

DODGE CORRECTIONAL INSTITUTION



FY 2004 ANNUAL REPORT

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MESSAGE FROM THE WARDEN

It is with great pride that the staff of Dodge Correctional Institution (DCI) present the DCI Annual Report for FY04. This is the first year that our annual report represents a fiscal year rather than a calendar year. Given the economic realities with which we have been living for the past several years, this is perhaps appropriate.

However, despite all that is going on around us, the staff at DCI carried on the real business of maintaining a safe and secure facility while serving the people of Wisconsin. It has been said that heroes are people who do extraordinary things in an extraordinary way. Heroes are also people who do ordinary things in an extraordinary way. DCI staff do both.

Their efforts contribute to the timely processing of approximately 8,000 new offenders per year. DCI staff were also involved with the return of unprecedented numbers of inmates from out-of-state placements during the fiscal year—1,798. Their efforts work toward placing the right offenders in the right place at the right time. They also contribute toward the reintegration of these same offenders, as our system conversely releases almost 8,000 offenders per year. The efforts of our staff assist law enforcement by identification and tracking of disruptive group members, by collecting DNA samples on all offenders, and by electronically submitting fingerprints to state, local, and federal authorities. Staff in the medical areas provide quality health care to inmates in our custody, and they treat illnesses that could have a potential impact on public health in communities throughout the state when inmates are released.

This will be the last Annual Report submitted by me as Warden. I have assumed a position as Assistant Administrator of the Division of Adult Institutions (DAI), and another Warden will submit the next report. I have been proud to work with the staff at this institution in various capacities throughout the years.

The staff once again demonstrated their ability to rise to unusual challenges shortly before the end of this fiscal year. On the night of June 24, a tornado maintaining winds in excess of 200 MPH struck the city of Waupun. DCI's barracks took a direct hit, knocking heating units off the roof, emitting massive quantities of natural gas. Staff evacuated approximately 300 inmates in the middle of the night from the barracks into the gymnasium. They maintained secure custody and control over the inmates for many hours while arrangements were made to clean up the barracks, disburse the gas, and to return the inmates to these housing units. Staff reported for work and worked through two shifts, ensuring that the situation was stabilized. Some of these staff sustained damage to their own properties as a result of the tornado.

This incident is indicative of the quality of staff that work at DCI. I salute them, and I am confident that they will continue to carry out their important mission for the Department of Corrections and for the citizens of Wisconsin for years to come.

John Bett
Warden

MISSION STATEMENT

The mission of Dodge Correctional Institution is to serve as the central reception center and to facilitate assessment and evaluation for all adult inmates sentenced by the trial courts. To promote community safety through effective, humane custody and supervision of inmates, and to provide programs and services to inmates which will enable them to acquire life-coping skills and positive attitudes and values in order to manage their freedom following release without recourse to criminal behavior. In support of this mission, Dodge Correctional Institution has the following broad responsibilities:

1. To receive and process convicted adult inmates. That includes admission, initial record development, assessment, classification, and providing centralized transportation services.
2. To supervise the movement and restrict the freedom of inmates to the extent necessary to ensure public, staff, and inmate safety.
3. To provide training, work experience, coping skills, and other programs and services which enable and encourage constructive inmate participation and prepare for the eventual reentry of the individual inmates in the community.
4. To monitor and audit institution programs for general effectiveness and achievement of specific results.
5. To administer statutes, DOC Administrative Rules, and Division of Adult Institutions (DAI) policies and procedures.
6. To plan, coordinate, and administer a complex, multi-disciplinary workforce. To provide leadership that is proactive, innovative, and responsive.
7. To ensure that health care is provided to inmates at the institution consistent with professional, community, and correctional health care standards.
8. To manage resources in the most efficient, effective, and practical manner consistent with the attainment of institution goals.

FAST FACTS

Category	Fast Fact
Date institution opened	1978
Number of acres	57
Security level	Maximum
Operating budget	\$4,492,447.58
Monies collected	
Restitution	\$10,910.98
Child support	\$5,944.58
Victim/witness	\$11,246.98
Medical co-pay	\$13,477.50
Outgoing mail processed	
Total pieces	62,796
Postage	\$54,550.44
Operating Capacity	
Males	1,165
Females	30
Current population	
Males	1,423
Females	70
FY04 Intake—Males/Females	12,435
Temporary holds/other intake	4,124
Correctional Officers/Sergeants	392
Non-security staff	183.75
Offender to staff ratio	2.6 : 1
Inmate complaints	3,021
Conduct reports	
Summary	922
Minor	636
Major	1,749
Conduct report appeals	124
Transportation	
Inmate transfers	27,012
Emergency medical	397
Medical	1,569
Miles	451,326
Institution volunteers	
AA-NA, Victim impact	23
Religious	88
Brother Bob Outreach	

NOTE: Offender participation and completion—education, work, and treatment programs. DCI is an intake and assessment facility with minimal treatment programs offered. Programs offered include: CGIP Phase 1 and 2, Victim Impact, AA and NA. DCI has approximately 285 inmates in general population work status to maintain the facility.

WAUPUN COMMUNITY & CORRECTIONS RELATIONS BOARD

In December 1991, the Wardens of Waupun Correctional Institution and Dodge Correctional Institution and the Superintendent of the John C. Burke Correctional Center met to establish guidelines for the community relations board for the three institutions located in the City of Waupun. The focus of the Waupun Community & Corrections Relations Board is to promote positive communications between the institutions and the local community. It serves as a forum for providing public information and education, sharing issues and concerns, and dealing with items of mutual interest. The first meeting of the board was held on January 27, 1992. The board meets three times per year or as concerns arise.

Jim Baer/DeAnn Thurmer, President
Waupun Memorial Hospital

Representative Carol Owens
WI State Assembly

John Bett, Warden
Dodge Correctional Institution

Gary Pucker, Sheriff
Fond du Lac County

Sharon Bos, Vice President
The National Bank of Waupun

Steven Bauer
Dodge County District Attorney

William Buchholz, Co-Chair
Attorney at Law

Mayor Robert Reinap/Jodi Steger
City of Waupun

Wayne Buteyn
Werner Harmsen Furniture

Senator Carol Roessler
18th Senate District

Todd Nehls
Dodge County Sheriff

Gary Rogers
City Administrator

John Hartman, Coordinator
Dodge Co. Victim/Witness Assistance

Superintendent Art Thurmer, Co-Chair
John C. Burke Correctional Center

Gerald Heeringa
Interested Citizen

Chief Thomas Winscher/Dale Heeringa
Waupun Police Department

Elmer Karl
Division of Community Corrections

William R. Zeininger, Business Manager
Waupun School District

Mark Kastein
c/o KFIZ Radio

John G. Zeratsky, President
National Rivet & Manufacturing Co.

The Honorable Daniel W. Klossner
Circuit Court Branch #1

Gary R. McCaughtry, Warden
Waupun Correctional Institution

RESTORATIVE JUSTICE

- Dodge Correctional Institution's Restorative Justice Committee was established on July 17, 2003. Representatives consisted of 2 Sergeants, one Captain, Social Services Director, Classification Specialist, Recreation Worker, Licensed Practical Nurse II, and a Chaplain.
- "Pathways To A Strengthened Community" was the theme for an inmate writing contest held for Restorative Justice Week, November 16-22.
- Inmates donated bracelets and candy cane ornaments to The Beaver Dam Shop With Cops Program.
- Ten inmates completed the Victim Impact Program.
- Inmates donated a total of \$410 to Goodwill.
- A program called "Restitution, Do The Right Thing" was presented to inmates by DOC's Director of Victim Services Colleen Jo Winston. A wide collection of inmate projects was donated to the Department of Corrections Restorative Justice "Restoring the Community Art Sale and Auction."
- An informational program called, "Restorative Justice, What's In It For Me?" was presented to inmates.
- A victim of childhood sexual assault spoke to inmates during National Crime Victim Rights Week. Her program was entitled "My Healing Journey." 166 inmates and 22 staff members attended the program.
- Inmates planted, weeded, and harvested a vegetable garden. 1600+ pounds of fresh produce was donated to the local Food Pantry.
- Inmates crocheted 180 Chemo Caps that were donated to Ashland's Relay for Life for cancer victims.
- Inmates collected \$541.75 to donate to the Dodge County Food Pantry to help feed the hungry.
- Inmates donated 400 laced cross bookmarks to Rising Sun Camp, a camp for children who have an incarcerated parent.
- Inmate donations received press coverage in the *Fond du Lac Reporter*. Front-page headlines on Sunday, August 1, 2004, read "Prison Inmates Reach Out To Community."
- Inmates were invited to participate in a writing contest for the M. K. Gandhi Institute for Nonviolence. Five DCI inmates entered.
- Through the Locks of Love organization, inmates donated 134" of hair to make hairpieces for financially disadvantaged children with long-term medical hair loss.

TRAINING FROM JULY 2003 – JUNE 2004

July 2003	--Incapacitating Agents
August 2003	--Radio/Communications & Man Down Response During Meal Times --WITS Training
September 2003	--CPR/AED --ERU Training
October 2003	--Health Fair --Teamwork, Communication & Professionalism --Fraternization Issues
November 2003	--Access: Queries, Calculating Fields & Summary Reports --Introduction to Word --CPR/AED --Suicide Prevention & Assessment
December 2003	--CPR/AED --Suicide Prevention & Assessment --ERU Training --Van Training
January 2004	--CPR/AED --Victim Services --Weapons Re-qualification --Incident Response to Terrorist Bombings Awareness
February 2004	--CPR/AED --RIPP Restraints Training --Supervisory Safety Orientation --ERU Basic: Single Officer Baton --ERU Basic: Baton/ERU Technique --Air Taser Instructor Training
March 2004	--WITS Training --Institution Tours --Air Taser Medical Response --Advocate Training --Weapons Re-qualification (make-ups)
April 2004	--Computer Training --Van Training --Bloodborne Pathogens Training --ERU Training
May 2004	--Verbal Judo --Excel: Formulas and Templates --Advanced Microsoft Word --Blood Drive --ERU Basic: Handgun --Van Training
June 2004	--ERU Re-qualification --ERU Training --Identity Theft

SECURITY

The Security Department ensures the general safety of the public, staff, and inmates. It is responsible for a multitude of tasks within a correctional institution on a day-to-day basis. These include:

- Process 8,000+ admissions.
- Manage the institution beds for transient population.
- Process conduct reports and conduct disciplinary hearings.
- Process incident reports.
- Conduct investigations.
- Control and manage contraband—processed over 2,430 pieces.
- Manage the Centralized Transportation Unit.
- Provide emergency medical trips.
- Manage the Disruptive Groups Program.
- Train staff.

Security faced numerous challenges during this fiscal year. Institution intake continued to rise creating bed shortages within the facility. The increased population resulted in the need for unscheduled transportation trips to relieve overcrowding. The Central Transportation Unit experienced increased trips due to the activation of New Lisbon Correctional Institution and Chippewa Valley Treatment Correctional Center. County jail hubs were also added requiring additional scheduled trips. A transportation pilot, where county sheriffs in the northwestern area of the state delivered inmates to Stanley Correctional Institution, was tested and successful.

The Security Department conducts investigations into necessary separations between inmates, alleged violation of institution rules, and staff misconduct. Investigations, at times, parallel with sheriff departments when criminal activity may be present. Investigations can be generated by staff incident reports, inmate information, or outside sources of information. Penalties can range from informal counseling to written conduct reports up to criminal prosecution.

The Security Department has provided mutual aid to law enforcement in the form of equipment, utilization of transport vehicles, and staff for movement of inmates.

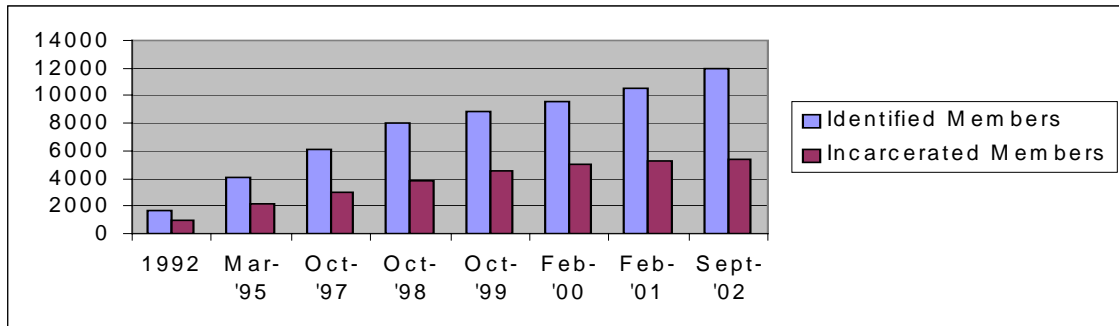
DISRUPTIVE GROUPS PROGRAM

Disruptive Groups, referred to as gangs by WI DOC, or Security Threat Groups in the federal correctional system, are defined as groups or an individual acting on behalf of a “gang” of individuals who threaten, coerce, or harass others and/or engage or encourage illegal or illicit activities on the part of group members or others. Disruptive groups, by definition, are a threat to the public, as well as staff and offender safety, both within the institution and in the community.

Department of Corrections staff began to recognize the formation of disruptive groups in the late 1970's. The single event that heightened the Department's awareness in disruptive group activity was the admission of inmate Jerome (“King Shorty”) Freeman into the Department in December 1977. Inmate Freeman was the leader of the Black Disciples street gang in Illinois.

In 1991, an Administrative Directive was written outlining how the department identifies and monitors disruptive groups members. DCI was designated to serve as the clearinghouse for all gang information for the Department; and in 1994, funds became available for a full-time Disruptive Groups Coordinator.

DCI being the headquarters for the DOC Disruptive Groups Program, as of June 2004, maintains 13,516 confidential ongoing investigative files on inmates who have been identified as or are strongly suspected of being gang members. These numbers have increased since June 2003. Of these 13,500+ files, 5,620 files are for identified inmates currently incarcerated at state facilities, an increase from 5,381 that were incarcerated in June of 2003.



Maintenance of these records involves entering information on newly identified gang members and updating information on members currently in the correctional system. Regardless of where an inmate is housed, the Disruptive Groups Coordinator at DCI does all entry of changes, corrections, and updating of records in the WITS database.

There has been an increase in the requests for information from outside law enforcement agencies. Networking and sharing information between Corrections and outside agencies has proven to be beneficial to both. There are currently five law enforcement agencies helping in the identification of disruptive groups' members. They are Green Bay, Kenosha, Madison, Milwaukee, and Racine. The DOC Disruptive Groups Coordinators throughout the state work closely with these outside agencies on numerous investigations dealing with gang activity being coordinated between gang members on the streets with members that are now incarcerated. These agencies are also notified when members are released so they can continue the monitoring process.

In July of 2002, a Disruptive Groups Certification Program was created. This program provides training to staff who are responsible for the identification, control, and management of Disruptive Group activity. The program utilizes three levels of certification: DOC Disruptive Groups Agency Coordinators, Disruptive Groups Coordinators, and Disruptive Groups Specialists. Staff needs to successfully complete a Certification Program and pass a final written exam. Results of the training are maintained in a database developed by the DCI Disruptive Groups Office.

Three eight-hour certification classes were held in 2003; one 40-hour certification class, and one 24-hour specialist class. Out of these classes, 73 were certified as specialists and 26 as coordinators. We implemented regional training to accommodate class attendees and to keep costs down due to budget restraints. These classes were held at MSDF, OSCI, FLCI, and NLCI.

Disruptive Groups Coordinators throughout the state along with the assistance of outside law enforcement agencies continue to identify approximately 1,000 new gang members each year. We have seen an influx of new umbrella groups under current identified gangs. Migration to the

Midwest continues, as we see members being incarcerated from areas of California, Texas, and New York. The latest group that we have observed coming into the Wisconsin Prison System is the 18th Street Gang, a Hispanic gang that tends to be very violent. With their migration from California to Illinois, we are sure to see this Disruptive Group continue to grow in our system. Three confirmed members of this gang were incarcerated within the last year.

The Disruptive Groups program has been extremely beneficial for the WI DOC in maintaining a safe and secure setting for staff and inmates.

SOCIAL SERVICES

- 3 General Population Social Workers, 2 A & E Social Workers (located in the Barracks), 1 Social Worker in the Infirmary.
- Programs: Cognitive Intervention Program, Anger Management, and AA/NA (both male and female).
- Established approximately 150 release plans.
- Coordinated the Holiday Food Purchase Program.
- Provided 800 Program Review recommendations, 150 Parole Summaries.
- Assisted inmates housed in the Barracks, and all female inmates minimum custody and proof of release.
- Prepared Social Security applications for replacement Social Security cards.
- Assisted inmates with Social Security and Medical Assistance filing.

CHAPEL

- Two locations: East Chapel and the Multipurpose Room.
- 3 full-time Chaplains.
- Several volunteers.
- 6 Services offered and Infirmary devotions.
- Music provided by Christian guitar groups and choirs.
- Conducted Prison Fellowship Seminars.
- Conducted 6 Marriage Enrichment Seminars.
- Provided prayer services for inmates.
- Volunteers provide weekly Bible Study Groups.
- Provided 3 Victim Impact Groups.
- Conducted programs for the Restorative Justice group, Black History Month, Victim Rights Month, Joyce Meyer Ministries and Brother Bob.

RECREATION DEPARTMENT

The purpose of the DCI Recreation Department is to provide a positive means for inmates to burn energy, pursue fitness, and to build self-esteem through intramural athletics. The provision of recreational services is consistent with Wisconsin Administrative Code DOC 309.36.

Recreation Activities:

--Basketball	--Track running/walking	--Softball
--Volleyball	--Aerobics	--Horseshoes
--Soccer	--Stair Steppers	--Weight lifting
--Stationary bicycles	--Various board/table games	--Hobby crafts and music

Intramural athletics, hobby crafts, and music are offered exclusively to general population inmates. DCI Recreation Leaders (4.5 positions) plan and supervise recreation events, generate all institution recreation schedules, and provide recreation supplies to all areas where such items are allowed.

Opportunities for Recreation:

A&E Units: Five 50-minute periods of off-unit physical recreation per week.

Female A&E Units: Eight 50-minute periods off-unit physical recreation per week.

GP Units: Twelve 50-minute periods of off-unit physical recreation per week.

Hobby Crafts daily.

Special Activities (GP Inmates):

- Leagues: Softball and volleyball with tournaments after the end of league play.
- Brother Bob Outreach--At DCI for a volleyball tournament and 2 softball games.

Hobby Craft Item Sales:

- Visiting Center Sales: \$ 276.50
- Staff Purchase Sales: \$1,938.00

Music: Inmates with musical instruments can use them in their living quarters, in the Chapel, outside recreation, and designated evenings in the Hobby Department. While in the Hobby Department, inmates can play their instruments together, clean their instruments, repair their instruments, and give musical assistance to other musicians.

Other:

- Restricted many in-cell allowable hobby items for security reasons.
- Eliminated leather and leather tools for in-cell hobby.
- Eliminated steel horseshoes and replaced with rubber horseshoes.
- Reduced morning hobby hours due to staff resources and the need for second shift access to hobby for inmates with job assignments.
- Recreation Leaders transposable to work all areas of recreation, hobby, restorative justice, and music.
- Added Hobby periods for General Population female inmates on the Infirmary.

Major Purchases:

- Crossover cable machine.
- Fly machine for weight room.
- Clay/sand mixture to replenish the two softball fields.

LIBRARY

The Library/Law Library program at DCI serves the inmate population through the provision of general materials, a legal collection, a reference collection and professional reference services, interlibrary loan services, and unit satellite collections. There are two full-time Librarians, each of whom has a graduate degree in professional librarianship, as well as advanced academic study in criminology and corrections. Seven inmate clerks assist the Librarians.

The Library/Law Library area is open Monday through Friday from 7:30 a.m. until 4:00 p.m. Evening programming is offered on Mondays and Thursdays from 6:15 p.m. until 9:00 p.m.

- Online cataloging and interlibrary loan ordering system was upgraded.
- Installed five desktop computers and a CDROM-based legal research collection.
- Several hundred new and donated books were cataloged and placed in the collection.
- Loaned 153,692 items.
- Processed 1,236 interlibrary loan orders.
- Received 63,045 requests for services (daytime 52,492/evening 10,553).
- Issued 43,385 passes (daytime 33,052/evening 10,333; Library passes 21,291/Law Library passes 11,761).
- Served 31,263 male inmates (daytime 25,006/evening 6,257; Library passes 16,912/Law Library 8,094).
- Served 4,764 female inmates.
- Served 649 Special Management Unit inmates.

RECORDS

- Completed computations, created and/or updated inmate legal files, captured and electronically transferred fingerprints to CIB and submitted Social Security information to the SSA on approximately 8,000 admissions to DCI.
- Converted to and captured PICS photos and created inmate ID cards for all inmates residing at DCI and for all intakes.
- Served and processed an average of 40-50 detainees per week.
- Processed an average of 20 releases per month.

WORD PROCESSING DEPARTMENT

The Word Processing Department provides word processing and clerical support to all DCI departments. It is the copy center for the institution and also receives many requests to make labels for various departments.

- Produced a wide range of documents, certificates, reports, and charts.
- Provided technical support and software training to staff.
- Entered data for inmate movement into the WITS system.
- Converted and maintained the general population visiting lists for ICS.
- Generated and distributed transfer notifications to all affected units and departments several times a day.
- Generated over 17,700 labels.
- Produce in excess of 817,100 copies.

DCI HEALTH SERVICES

PRIMARY CARE

- Installed locked gate between rooms to create exam rooms for patient care.
- Piloted the electronic medical referral system.
- Provided Internet access to all Providers.
- Hired two full-time and one half-time Medical Assistants.
- LPN's administered the "scheduled-time" narcotics.
- Hired inmate workers to provide transport of wheelchair bound inmates.
- Interned students to get exposure to correctional medicine. There have been MD, PA, NP and RN student interns.
- Dynacare became the new provider for laboratory services.
- Implemented form letter to inform patients of normal test results regarding HIV, Hepatitis B and C, Gonorrhea. and Chlamydia.
- Processed 307,642 medication orders.
- Completed 40, 249 labs.
- Performed 8,517 physical exams.
- Completed 49,536 NC2 appointments, sick call, and emergencies.
- Developed protocols to implement system-wide maintenance for medically managing inmates who have been on methadone.
- Developed advisory sheets for reviewing inmate's psychiatric medications.
- Implemented a chronic disease care plan for lipid disorders.
- Completed review of the principles of chronic pain management and use of narcotics for treatment of chronic pain.
- Completed review of the standard health care maintenance counseling and screening recommendations.

HEMODIALYSIS UNIT

- Operational hours for the unit are Monday, Wednesday, and Friday from 0430-1900.
- Expanded the number of slots for inmates needing Hemodialysis from 12 to 18, which resulted in significant cost savings and enhanced community safety, as this eliminated the need to transport these offenders to a community dialysis center for their treatments.
- Converted from premixed solutions to bulk solutions needed for dialysis treatments, which resulted in decreasing the cost of treatment to each patient.
- A unit laundry room was converted to a lab for the Hemodialysis/Infirmiry staff to process specimens.

- Developed and implemented Hemodialysis Unit rules for inmates to provide written direction of expectations and acceptable behavior while receiving services in the DCI Dialysis Unit. This has improved consistency in dealing with issues that resulted from the expansion of services in this area.
 - Admissions - 16
 - Discharges - 10 (2 deaths, 2 transplants, and 8 to the community)
 - Successful Kidney Transplants - 2
 - Total Hemodialysis Treatments - 2,619

INFIRMARY UNIT

- Average Daily Census – 53
- Admissions – 161
- Discharges - 158
- Deaths - 15
- Therapy Services to both Infirmary and Primary Care patients continues to increase with a total of 4,045 therapy treatments provided with therapy services listed by provider below:
 - Physical Therapy - 824
 - Physical Therapy Assistant - 1,451
 - Occupational Therapy - 1,734
 - Speech Therapy - 36
- The Infirmary Nurse Clinician staff continues to provide telephone consultation to unit officers and respond to emergencies on the nightshift when Primary Care is not staffed with nursing personnel.
 - Telephone consultations - 39
 - Unit Visits - 197
- Remodeled several storage areas to increase/improve storage of supplies and unit function.
- The medication room was moved to one of the remodeled areas, which has improved storage of the medications and increased efficiencies in the delivery of medications to patients on the unit.
- One 0.5 FTE Program Assistant 3 was approved and hired.
- The Infirmary was fully staffed for a 6-week period in spring of 2004 for the first time since it opened.
- Nurse Clinician 2 staff continue to provide preceptor experiences for nursing students from Moraine Park Technical College for exposure to correctional healthcare.
- Participation in the multi-disciplinary patient care conferences was expanded to include the Unit security staff on routine basis, which has improved information sharing and teamwork between the medical and security staff.
- Provided interdisciplinary training to medical, treatment, and security staff to improve communication and teamwork.

PSYCHOLOGICAL SERVICES UNIT

The mission at DCI is to identify and assess mental health issues in order to provide information to A&E Classification Specialists, Security, PRC, Social Workers, and HSU regarding placement and treatment recommendations. Psychological services are also provided to inmates who are in emotional crisis. Treatment to address program recommendations is provided in the form of Sex Offender Treatment.

- Screened 7,608 men and 704 women.
- Completed approximately 398 full evaluations to determine mental/emotional stability and need for special placement and treatment.
- Provided clinical monitoring for roughly 410 inmates with 155 on Level II or Level III.
- Requests for crisis intervention averaged 20 per day, 5,200 for the year.
- Placed approximately 127 inmates in observation with 16 in restraints.
- Placed 175 inmates on Special Management Unit (SMU)
- Involved in 20 guardianship processes.
- Provided internships for 3 psychologist interns.
- Dispersed 750 records to appropriate parties after proper release of information was obtained.
- Scheduled 28 court-ordered and Social Security Disability evaluations for outside psychologists.

SEX OFFENDER ASSESSMENT PROGRAM (SOAP)

- Performed 716 SOAP assessments.
- Provides comprehensive assessment of specific treatment needs of inmates convicted of current or past sex offenses.
- May also assess treatment needs of inmates allegedly involved in criminal sexual behavior of which they have not been charged or convicted.
- Identifies specific treatment needs by addressing sexual pathology, AODA issues, dangerousness, mental status, risk of sexually re-offending.
- Components of SOAP include: Orientation, RRASOR and Static-99, sexual history and interest survey, testing, Shipley (to measure intelligence level), individual interview.
- SOAP report contains description of offense, inmate's arrest history, substance abuse/mental health issues, history of sexual acting out, significant background information, SOAP testing results, and programming recommendations.

BUSINESS OFFICE

- The new Purchase Plus Program mandated for purchasing offices statewide by DOA was implemented in July. Over 600 purchase orders were processed, as well as over 400 purchasing card transactions.
- Purchasing staff conducted 10 simplified bids and 1 surplus vehicle bid.
- Accounts payable staff processed 3,150 regular DCI invoices, as well as 1,860 BHS invoices since July 2003. 460 Canteen invoices, 508 employee travel vouchers, and 77 requests for employee safety glasses round out the work of accounts payable.
- Inmate accounts staff processed approximately 45 inmate account closeouts daily, or 11,700 annually. They handled over 23,300 receipts in excess of \$1,326,300 and processed more than 13,000 inmate disbursements for over \$102,108. In addition, they processed the regular bi-weekly inmate payroll of over \$285,400. In November they implemented the reduced inmate pay rate schedule.
- Stores/Warehouse staff standardized the housing units' bi-weekly store orders. They implemented an electronic requisition system. All DOC forms were moved to the Warehouse.
- In addition, the Financial Program Supervisor coordinated the upgrade of the IT Infrastructure with new routers, hubs, and switches, and the purchase of 50 new PC's. The Financial Program Supervisor provides computer classes on monthly training days in conjunction with a CTC teacher.
- Began scheduling inmate video court hearings in February 2004. 60 LAIP, 205 INS, and 648 special business visits for inmates were scheduled. Staff telephones and inmate phone problems are resolved through the Business Office.

FOOD SERVICE

- Food Service changed over to contract buying and opportunity purchases rather than prime vendor to reduce food costs with a projected savings of 10 percent over the prime vendor contract costs. More cost-effective purchases were added without sacrificing variety or quality. Coffee was completely eliminated from the menu as another cost saving measure.
- Purchased a new 140-quart mixer for our bakery area. This will help in the expansion of the bakery so we may produce all of our own bakery products to include white bread. A second oven is in the planning for this year.
- Computers were placed on the dock and in the bakery to help staff in those areas better accomplish their duties with the use of computerized ordering inventory and other worksheets. Revised computer inventory worksheets and Meals Served Report show actual usage and meal cost.
- New floor grates were purchased and installed over the gutters in front of the steam kettles and production equipment. This eliminated a safety hazard.

- Arranged sanitation certification training here at DCI for our staff. Class taught by Madison dieticians. Trained new staff and those in need of re-certification in two sessions. Saved travel time and number of trips to take class on an individual basis.

MAINTENANCE

- Installed Security gate at back of Prime Care to provide more rooms for medical evaluations and procedures.
- Arranged for re-roofing of C-building.
- Arranged for installation of new security screens on cell windows in Units 19 & 20 to eliminate potential for inmates to make suicide attempts by tying sheets to horizontal bars on windows.
- Installed new security doors and frames inside entrances at Barracks.
- Arranged for the remodeling of the East Control Bubble and updated controls.
- Added three handicapped accessible stalls to parking lot.
- Remodeled the storage room at the back of the Infirmary and converted it to a Med room.
- Installed new ice machine in Smoking Break Room.
- Installed ice/water dispensers to Non-Smoking Break Room and break room at Primary Care.
- Arranged for installation of new wheelchair lift at Visiting Room entrance.
- Remodeled and moved the Program Assistant and Medical Assistant offices in Prime Care.
- Raised and leveled sidewalks at Administration Building, Central Control, and Visiting Center.
- Remodeled Tower B (paint, windows, heat/air).

ACRONYMS

A&E	Assessment and Evaluation (located at Dodge Correctional Institution)
AA	Alcoholics Anonymous
AED	Automated External Defibrillator
ATR	Alternative to Revocation (Parole)
CCI	Columbia Correctional Institution
CGIP	Cognitive Intervention Program
CIB	Crime Information Bureau
CMU	Contract Monitoring Unit
CPR	Cardio-Pulmonary Resuscitation
CVCTF	Chippewa Valley Correctional Treatment Facility
DAI	Division of Adult Institutions
DCI	Dodge Correctional Institution
DOC	Department of Corrections
ERU	Emergency Response Unit
FLCI	Fox Lake Correctional Institution
FMCI	Fox Lake Minimum Correctional Institution
FY	Fiscal Year
GBCI	Green Bay Correctional Institution
GP	General Population
HIV	Human Immunodeficiency Virus
HSU	Health Services Unit
ICS	Integrated Corrections System
JBCC	John Burke Correctional Center
JCI	Jackson Correctional Institution
KMCI	Kettle Moraine Correctional Institution
LPN	Licensed Practical Nurse
MSDF	Milwaukee Secure Detention Facility
NA	Narcotics Anonymous
NLCI	New Lisbon Correctional Institution
OCI	Oakhill Correctional Institution
OSCI	Oshkosh Correctional Institution
OSTU	Out of State Transfer Unit
PA	Program Assistant
PDCI	Prairie du Chien Correctional Institution
PICS	Photo Information Collection System
RCI	Racine Correctional Institution
RGCI	Redgranite Correctional Institution
RYOCF	Racine Youthful Offender Correctional Facility
SCI	Stanley Correctional Institution
SOAP	Sex Offender Assessment Program
SSA	Social Security Administration
STF	Sturtevant Transitional Facility
TCI	Taycheedah Correctional Institution
WCCS	Wisconsin Correctional Center System
WCI	Waupun Correctional Institution
WITS	Wisconsin Inmate Trust System
WSPF	Wisconsin Secure Program Facility