



DODGE CORRECTIONAL INSTITUTION



FY 2005 ANNUAL REPORT

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MESSAGE FROM THE WARDEN

It is my humble pleasure to prepare the Warden's message in the Dodge Correctional Institution Annual Report for FY05. As the new Warden at DCI starting in December 2004, I am very proud of working in this capacity with the staff at DCI. The Annual Report is a reflection of the hard work done by DCI staff on a daily basis.

As you will see throughout the report, the operations of DCI are diverse; and staff must adapt to the unusual cases and issues we encounter as an intake facility for the Division of Adult Institutions. In this fiscal year, we processed approximately 7500 new offenders into DCI. The assessment and evaluation process involves many staff disciplines working together to accomplish a unique mission for the department.

This teamwork is also apparent in the other unique DCI departments that are not present at all DAI institutions. These unique departments include: Central Transportation for DAI, Infirmary and Hemodialysis Unit, and Security Threat Groups Coordination. DCI is also the location of the DOC Pharmacy, Central Medical Records, and Planning and Operations Unit. I applaud the staff for their accomplishments and innovations in these unique areas where truly DCI staff must "Set the Standard."

DCI has been very innovative in computer technology and has made some strides in this fiscal year. Computer upgrades were obtained, and all staff at DCI has access to e-mail and the DOCNet system. DCI staff has been very actively contributing to the department's "Integrated Corrections System" initiative. The vendor for this project was secured in this fiscal year with DCI staff involved in the selection process. DCI staff will be continually involved over the next fiscal year in "Setting the Standard" for the computer records as the DAI Reception Center.

In December 2004, DAI moved the female reception center to Taycheedah Correctional Institution. This change allowed DCI to expand our male intake beds and eliminated the separation issues with males and females in the same institution. The DCI Infirmary continues to house female inmates that need the Infirmary medical care.

In support of the DCI Mission Statement, DCI staff strives to serve the public in maintaining a safe and secure institution. The responsibilities are great in ensuring that we provide a constructive environment for inmates to prepare for their eventual reentry in the community. This report is a sampling of statistics, activities, and events that DCI has accomplished in FY05. Communication, teamwork, and collaboration between staff and departments cannot be quantified in this report but is the direct contributor for DCI staff accomplishments and successes.

Cathy A. Jess
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 male 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 male 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.

AMERICANS WITH DISABILITIES ACT (ADA)

DCI is committed to providing a facility that is compliant with the Americans with Disabilities Act of 1990, which took effect July 26, 1992. No qualified individual with a physical and/or mental disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the DOC or be subjected to discrimination on the basis of disability. All DOC programs, services, and activities, when viewed in their entirety, will be readily accessible to and usable by individuals with disabilities. It is not required that DCI make accommodations that would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. The ADA Coordinators for DCI are Pat Toutant, Corrections Management Services Director, and Ron Wilson, Assistant Superintendent of Buildings and Grounds.

FAST FACTS

July 1, 2004, through June 30, 2005

<i>Category</i>	<i>Fast Fact</i>
Date institution opened	1978
Number of acres	57
Security level	Maximum
Supplies and Services Budget	\$4,032,383
Monies collected	
Restitution	\$ 3,936.57
Child support	\$12,261.09
Victim/witness	\$13,410.97
DNA surcharge	\$11,726.69
Medical co-pay	\$ 7,912.25
Operating Capacity	
Males	1,165
Females (Infirmary)	8
Current population	
Males	1,543
Females (Infirmary)	4
FY05 Intake—Males	7,193
Females	282*
Correctional Officers/Sergeants	390
Non-uniformed staff and Security Supervisors	180.75
Offender to staff ratio	2.7 : 1
Inmate complaints	2,483
Conduct reports	2,479
Female Summary	0
Male Summaries	697
Female Minors	0
Male Minors	544
Female Majors	0
Male Majors	1,238
Transportation	
Inmate transfers	23,677
Emergency medical	327
Medical	1,368
Miles	310,163
Institution volunteers	
AA-NA, Victim impact	793
Religious	2,347

*Females received at DCI through 11/30/04. Female Reception center moved to Taycheedah Correctional Institution 12/01/04.

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.

DeAnn Thurmer, President
Waupun Memorial Hospital

Representative Carol Owens
WI State Assembly

Cathy Jess, 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 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
Superintendent Susan Ross (as of 5/1/05)
John C. Burke Correctional Center

Gerald Heeringa
Interested Citizen

Chief 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. Zertsky, President
National Rivet & Manufacturing Co.

The Honorable Daniel W. Klossner
Circuit Court Branch #1

Gary R. McCaughtry, Warden
Phil Kingston, Warden (as of 12-26-04)
Waupun Correctional Institution

RESTORATIVE JUSTICE

- Dodge Correctional Institution's Restorative Justice Committee strives to restore broken relationships caused by crime, to the victim, offender, families, and the community. The 2004 – 2005 Restorative Justice Representatives consisted of Warden Cathy Jess, two Sergeants, one Captain, a Social Services Director, two Social Workers, two Recreation Leaders, one Correctional Food Service Leader, one A & E Office Operations Associate, and a Chaplain.
- "Engage Us All In the Dialog" was the theme for Restorative Justice Week, November 14-20, 2004. The Honorable Andrew Bissonnette addressed the inmates on a judge's perspective to restorative justice. "When A Family Gets Wiped Out" (Drunk Driving) and "Adam's Story" (drugs/suicide) were special programs offered to inmates and staff.
- Inmates donated \$367.41 to the Shop with a Cop Program.
- "Why is terrorism so prevalent in the world today?" and "Can a nonviolent strategy reduce the spread of terrorism?" were the themes for an inmate writing contest offered by The M.K. Gandhi Institute.
- "Decide to End Sexual Violence" was the theme for an inmate writing contest held for National Crime Victims' Rights Week April 24-30, 2005. A victim of childhood sexual assault spoke to inmates. Teal wristbands were sold and worn by staff. Staff donated \$175.00 to the Office of Victim Services. Inmates donated \$192.36 to Rising Sun Camp, a camp for children who have a parent who is incarcerated.
- Inmates donated 26 lap blankets to the elderly throughout Dodge County.
- Inmates made donations to the Inmate Arts and Crafts Auction to benefit the Cathedral Center in Milwaukee, Friends Aware of Violent Relationships (FAVR) auction, and Restorative Justice for Dodge County, Inc.
- Inmates planted, weeded, and harvested a vegetable garden. 1500 plus pounds of fresh produce was donated to a local food pantry.
- Inmates donated \$279.55 to the Tsunami Relief Fund.
- Inmates donated 250 Life Saver Dolls to the Shop with A Cop program, volunteers at Volunteer Appreciation Night, and the WI Conference of the United Methodist Church.
- Inmates' donations received press coverage in the "*Fond du Lac Reporter*" and "*Daily Citizen*" newspapers.
- Through the Locks of Love organization, inmates donated 102 inches of hair to make hairpieces for financially disadvantaged children with long-term medical hair loss.

INMATE DONATIONS

Project Description	No. of Items	Hours donated	Funded by	Presented to
Chemotherapy Caps	181	181	Community donations	St. Mary's Cancer Center, Duluth, MN
Chemotherapy Caps	278	278	Community donations	Eau Claire, Hospital, Eau Claire, WI
Chemotherapy Caps	200	200	Community donations	Ashland Hospital, Ashland, WI
Afghan & Belt	2	73	Inmate funds & Victim Impact Program	Crime victims
Afghan	1	40	Inmate funds	RJ for Dodge County
Greeting cards	8	16	Inmate funds & Victim Impact Program	RJ for Dodge County
Watercolors	2	20	Victim Impact Program	RJ for Dodge County
Leather rose bouquet	1	10	Victim Impact Program	RJ for Dodge County
Macramé Necklace	1	8	Victim Impact Program	RJ for Dodge County
Winter hat	1	10	Victim Impact Program	RJ for Dodge County
Christmas ornaments	22	22	Inmate funds	Shop with a Cop Program
Christmas bags	125	125	Inmate funds	Shop with a Cop Program
Lap Blankets	26	314	Community donations	Dodge County elderly
Trace silhouettes	12	12	Institution material	The Red Cross
Lifesaver Dolls	240	48	Local church donation	WI Conference Dinner
Recycled Cards	6,500	100	Community donations	St. Jude's Children's Ranch
Crocheted bathroom set	1	75	Community donations	Restorative Justice Auction
Crocheted hats	10			
Hand bags	3			
Crocheted female top	1			
Crocheted scarves	2			
Earrings	4	125	Community donations	Habitat for Humanity Auction
Stocking caps	4			
Scarf	1			
Leather roses	12			
Beaded banner	1			
Whirly Gig	1			
Crocheted baby blanket	1			
Crocheted blankets	2			
Lap blankets	3	150	Community donations	Friends Aware of Violent Relationships
Baby hats	7			
Knitted infant dress	1			
Knitted infant tops	2			
Knitted hat and top	2			
Hat & Scarf	1			
Hand bags	2			
Hats	5			
Hair ties	1 bag			
Drawings	4	175	Community donations	Restorative Justice Art & Sale Auction
Leather can holder	1			
Leather coin purses	2			
Leather checkbook cover	1			
Leather wallets	5			
Leather belt & buckle	1			
Leather coasters	1			
Crocheted hats	5			
Crocheted blankets	2			
Crocheted lap blankets	3			
Bracelets	13			
Mesh helmet	2			
Mesh house	1			

TRAINING FROM JULY 2004 – JUNE 2005

July 2004	--Report Writing
August 2004	--Report Writing --Crisis Negotiations --AED/CPR --Annual Weapons Requalification
September 2004	--CPR/AED --Weapons Requalification
October 2004	--ERU Training --AED/CPR
November 2004	--ERU Training --Emergency Evacuation Drill --Crisis Negotiations --AED/CPR
December 2004	--AED/CPR --EPPM-Bomb Threats/Natural --Disasters
January 2005	--AED/CPR --Fire Drill --Scott-Air Pack Training --EPM-IOIC Training --POSC Update --Crisis Negotiations
February 2005	--Scott-Air Pack --AED/CPR --Medical Drill --ERU Training
March 2005	--Mock Disturbance --ERU Training --Fire Drill --Scott-Air Pack --AED/CPR
April 2005	--AED/CPR --Tornado Drill --Crisis Negotiations
May 2005	--AED/CPR --Fire Drill
June 2005	--CPR/AED Training --ERU Training

SECURITY

The Security Department ensures the general safety of the public, staff and inmates. The Security Department is responsible for a multitude of responsibilities 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 2,211 pieces.
- Manage the Centralized Transportation Unit
- Provide emergency medical trips.
- Manage the Disruptive Groups Program.
- Train staff.

Security faced increasing challenges during this fiscal year. Institution intake continues to increase, 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 addition of New Lisbon Correctional Institution and Chippewa Valley Treatment Correctional Center. County Jail hubs were also added, requiring additional scheduled trips.

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

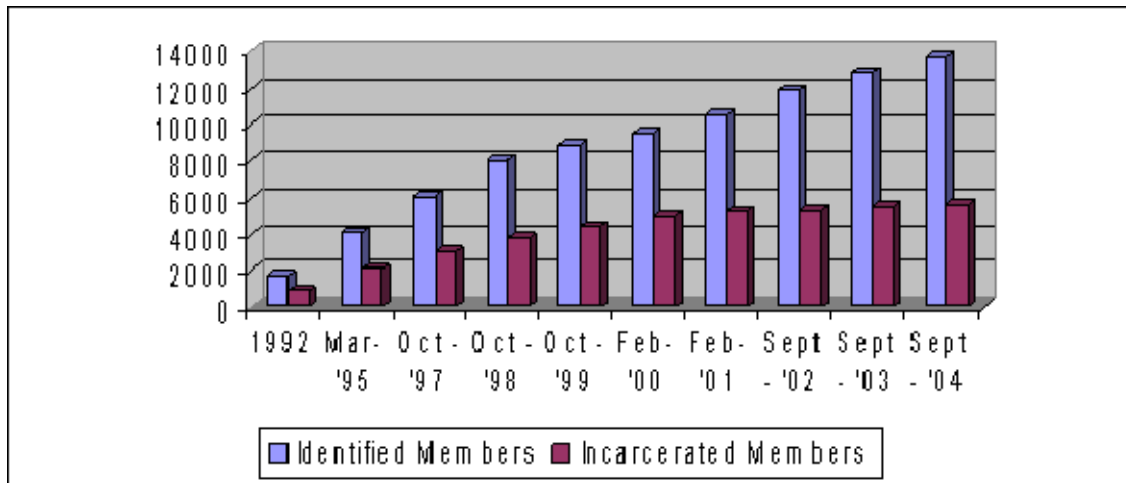
Disruptive Groups, referred to as gangs by WI DOC, or Security Threat Groups in the federal correctional system, are defined as groups or an individual acting on behalf of a “gang” of individuals who threaten, coerce, or harass others and/or engage or encourage illegal or illicit activities on the part 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.

The 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. Dodge Correctional Institution 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, has the responsibility of identifying as many STG members as possible in order to alert other institutions when these members enter the system. As of June 2005 we maintain 14,284 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 2004 at which time we had 13,516 files. Of these 14,284

files, 5,512 files are for identified inmates currently incarcerated at state facilities, a decrease from 5,620 that were incarcerated in June of 2004. Between January 2005 and June 2005 there were 70 newly suspected members identified, 263 newly confirmed members identified, for a total of 333 new DG members identified. In April of 2005 DCI Disruptive Groups office was asked to track re-offending DG members. In the 3 months since this began we have noticed that approximately 30% are offenders that have been previously identified.



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 continues to be an increase in the requests for information from outside law enforcement agencies. The importance of networking and the sharing of information between corrections and outside agencies have 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 have worked 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. Thousands of phone calls are monitored and reviewed along with thousands of incoming and outgoing letters to assist in outside law enforcement investigations and within the institutions. These combined efforts between the WI DOC and outside law enforcement have led to some solid convictions regarding different crimes. 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 the staff that 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 need to successfully complete a Certification Program and pass a final written exam to be certified. To retain certification, specialists must receive at least 8 hours of training per year and coordinators must receive 8 hours and teach 8 hours. Results of the training are maintained in a database developed by the DCI Disruptive Groups Office.

Since the creation of the Disruptive Groups Certification Program, there have been three 8-hr certification classes, two 40-hour coordinator classes and two 24-hour specialist classes. Out of these classes 114 were certified as specialists and 30 as coordinators. Currently there are 7 certified agency coordinators that teach the classes, each specializing in a specific area. Regional training was implemented to accommodate class attendees, and to keep costs down due to budget restraints. These classes are held at institutions or CTC. Our goal now is to start getting agents from the DCC trained and certified in the identification of gang members.

The Disruptive Groups Coordinators throughout the state along with the assistance of outside law enforcement agencies continue to identify approximately 1000 new gang members each year. We have also 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. One such group that we have seen come into the Wisconsin Prison System is the 18th street gang. This is a Hispanic gang and tends to be a very violent gang and 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 between 2003 and 2004. In 2005 we have seen yet another large gang called the MS-13 or Mara Salvatrucha which is a Salvadorian gang known for its violence. There are reportedly tens of thousands of MS-13 members in the United States. They are well known for their signature homicides, usually dismembering their victims as their calling card and often leaving a grim note attached to the body. There have been some connections made between this gang and the terrorist group called Al Quiada. Since 9-11 there has been information provided by homeland security that terrorist groups are attempting to recruit within our prison systems.

Street gangs that have been targeted in the last year by outside law enforcement have been BOS or Brothers of the Struggle a Folks Nation affiliate, Simon City Royals, also a Folks Nation affiliate along with the Mexican Posse. The communities in Wisconsin have seen an increase in violence and homicides that have direct ties to street gangs and their criminal activities. With these increases the Wisconsin DOC will also see a continuous increase in our gang or STG membership/population.

With the increase in gang violence, terrorism and new gangs, this year the Disruptive Groups coordinators have formed committees to research and get information out to staff. Topics being looked into include New Gangs, Terrorist Groups, Re-Integration, Grant Writing and Legal Issues.

With the implementation of the ICS program (Integrated Corrections System) and the influx of terrorist cells throughout the United States and their ongoing attempts to recruit and build alliances with Street gangs, the Wisconsin DOC has decided to change the name of Disruptive Groups to Security Threat Groups or STG's. This corresponds with other state prisons and the Federal Bureau of Prisons. Street Gangs along with Terrorist Organizations are better described as a threat to the security of the institutions and the community, rather than groups creating disruptive acts.

This program has been extremely beneficial for the WI DOC in maintaining a safe and secure setting for staff as well as offenders.

CHAPEL

- The Chapel has four locations: East Chapel, West Chapel/Multipurpose room, Unit 3 Yard and Infirmary.
- 3 full-time Chaplains, 1 Chaplain Intern.
- 100 volunteers.
- Offered 6 services
- Led Infirmary devotions.
- Archbishop Timothy Dolan led special services.
- Music provided by Christian guitar groups and choirs.
- Conducted Prison Fellowship Seminars.
- Conducted A Great Dad Seminar.
- Volunteers provided weekly Bible Study Groups.
- Provided 3 Victim Impact Groups.

- Conducted programs for the Restorative Justice group, Black History Month, Victim Rights Month, Angel Tree and Salvation Army Toy Project.

CHAPEL ATTENDANCE

Service	Attendance	Volunteers
12:00PM Bible Fellowship	1771	364
7:30AM Protestant Service	10269	162
9:00AM Protestant Service	11671	162
A Survivor's Story	351	N/A
A&E Catholic Bible Study	2493	50
African World History	97	N/A
AM Prayer Group	457	N/A
Angel Tree Toys	23	N/A
Arabic Language Study	175	N/A
Basic Christianity Study	802	N/A
Buddhist Service & Study	86	10
Catholic Choir Practice	163	N/A
Catholic Servers Choir	351	351
Catholic Worship	4835	52
Centering Group Prayer	86	N/A
Chaplain Reinke Devotions	80	N/A
Crime Victims' Rights Week	99	N/A
Disciple III Bible Study	552	101
Faith at Work	1517	47
General Population Catholic Bible Study	415	N/A
General Population Disciple Bible Study	548	102
God's Finger Prints Service	30	N/A
Great Dad's Seminar	44	N/A
Helgersen Devotions	159	N/A
Infirmiry Devotions	239	N/A
Islamic Study	1012	N/A
Islamic Worship	1441	N/A
Issues and Answers Study	999	49
Jehovah Witness Study	580	46
Jesus & The Gospels Study	1642	99
Lutheran Bible Study	853	50
M.L.K Non-Violence Program	53	N/A
Miracles Recovery Study	811	101
Native American Pipe Ceremony	237	N/A
Native American Sweat Lodge	454	19
Pagan Worship	263	24
Pastoral Inmate Counseling	1365	N/A
Pastoral Visits	169	N/A
PM Bible Fellowship	1978	328
Prison Fellowship Seminars	322	N/A
Protestant Choir	445	N/A
Protestant Choir	467	N/A
Ramadan ID Prayer	18	NA
Restorative Justice Committee	18	N/A
Restorative Justice Educational Event	171	N/A
Salvation Army Toys	27	N/A
Spanish Bible Study	901	99
Spanish Catholic Choir	95	N/A
Spanish Catholic Service	1549	49
Stocking Stitches	20	N/A
Studying the Scriptures	1705	49
Surviving and Thriving Seminar	39	8
Victim Impact	403	13

SOCIAL SERVICES

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

RECREATION DEPARTMENT

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

Recreation Activities:

- | | |
|------------------------|----------------------------|
| -Basketball | -Softball |
| -Volleyball | -Gardening |
| -Soccer | -Weight lifting |
| -Stationary bicycles | -Stair steppers |
| -Track running/walking | -Various board/table games |
| -Aerobics | -Hobby crafts and Music |

Intramural athletics, hobby crafts, and music are offered exclusively to general population offenders. The DCI Recreation Leaders (3.5 positions) plan and supervise recreation events, generate all institution recreation schedules, and provide recreation supplies to all designated areas.

Opportunities for Recreation:

A&E Units

- Five 50-minute periods of off-unit physical recreation per week.

Female Infirmary & A&E Units

- Three 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:

- Formed softball and volleyball leagues for General Population inmates.
- Provided a Brother Bob Outreach tournament and softball games with General Population inmates.
- Held a Cribbage tournament for General Population inmates.
- Inmates maintained a Restorative Justice garden and 2,242 pounds of produce was donated to the Central Wisconsin Community Council for food pantry distribution.

Hobby Craft Item Sales:

- Staff Purchase Sales - \$ 2,889.95
- Visiting Center Sales - \$886.00

Recreation Attendance:

250,000 inmates participated in recreational activities.

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 placed order for 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:

- 2 stationary bicycles
- 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 5:45 p.m. until 8:30 p.m.

- Installed CD-Rom based legal reference database.
- Enrolled four inmates in university correspondence courses through the Library proctoring service.
- Instituted a policy for van delivery of inter-loan materials. Van delivery of inter-loan (ILL) materials will eliminate postage costs.
- Received 68,521 requests for services (daytime 55,441/evening 13,080).
- Issued 48,988 passes (daytime 35,913/evening 13,075; Library passes 23,389/Law Library passes 12,524).
- Served 36,409 male inmates (daytime 27,299/evening 7,507; Library passes 18,302/Law Library 8,997).
- Served 947 female inmates.
- Served 656 Special Management Unit inmates.
- Loaned 165,984 materials.

- Processed 1,421 ILL requests.
- Loaned 1,240 ILL materials.
- Loaned 84 materials to other DOC libraries.

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 7,500 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 to 50 detainees per week.
- Processed an average of 35 to 40 releases per month.

SUPPORT SERVICES UNIT

The Support Services Unit 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.
- 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 12,100 labels.
- Produced in excess of 490,609 copies.

DCI HEALTH SERVICES

PRIMARY CARE

- Moved female intake process to TCI.
- Processed 334,519 medication orders.
- Completed 29,335 labs.
- Performed over 7,700 physical exams.
- Completed over 47,000 NC2 appointments and sick calls.
- Responded and provided emergency care and treatment on 1,546 occasions.
- HSU staff review approximately 750 medical files monthly for medical clearance for County Jail placement.
- Waupun Memorial Hospital opened a secure inpatient unit for DOC inmate inpatient care.

HEMODIALYSIS UNIT

- Operational hours of the unit are Monday, Wednesday, and Friday from 0430-1900 with a patient census of 15-18.
- Non-compliance issues addressed by a nurse educator from Meriter Hospital.
- 54 – Shortened/Refused Treatments from January 2004-June 2004
- 24 – Shortened/Refused Treatments from July 2004-June 2005
- Obtained court orders to provide hemodialysis treatments to prevent patient harm/death.
- Participated in Renal Network 11 Fistula First Project with the DCI Hemodialysis Unit having a 75 percent rate, compared to 38 percent rate nationwide.
- Dialysis training session offered to institution staff.

Statistics for Hemodialysis Unit:

- Admissions – 8
- Discharges – 11
- Deaths – 1
- Successful kidney transplants – 2
- Total Hemodialysis treatments – 2,242

INFIRMARY UNIT

- Average Daily Census – 44
- Admissions – 176
- Discharges – 184
- Deaths – 13

Therapy Services to both the Infirmary and Primary Care patients continues to be steady with a total of 3,693 therapy treatments provided with services listed by provider below:

- Physical Therapy – 929
- Physical Therapy Assistant – 1,427
- Occupational Therapy – 1,268
- Speech Therapy – 69

The Infirmary Nurse Clinician staff continues to provide telephone consultation to the unit officers and respond to emergencies on the nightshift when Primary Care is not staffed with nursing personnel.

- Telephone consultations – 36
- Unit visits – 186

Permanent Social Worker assigned to the Infirmary which increased POA's and improved compassionate release reviews.

- Partnership with Moraine Park Technical College continues with preceptor experiences provided to Associate Degree Registered Nursing students.
- Maintained and continued to improve the communication and teamwork between the medical and security staff through multi-disciplinary patient care conferences.

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 7,501 men and 645 women.
- Completed approximately 342 full evaluations to determine mental/emotional stability and need for special placement and treatment.
- Provided clinical monitoring for roughly 465 inmates with 175 on Level II or Level III.
- Request for crisis intervention averaged 12 per day, 3,120 for the year.
- Placed approximately 148 inmates in observation and 17 in restraints.
- Placed 183 inmates on Special Management Unit (SMU)
- Involved in 18 guardianship processes.
- Provided internships for 2 psychologist interns.
- Dispersed 781 records to appropriate parties after proper release of information was obtained.
- Scheduled 23 court-ordered and Social Security Disability evaluations for outside psychologists.

SEX OFFENDER ASSESSMENT PROGRAM (SOAP)

- Performed 619 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 issues, history of sexual acting out, significant background information, SOAP testing results, and programming recommendations.

BUSINESS OFFICE

- Processed approximately 260 purchase orders, as well as over 574 purchasing card transactions.
- Purchasing staff conducted 8 simplified bids and 1 official sealed bid.
- Accounts payable staff processed 2,792 regular DCI invoices; 3,187 BHS invoices; 336 Canteen invoices; 560 employee travel vouchers; and 46 requests for employee safety glasses.

- Inmate accounts staff processed approximately 33 inmate account closeouts daily, or 8,580 annually. They handled over 21,450 receipts in excess of \$1,432,857 and processed more than 13,228 inmate disbursements for over \$85,419. An automated process of receipt entries was implemented. In addition, they processed the regular bi-weekly inmate payroll of over \$249,840.
- Canteen staff processed 55,190 inmate sales orders for a total of \$622,148. Profits from the sale of canteen items were used to purchase supplies and equipment for the recreation, visitor and religious programs.
- Stores/Warehouse staff consists of one storekeeper, one correctional officer, and two inmate workers. They maintained an inventory of over \$445,000 processing orders from all departments and housing units on a weekly basis. Additional storage space was provided for food service items and pharmacy packaging materials by rearrangement of storage space and DOC forms moving to a mezzanine.
- ID cards and pictures for all DCI employees and temporary visitors processed by the Business office.
- Business Office secretary scheduled 610 special business visits, 41 court video conferences, 55 LAIP meetings and 183 Bureau of Immigrations Customs Enforcement hearings for inmates. Staff telephones and inmate phone problems are resolved through the Business office.

FOOD SERVICE

- Installed a 140-quart mixer and purchased a Baxter oven. The bakery is experimenting with bread production and plans to become a full production bakery. This will take us off the contract bread purchasing, with a savings of .40 cents per loaf.
- Computers were placed in staff offices.
- Purchased a new ice machine. The unit is able to service Food Service and housing units at DCI.
- Food Service leaders utilized the (Computrition) food service and nutritional analysis program for recipes, menus and nutritional analysis. Introduced soy bits to enhance nutritional structure and save money.

MAINTENANCE

- Remodeled and moved Central Medical Records.
- Conversion of Unit 12 offices into additional Pharmacy office space.
- Completed Wisconsin Energy Initiative Project for energy conservation to include installation of more energy efficient lighting, faucet aerators, water closet and steam trap replacements.
- Upgraded plumbing on older East End units of the institution.
- Installed larger ice machine in Food Service department for increased ice distribution.
- Installed video conferencing equipment for institution Visiting Room and Unit 18.
- Initiated an all institution wide painting project with completion of painting the West End units, Primary Care, Intake and Administration Building.
- Installed food service mixers in Bakery for increased production of breads and baked goods.
- Installed new chiller air system for West Dodge and the Administration Building.

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
PRC	Program Review Committee
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