



## 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  
Telephone: 651-361-7146 Fax: 651-642-0314 Email: ie-support.doc@state.mn.us

### INSPECTION DETAILS FOR:

**Address:** 203 W Third Street, Winona, MN 55987

**MN Governing Rule:** 2911 Local Adult Detention Facilities

**Inspection Type:** Annual **Inspected By:** Gretta Holder – Detention Facility Inspector **Inspected on:** 12/30/2025

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

**Officials Present During Inspection:** Administrative Assistant Kelsie Horst; Jail Administrator Steve Buswell

**Officials Present for Exit Interview:** Jail Administrator Steve Buswell

**Issued Inspection Report to:**

### 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	128	127	1	0	99.22%	Compliance rating of 100%
2911	Essential	111	110	1	0	99.10%	Compliance rating of 90%

### TERMS OF OPERATION

**Authority to Operate:** approval **Begins On:** 01/01/2026 **Ends On:** 12/31/2026 **Facility Type:** Jail

**Placed on Biennial Status:** No **Biennial Status Annual Compliance Form Due On:**

**Delinquent Juvenile Hold Approval:** 24 hrs exclusive of weekends and holidays **Certificate Holder:** Winona County Sheriff's Office  
203 W. 3rd Street  
Winona, MN 55987

**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	74	12/12/2023	95	70.30	Designed Capacity 86 Approved Capacity 74 Operational Capacity 95% (70.3 Beds)	

### RULE COMPLIANCE DETAILS

**Chapter 2911 - Mandatory Rules Not In Compliance****Total: 1**

1. 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 twenty-seven 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: 01/31/2026****Chapter 2911 - Essential Rules Not In Compliance****Total: 1**

1. 2911.1300 CUSTODY STAFF TRAINING.

A facility shall have a written policy and procedure that provides that all custody staff receive 120 hours of orientation and training during the first year of employment. Forty of these hours are completed prior to being independently assigned to a particular post. All persons in this category are given an additional 16 hours of training each subsequent year. At a minimum, training completed before independent assignment to a particular post shall include: A. security procedures; B. supervision of inmates; C. signs of suicide risk and suicide precautions; D. vulnerable inmates; E. response to resistance regulations and tactics; F. report writing; G. inmate rules and regulations; H. rights and responsibilities of inmates; I. fire and emergency procedures; J. key control; K. interpersonal relations and communication skills; L. diversity training; M. distribution of medications; N. right to know; and O. blood-borne pathogens and communicable diseases.

**Inspection Findings:**

Documentation showed that one custody staff member, who began employment in 2025, completed the required hours of orientation training; however, the training did not cover part N, "right to know" outlined in the rule.

**Corrective Actions:**

**The Jail Administrator must ensure all custody staff complete right to know training. Upon completion, documentation of the training must be submitted to the inspector.**

**Response Needed By: 01/31/2026****INSPECTION COMMENTS**

The Winona County jail will move to biennial inspections.

**JJDPA Compliance**

On December 16, 2025 a Juvenile Justice and Delinquency Prevention (JJDP) Act audit was conducted. The Winona County Jail has received a "Rural Exception" to the JJDP Act. This allows the facility to hold a delinquent juvenile up to 24 hours, excluding weekends and holiday. The three core requirements reviewed in the audit 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 facility records, the Winona County Jail processed thirteen juveniles from December 16, 2025 and the day of the inspection, December 17, 2025.

DSO: I did not find any violations of the facility holding status offenders in the jail.

Jail Removal: One juvenile was held longer than the 24-hour time frame allowed, per the hold approval, on two separate occasions: May 23-24, 2024, held for 29 hours and July 27, 2024, held for 25 hours (excluding a weekend).

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

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

Based on the documentation reviewed, two violations of the Juvenile Justice and Delinquency Prevention Act were determined during the Winona County jail inspection.

Report completed By: Gretta Holder – Detention Facility Inspector

Signature: *Gretta Holder*