Sheriff's Office
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	19	12/18/2003	80	15.20	None.	

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance

Total: 4

- 2911.0900 STAFFING REQUIREMENTS. Subpart 1. Staffing plan and staffing analysis.

The facility administrator shall prepare and retain a staffing plan. The staffing plan shall identify: A. jail personnel assignments for: (1) facility administration and supervisors; (2) facility programs including exercise and recreation; (3) inmate admission, booking, supervision, and custody; (4) support services including medical, food services, maintenance, and clerical; and (5) other jail-relevant functions such as escort and transportation of inmates; B. the days of the week that the assignments are filled; C. the hours of the day that the assignments are covered; and D. any deviations from the plan with respect to weekends, holidays, or other atypical situations must be considered. The facility administrator or designee shall review the facility's staffing plan at least once each year. The review shall be documented in written form sufficient to indicate that staffing plans have been reviewed and revised as appropriate to the facility's needs or referred to the facility' governing body for funding consideration. A facility with a design capacity of more than 60 beds must have a staffing analysis and staffing plan approved by the commissioner of corrections. This staffing analysis shall include all posts, functions, net annual work hours appropriate to each post, and total number of employees to fill the identified posts and functions.

Inspection Findings:

There was no documented staffing plan review completed by the Jail Administrator for 2025.

Corrective Actions:

This was completed on-site. No further action is required at this time.

Response Needed By:

2. 2911.2600 CLASSIFICATION OF INMATES. Subpart 1. Policy and procedure.

A facility shall have a written policy and procedure that provides for inmate classification in terms of level of custody required, housing assignment, participation in facility programs, and use of any overrides. The facility's policy and procedure on classification shall include consideration of the following: A. inmate gender; B. juvenile or adult status; C. category of offense; D. severity of current charges, convictions, or both; E. degree of escape risk; F. potential risk of safety to others and self; G. institutional disciplinary history; H. serious offense history; I. special needs assessment, inclusive of vulnerable adults, which includes a determination of how medical needs, mental health needs, developmental disability, or other behavioral or physical limitations or disabilities may impact on the classification of an inmate and appropriate housing of same; and J. special management inmate status.

Inspection Findings:

A review of all inmates in custody at the time of inspection, showed 3 inmates that did not have a completed classification at the time of intake.

Corrective Actions:

This was corrected on-site. However, the facility shall re-train all staff on the booking process, to ensure that all inmates are properly classified at the time of booking. Send documentation of the completed training to the DOC by the required date. The DOC will continue to monitor for future compliance.

Response Needed By: 11/28/2025

3. 2911.6500 STORAGE. Subpart 2. Refrigeration.

Medication requiring refrigeration shall be refrigerated and secured and the temperature checked daily. There must be separate refrigeration for medications only.

Inspection Findings:

A review of the temperature log for 2025, showed ten days that did not have a temperature check completed.

Corrective Actions:

The facility shall review its procedures for ensuring the temperature of the medication refrigerator is checked daily. Send any updates to the DOC by the assigned date. The DOC will continue to monitor for future compliance.

Response Needed By: 11/28/2025

4. 2911.6800 CONTROL. Subpart 1. Records.

Records of receipt, the quantity of the drugs, and the disposition of all prescription medications shall be maintained in detail to enable an accurate accounting.

Inspection Findings:

The facility is not accounting for medication refills in their overall medication counts.

Corrective Actions:

The facility shall update its procedure to ensure that all prescribed medications in the facility are accurately accounted for. Send the updated procedure to the DOC by the assigned date. The DOC will continue to monitor for future compliance.

Response Needed By: 11/28/2025

INSPECTION COMMENTS

The facility will remain on biennial inspections.

JJDPA Compliance

COMPLIANCE REPORT FOR THE JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT OF 2002.

On August 14th, 2025, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Sibley 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.

According to the DOC Portal, the Sibley County Jail held or processed zero juveniles from October 1st, 2024, to the date of this inspection.

DSO: I did not find any violations of the facility holding status offenders in the jail. Upon review of the files, indication was that juveniles that were brought into the facility were indeed there for delinquent offenses.

Jail Removal: Files and the DOC Portal System data indicate that any juveniles brought into the jail are removed within the 24-hour time frame allowed per the "Rural Exception."

Sight and Sound Separation: The facility design allow for proper sight and sound separation.

The facility does not participate in any "Scared straight" programs.

Based on the documentation reviewed, I did not find any violations of the JJDP act during the Sibley County inspection.

Report completed By: Jake Nelson – Senior Detention Facility Inspector

Signature:

