

# REDGRANITE CORRECTIONAL INSTITUTION

## ANNUAL REPORT

2004-05



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## **MESSAGE FROM THE WARDEN**

This year marks the end of our fifth year of operation. As some of you may recall, I mentioned to staff in late 2000 thru 2001 that it would take about five years for things to settle down and for RGCI to establish its own identity within the Department. At the time, that prediction was of little comfort to those who dealt with the daily struggles associated with activating a correctional institution. While we may argue today whether we beat that prediction or not, I think most of us would agree that we at least met that challenge and have achieved the status of *an established* institution. We are *established* not just because construction is complete, staff hired, inmate populations at capacity, policies written and programs operating, but also because we have solidified our own unique culture and way of doing business. The best evidence of that is the fact that staff, when confronted with new challenges or situations, know how to respond because they know “that’s the way we do it here”. That culture didn’t just “fall from the sky”, nor did it evolve by luck or circumstances. Rather it came to pass as a result of our collective vision, planning, actions and hard work. While change and growth will continue, our *core* beliefs about how best to meet DOC/DAI goals and objectives, and how best to serve the public, is likely to stay the same for years to come.

We will face new challenges in 2006 and beyond. One of those challenges will be to increase our focus on how best to prepare inmates for release. The Wisconsin DOC has been in the business of *successful reentry* since the gates of Waupun first slid open. In the coming years, we will be looking at how we manage offenders to see if we can do anything better to prepare inmates for their return to the community. To be successful, we will need to look at how we begin preparing inmates for release as soon as they enter the System, not just at the end of their stay. We will need to focus on everything all of us do every day as we interact and manage inmates, not just the programs we offer. Our job is to protect the public. With 97% of our inmates being released to our communities some day, it is our responsibility to do whatever we can to reduce re-victimization. We can and will do this while maintaining institution safety and security.

## **INSTITUTION MISSION STATEMENT & GOALS**

To maintain secure and safe custody of medium security offenders committed to Redgranite Correctional Institution while providing these offenders opportunities for cognitive and behavioral development to enhance their future potential as productive members of society.

## **HISTORY & DEVELOPMENT**

The Redgranite Correctional Institution (RGCI) is a medium security adult male correctional institution. The facility provides a custody and treatment program up to 1000 inmates who are transferred here from other institutions. Programs at the Redgranite Correctional Institution are designed to provide an opportunity to develop skills, to make a positive change in behavior and prepare inmates for a successful re-entry back to their communities.

Historical

Tommy Thompson, Governor

Construction:

Boldt Construction Company

Cost: \$52,9000.00

Location: Redgranite, Wisconsin

Security Level: Medium

Operating Capacity: 750

Current Population: 979

Date Opened: January 8, 2001

Number of Acres: 89

Number of Security Staff: 198

Number of Non-Security Staff: 100

Staff to Inmate Ratio 3.3 inmates for every staff member

**Operating Budget FY 2004-05: \$20,463,512**

**Special Historical Notes:**

Redgranite Correctional Institution encompasses 89 acres of land, of which 22 acres are contained within the secure perimeter. The secure perimeter consists of two high-security fences that are equipped with razor-ribbon wire and a “shock”/”knock-down” feature. An intrusion detection system provides monitoring of any activity near the fences. The latest in computer technology is incorporated in the control center, which monitors the entire institution and the perimeter, both electronically and through closed-circuit television camera. One armed elevated officer post and two armed patrol vehicles also circumscribe the institution. A portable observation post was also recently added. Ground breaking was June 18, 1999. Tobacco free for staff, visitors and inmates. Average age of Wisconsin inmates is 32. Cost: \$52,9000.00. Cell Size: 80 sq. feet

**STAFFING REPORT**

Redgranite Correctional Institution is allocated the following positions:

# of Positions	Classification -- Represented (Union) Positions:
1	Automotive Equipment Technician – Senior
1	Chaplain
185	Correctional Officer/Sergeant
8	Corrections Food Service Leader 2
1	Crisis Intervention Worker
.75	Dental Assistant
.50	Dental Hygienist
1	Electrician
1	Electronic Technician Security (Senior)
4	Facilities Repair Worker 4
3.5	Financial Specialist 2/3
1	HVAC/Refrigeration Specialist

1	Librarian
3	Maintenance Mechanic 2/3
1	Medical Program Assistant – Associate
6	Nurse Clinician 2
3	Office Operations Associate
3	Offender Records Assistant 2/3
1	Plumber
3	Psychological Associate (A-B)/Psychologist-Licensed
.5	Purchasing Associate
3	Recreation Leader (A-B)
11	Social Worker – Corrections
3	Storekeeper
12	Teacher (includes 1 Teacher-Guidance Counselor)

# of Positions	Classification -- Non-Represented Positions
2	Buildings/Grounds Superintendent & B/G Supervisor
1	Correctional Management Services Director
1	Corrections Security Director
3	Corrections Unit Supervisor
1	Corrections Program Supervisor
1	Deputy Warden
1	Education Director
1	Financial Program Supervisor
2	Food Service Administrator & FS Manager
1	Human Resources Assistant
1	Institution Complain Examiner
1	Institution Human Resources Director – Adv
1	Nursing Supervisor
1	Offender Records Supervisor
1	Payroll & Benefits Specialist – Conf
2	Program Assistant – Conf
1	Psychologist Supervisor
1	Secretary Confidential
13	Supervising Officer 1 & 2
1	Warden

**Total Employees = 298**

**Total FTE = 295.25**

### **Unit Management**

This institution is designed to function under a decentralized management and service delivery system. The four general population Housing Units operate, for the most part, as self-contained units. Inmates do not spend a great deal of time with inmates from other complexes. Inmate dining is decentralized and takes place within the housing unit, as do many of the program and leisure-time activities. This design enables more effective control of movement and reduces risks apparent in large groupings of inmates. Although the management of the institution is decentralized deliberately by design, efforts are continuously made through training and communication to ensure that institution policies and operations are applied uniformly and consistently across inmates and personnel, with any variation being based on unique program or inmate population characteristics.

Each housing unit is managed by a Unit Manager who is assisted by a multidisciplinary team consisting of correctional officers, three social workers to include one program social worker, teachers, work supervisors, a psychologist, and liaisons from Health Services and the security supervisor ranks. Each multidisciplinary team meets on a regular basis to discuss unit operations and issues related to the management of individual inmates. Through unit management and this multidisciplinary approach, the concept is reinforced that all staff plays an important role in the lives of inmates and can impact in a positive way on both security and treatment. By sharing information and perspectives, staff gains a fuller view of the inmate and the various responsibilities of all staff. In this way, staff ownership of institution goals is enhanced, a total systematic approach for the management of various inmates can be implemented, and the individual assignments that staff is required to perform are made easier and more successful as others reinforce those efforts.

## **OPERATING BUDGET**

**Year ending 06/30/05**

FISCAL YEAR 2005

Permanent Salary	11,458,723
LTE Salary	7,939
Fringe Benefits	5,604,723
Supplies & Services	700,663
Capital	101,300
Food	1,064,661
Variable Non-Food	448,069
Fuel & Utilities	1,054,700
Maintenance	118,236
 TOTAL	 \$20,463,512

### Restitution

▪ Child Support	\$19,577
▪ Restitution	\$11,906
▪ Victim/Witness	\$38,847
▪ Medical Co-pay	\$10,840

## **COMMUNITY RELATIONS**

The Redgranite Correctional Institution continues to maintain its partnership with the community through its Community Relations Board. This Board functions as a positive link between the institution and the Redgranite community. Areas of mutual interest and concern include, but are not limited to the following:

- The impact of the institution on the community

- The institutions involvement in community affairs
- Public awareness and education about the operation and mission of the institution including information regarding offender program activities.
- A variety of other law enforcement/community related issues.

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Betty Eannelli Redgranite Citizen	Robert Welch/Mary Ellen Boario State Senator / Representative
Ron Mastricola Redgranite Police Officer	Deb Behringer Waushara County Adm. Coordinator
Dave Belfeil Redgranite Police Chief	Gregg Sluke Pastor – Redgranite
Luther Olsen Representative	Kathy Klemann Waushara Co. Victim Witness Coordinator
Clyde Simonson Elementary Principal	Gary Hopkins Community Member
Joe Piechowski Redgranite Fire Chief	Joe Siegel Waushara County Sheriff's Department
Guy Dutcher Waushara County District Attorney	Gary Greineier Waushara Co. Sheriff's Department
Hon. Louis Murach Circuit Judge	Mr. Harrington Waushara Co. Sheriff's Department
Dave Peterson Waushara County Sheriff	Wautoma Police Department Chief Reilly
Jeffrey Sawtelle President Farmers Exchange Bank	Dave Beranich Community Member
Matt Stake Probation & Parole Agent – Wautoma	Mike Moe Economic Development Committee

**DOC/RGCI REPRESENTATIVES**

Jeff Endicott, Warden  
 Steve Beck, Deputy Warden  
 Karla Souzek, HR Director  
 Sharon Harter, Unit Manager  
 Scott Eckstein, Security Director  
 Kim Koeck, Education Director

Tom Nickel, Corrections Management Service Director  
Kathy Johnson, Warden's Secretary

## **PROGRAMS OFFERED**

### **S.M.A.R.T., Self-Management and Recovery Training**

This is a self-help group that assists motivated inmates learn different ways to handle problem behaviors such as alcohol abuse, drug use, and g **S.M.A.R.T. Recovery Program**

(Self-Management and Recovery Training)

Goal: S.M.A.R.T. is a voluntary support group with the goal of helping individuals gain independence from addictive behavior. It supports the power of each individual to make life-changing choices by teaching that "Choice is a Key to Recovery" and stresses that no one is powerless to help themselves. Strategies presented for use in achieving the goal of independence from addictive behavior include learning ways to enhance and maintain motivation to abstain, learning ways to cope with urges to relapse, learning how to manage the thoughts, feelings and behavior cycle, and learning how to balance the desire for immediate gratifications and long-lasting satisfactions in the course of daily living.

Entry Requirements: Volunteer

Length: Ongoing, with minimum commitment of at least 8 consecutive weeks.  
Groups meet one time weekly for a 1-hour session.

### **R.Y.T.E., Reach Youth Through Education**

This program is intended to reach out to surrounding communities. The program is designed not only to educate but also to deter teens from participating in negative behavior that could ultimately lead them to incarceration. R.Y.T.E. was developed with input from other correctional institutions that have similar programs. Inmates can volunteer to sit on a panel and share information about their life choices and decisions to teens. Schools that participated were as follows:

- Lodi High School
- Portage Co. Human Services – At Risk
- Milwaukee – Wise Up Program
- Stevens Point High school
- Waupaca High School
- Wautoma CAP Service – Fresh Start
- Amherst Middle School
- Neosho Middle School
- Berlin High School
- Wisconsin Rapids East Jr. High School
- Amherst – Tomorrow River High School
- Green Lake High School

Door County Social Services  
Ozaukee High School  
Tri-Center Alternative School  
Berlin Washington Alternative School  
Middleton High School  
Almond Bancroft High School

## **Anger Management**

Participants learn about past and present anger and how anger and aggression are often linked along with discovering what causes their anger. Participants will view the Cage Your Rage program videos and complete workbook essays, along with understanding the different communication styles to discover one's own personal style. Participants practice assertive communication skills with various role plays and exercises.

## **Domestic Violence**

Goal: The clear and consistent primary program goal is to stop the cycle of family violence. To accomplish that end, the program has intermediate goals for each participant including identifying the multiple tactics used in abusive relationships to maintain power and control, identifying the belief systems that support abusive behavior, building motivation to change the thinking patterns and behavior, learning to modify these belief systems, enhancing empathy for victims and victims' children, learning new skills for self-management of emotions, improving communication skills, learning the characteristics of a healthy relationship, and development of a Relapse Prevention/Safety Plan.

Entry Requirements:

1. A & E need
2. 6<sup>th</sup> grade reading level

Sessions: 26

Length: 3 – 4 months, Two 2-hour sessions weekly.

## **12 Step Christian Group**

The premise of the Christian 12 Step program is that change is possible for offenders through careful and honest self-examination. Once offenders honestly face their unhealthy patterns of behavior, self-understanding occurs. The 12-step program offers tools and life skills that will bring balance, order and appropriate responses to life's challenges

## **Purpose Driven Life**

The focus of The Purpose Driven Life Group is to reorient the offender from self-centeredness to a life of humility and servanthood to God and their fellowman.

## **Cognitive Intervention**

The Cognitive Interventions Program is a 30-lesson program that is delivered in 2-two hour classes per week. CGIP may take 4-6 months to complete the program once enrolled. Phase One of CGIP teaches participants the skills to self-monitor their thinking. PhaseTwo of CGIP focuses on current situations and making plans for the future. There is extensive writing involved in the form of Thinking Reports and Journals, role-plays, and various group exercises.

During the last year, RGCI has developed a general population unit into a unit based CGIP Unit to enhance the unit living concept and provide more activities and opportunities for inmates participating in this program. A CGIP Phase 4 group has also been developed. This group provides an opportunity for aftercare and support for the inmates who have completed Phases 1 and 2.

### **Goal:**

The goals of this Unit are to prepare inmates for successful re-entry into the community and to improve institution adjustment by addressing the needs of inmates who have been identified as exhibiting behavior that reflects “errors in thinking”.

## **Circle of Recovery**

A support group for men of all creeds who are truly interested in changing their lives in a positive way. Share life experiences and acknowledge the mistakes. Analyze themselves and the decisions they make. Discuss books, articles and current events, and address concerns and how their time is best spent.

## **Reintegration Unit & Prerelease Program**

Partnering with DCC, outside agencies and other groups, a multi-disciplinary unit team approach provides inmates nearing release with an array of activities and opportunities to increase their chances of obtaining employment upon release, reestablishing family ties, enhancing free society living skills, preparing them to respond productively to free society demands and pressures, and connecting them with resources and assistance upon release. A primary goal for the Unit Team is to encourage the inmate to recognize the many challenges he will face once released, and to commit to preparing himself to meet those challenges. The target population for this program includes inmates within 12 months of anticipated release. Unit capacity is from 150 to 175 beds.

The group runs for 3 months, typically starting 4 months prior to release. The program is voluntary in nature, but we encourage participants in the program that once they commit to the program they are expected to attend all component groups of the Prerelease program. In 2005, 114 inmates started the program and 83 completed the program. The completion rate was 73%. The program will be evaluated for potential improvement in the next year.

### Components of the Prerelease program include:

Life Skills	Employment Skills	Consumer Skills
Education Options	Victim Awareness	Health Information
Personal Growth Skills	Guest Speakers	Financial Literacy
Inmate hourly wages-Earn	Smart Support Groups-Optional	OTJ/Work

Recreation-Optional

Emergency Food/Housing/Financial/Resources

Living on the Reintegration E-Unit-mandatory

Available unit tutors

## **Release Clothes Project**

Clothing is donated from various sources (second-hand stores, thrift stores, and public/staff donations) for indigent inmates (those who have no money and/or family/friends to purchase clothing) to wear upon their release to society. This Project is in a phase of change to provide this service more adequately and efficiently.

## **RELIGIOUS SERVICES PROGRAMMING**

The Chapel has provided a full venue of programs in an effort to meet the spiritual needs of the RGCI inmate population. The Chapel utilizes over one hundred volunteers to provide both Christian and non-Christian Programs. These volunteers are coordinated and scheduled by one full-time Chaplain. The Chaplain also facilitated the provision of study groups, parenting, individual, pre-marital, and marital and grief counseling as well as coordination of pastoral visits.

Some of the services/programs offered each week at the chapel include: Protestant Services, Catholic Mass, Wiccan Worship, Islamic Worship, Jehovah Witness Worship, Christian Worship, Native American Sweat Lodge (once per month) Baptist Services, Bible Study groups that represent, Baptist, Catholic, Mennonite, Muslim Jumah, Jehovah Witness, Native American Pipe & Drum, and Buddhist Meditation.

## **Volunteer Programs**

RGCI has a variety of individuals who enter the institution to provide services or programs for inmates. During 2004 we had 27 individuals apply to participate in volunteer programs, 26 were approved and 1 was denied. The following are programs that RGCI is able to offer to inmates due to volunteers assisting us with the programs:

- Alcoholics Anonymous
- Family Counseling
- Reading Group
- Religious Activities
- Tutoring
- Veteran Affairs

## **INMATE COMPLAINTS**

- |  |              |
|--|--------------|
| ▪ <b>Total Complaints:</b>                 | <b>1,143</b> |
| ▪ Affirmed:                                | 108          |
| ▪ Affirmed/Modified:                       | 42           |
| ▪ Dismissed                                | 578          |
| ▪ Dismissed/Modified                       | 110          |
| ▪ Informally resolved                      | 22           |
| ▪ Withdrawn                                | 10           |
| ▪ <b>Processed 857 Returned Complaints</b> |              |

## **INMATE DISCIPLINE**

### Major Conduct Reports:

Full Due: 148                      Waived: 431

### Minor Conduct Reports:

942

### Appeals:

Affirmed 107

Modified 46

Remand 18

## **RECREATION DEPARTMENT**

The recreation department is divided into inside and outside recreation areas. The inside recreation area consists of a separate exercise room and a gymnasium. The exercise room area has a number of different universal machines to meet the needs of our growing inmate population. The gymnasium area has a full court basketball court and two half courts, volleyball court, ping-pong table, foosball table, jump ropes, a cardiovascular area that consists of treadmills, recumbent bikes, air-dynes, and ski machines. During inside recreation, intramural basketball and volleyball are offered to the inmate population. The outside recreation consists of an exercise area, softball diamond, sand volleyball courts, horseshoe pits, shuffleboard and a bocce ball area. Frisbees, hacky sacks, and jump ropes are also available to check out. Intramural softball is offered during the outside recreation season. Over 132,000 inmates attended recreation from 07/01/04 to 06/30/05. The recreation department also provides an array of board games and playing cards for the inmates to enjoy on their respective housing units.

### **Music**

The music department promotes a positive, constructive use of leisure time activities through an in-cell music program. Under the supervision of a Music Recreation Leader, inmates are allowed to participate in approved music hobbies. These hobbies consist of Electric and Acoustic guitars, Keyboards, Beat Machines, Harmonicas, Mandolins, and electronically muted trumpets. Guitar and Keyboard classes are offered to both the beginners and the more advanced music enthusiasts. During the course of this period, the Music Recreation Leader processed and distributed over 128 approved music orders to the 95 inmates enrolled in our music program.

### **Hobby Department**

The Hobby Department offers a wide variety of in-cell hobbies for inmates to choose from. Each inmate is allowed to have two hobbies, all hobby orders are pre-approved by the Hobby Recreation Leader and come directly from a retail store. Allowable hobbies include painting, drawing, crocheting, needlepoint, latch hook, beadwork, embroidery, plastic canvas, and models. Inmates are allowed to sell their completed projects in the Institution Lobby. During this past year the Hobby Recreation Leader received and processed over 275 hobby orders and distributed them to the 212 inmates signed up for hobby.

## **Community Service Programs and Activities**

The Community Service Program is divided into two areas, the crochet project and the beautification committee. These areas employ a total of 32 full-time and 8 half-time inmate workers. The inmates that work for the crochet project must perform a variety of tasks. Besides crocheting hats, mittens, scarves, wash cloths, blankets, lap quilts, afghans, stuffed animals, sweaters and painting watercolor pictures, they must also assist in other community service projects as they arise. These projects include but are not limited to collecting pop tabs for the Ronald McDonald House Charity, preparing Campbell Soup labels for local schools, and assisting with Victim Right's Week and other institution events.

Our crochet project has donated items to many different organizations to distribute to the needy both locally and worldwide. These organizations include Waushara Community Church, St. Joseph's Catholic Church of Wautoma, Peace Lutheran Church of Wautoma, Redgranite Women's Club, Project Linus, Boy's and Girl's Club of Omro, Wild Rose Manor Nursing Home, Redgranite, Wautoma, Berlin, Wild Rose, and Poy Sippi Elementary Schools, and the Waushara County Health Services Department. We have also donated items to various silent auctions throughout the state that offer their proceeds to different charities. These auctions include, KMCI Health Fair, NLCI Open House, Restorative Justice Annual Art Auction, Women's Coalition Against Sexual Abuse WCASA, Wisconsin Correctional Association WCA, and the Warden's Conference.

The crochet project receives yarn donations from area organizations, local citizens, and RGCI employees. Thanks to an article written in Interweave Knits titled "Knitting Behind Bars", we are now receiving donations from throughout the United States.

The vegetable garden planted and maintained by the Beautification Committee shipped just over 1100 pounds of fresh vegetables to the Waushara County Food Pantry. Drought conditions and an early frost contributed to the lower than average numbers. The tomatoes, peppers, beans, peas, squash, cucumbers, onions and melons are distributed to low-income families. These fresh vegetables are greatly appreciated because our vegetables are the only fresh produce received on a regular basis.

The 150 students at Redgranite Elementary School each received a hand-painted pumpkin and 200 more hand-painted pumpkins were distributed to local families through the Wautoma Public Library. Beautification Committee members and artistic volunteers painted a variety of original and comic designs on the pumpkins. Local farmers donate the pumpkins for us to paint.

1250 plastic rosaries were assembled using supplies from St. Joe's. The completed rosaries are then sent down to Great Lakes Naval Base for distribution to our troops worldwide.

Banners for Waushara County's 4th of July Celebration were designed and made by the Beautification Committee along with signs for the Leon-Saxeville Library. Various art projects for Redgranite Elementary and other local schools were also completed as necessary.

## **Beautification Committee**

In addition to its outside community service activities, the Beautification Committee supplied a community service here at R.G.C.I. Flower gardens were built and grass was planted in front of the housing units, library, school, and hobby and maintenance areas along Main Street. Fresh-cut flowers were distributed throughout the institution. Gardens were also added along the walkway to the Visiting Room for our visitors and staff to enjoy. This will be an ongoing project.

Two new wall hangings were added to the Visiting Room children's areas. These were created by the Beautification Committee along with Maintenance workers from the wood shop. Bart Simpson and Mickey Mouse now entertain children visiting in the play area.

A storage shed for the garden was built by the Maintenance Department. Flower gardens and a beautiful mural were added through this joint effort.

The Beautification Committee also held a September 11th Memorial Service in the Visiting Room. The choir (under the direction of the chaplain) added patriotic songs along with poems and prose from some of our inmates. Ceremonies such as this along with basketball games and recreational playoffs are videotaped by the Beautification Committee and approved tapes are made available for the inmates to purchase and send home to their families.

Certificates for program completion and athletic events are designed, printed and laminated by the Beautification Committee.

## **EDUCATION**

### **Program Statement**

The school program is configured to serve the educational needs of adult inmates. There are three distinct academic competency-based curriculums: Basic (K-6), Intermediate (7-9) High School Equivalence Diploma, HSED (9-12). Ability levels may vary from first grade to post secondary, based on achievement and aptitude assessment. Test of Adult Basic Education (TABE) helps place inmates at the appropriate level. Post-Secondary certificate and diploma programming is available for continuing educational opportunities.

All instructors hold a Wisconsin Technical College System (WTCS) certification in a variety of areas. Teachers are an integral part of multidisciplinary teams for case management planning. All teachers are trained in "Cognitive Group Intervention Programming (CGIP). An Education Director manages the education department. It employs 10 full-time Adult Basic Education ABE instructors, a guidance counselor, a program assistant and a school officer.

Inmates at Redgranite Correctional Institution (RGCI) characteristically have shown little academic success in the past and have often missed out on large portions of their education. With that in mind inmates are assigned school programs based on their prescribed needs. Achievement levels are assessed by standardized testing, record review, consultation with previous institutions and inmate interviews. Inmates are then placed in curricula that meet their academic needs. Most of the curriculum components

are tiered by reading ability. Care is taken to appropriately place the inmate at a level to foster success.

Each full time student receives a minimum of three periods of instruction per day to include reading, math and literacy classes if the student is below the 9<sup>th</sup> grade level. Each student that tests above the 9<sup>th</sup> grade level will have 8 academic classes from which to choose: Math, Science, Social Studies, Writing, Literature, Health, Civics, and Employability. They will also be eligible to apply for a High School Equivalency Diploma if they pass all their HSED tests with a 410 and have a cumulative point total of 2250.

The primary emphasis of the school is to provide an educational component that is competency based, enhances skills and abilities, holds inmates accountable, and espouses CGIP principles while building connections and positive relationships with others.

### **Education Mission**

We are committed to provide quality education and to hold inmates fully responsible for their behaviors while offering them skill-building opportunities for cognitive and behavioral development to enhance their future potential as productive members of society.

### **Education Beliefs**

1. We believe that positive, upbeat attitudes contribute to everyone's self-esteem. Feel free to give a compliment.
2. We operate on a multidisciplinary team concept. All classifications participation and contributions are appreciated.
3. We believe that "good enough" is not enough. We will continually strive for excellence in everything we do.
4. We recognize and respect each other's diversity and dignity. Everyone will be treated with dignity and worth.
5. We realize the importance of availability. We will attempt to make ourselves visible and accessible to everyone.
6. We share a common and important goal. To educate and restore dignity to each inmate in this institution.
7. We model our commitment to education on a daily basis. Our actions and interactions are as important to learning as the curriculum we deliver.

### **Library Programs**

We maintain a complete CD Rom Law Library. We have 7 computer stations for inmates to access court cases. Each inmate has at least one opportunity per week to work in this area, and more time if specified. A general library with a general collection of books is provided for all inmates. The library is open 7 days a week from 7:30 AM until 9 PM which provides multiple opportunities for inmates to use the library in a given week. We also have an interlibrary loan system in place.

### **Vocational Programming**

For fiscal year 2004, a vocational certificate program in Microsoft Office was our only vocational offering. The program is capped at 15 students. It is a one-semester program. It will be offered twice a year. Each student will receive one credit for each of

the following modules: Keyboarding, Word, Access, Excel, and PowerPoint. We also offer 6 credits in general education courses with this certificate: Written Communication & Contemporary American Society. 28 certificates were issued in fiscal year 2004.

### **Pro Literacy America Tutor Program**

The training methods and standards of the Pro Literacy America Tutor Program were utilized to train 28 inmates as tutors in 2004. This training provides students with supplementary, peer tutors. The tutors are intensively trained over a three-week period. Tutor positions are paid and usually work one on one with ABE students in a teacher's classroom 6 hours per day. We currently have 22 tutors employed in the school.

### **Destinations**

This program is a complete computerized essential skill curriculum designed specifically for the adult learner. This comprehensive curriculum offers more than 12,000 core learning activities in reading, math writing, life and employability skills, citizenship, and job-related applied skills. It includes multiple levels of basic skills from those at the lowest functioning levels to those required for success in community college and beyond. It assesses and places learners at the correct competency level, and it allows learners to progress from one level to the next, challenging learners while building on their existing skills.

### **Correspondence Courses**

Inmates who are interested in working toward an advanced degree from an approved State of Wisconsin list can pursue their education through correspondence courses. Students are required to pay all expenses for the courses. Throughout the year 2004, RGCI had 26 students involved in correspondence courses with 14 actually completing and passing an approved course.

### **Financial Literacy:**

Many inmates fail in their management of personal financial affairs. Many are unable to balance a checkbook and most simply have no insight into the basic survival principles involved with earning, spending, saving, and investing. Many inmates fail in their management of their first consumer credit experience, establish bad financial management habits, and stumble through their lives learning by trial and air RGCI's education department direct objective is to personal financial management skills during reintegration. For this fiscal year we had 45 graduates from this course.

### **TABE**

The tests of Adult Basic Education, or TABE, are used by the Department of Corrections to measure achievement of basic skills. The content areas tested are reading, language and math. There are five overlapping levels ranging from 0 to 14.9, and broken down as follows:

<b>L</b> (Literacy)	- 0 - 1.9	<b>D</b> (Difficult)	- 6.6 - 8.9
<b>E</b> (Easy)	- 1.6 - 3.9	<b>A</b> (Advanced)	- 8.6 - 14.9
<b>M</b> (Medium)	- 3.6 - 6.9		

Over 734 students finished TABE testing in fiscal 2004. Students continue to be tested when there are no scores in their files, when they have only Survey test scores or when

recommended by teachers through use of the SAMS. Most students were tested at levels M or E.

## HSED

The high school equivalent diploma (HSED) is awarded to those individuals that pass standardized national tests in math, literature, writing, social studies, science, employability skills, civics, and health. For the 2004 fiscal year we had the following graduates.

## Enrollment & Evaluation

### July 2004 through June 2005 School Enrollment & Evaluation Chart:

Month	Enrollment	SAMS TESTS	HSED Components	Graduates	Vocational	CLN	Tutors
Jul-04	291	262	58	10			
Aug-04	294	265	41	7			7
Sep-04	264	279	62	4			
Oct-04	286	262	52	8			
Nov-04	299	284	48	7			
Dec-04	305	254	89	8	16		7
Jan-05	280	274	75	11			
Feb-05	290	150	46	10			
Mar-05	295	232	58	7			7
Apr-05	304	152	63	14			
May-05	295	236	60	4			
Jun-05	300	178	41	8	18	30	7
	3503	2828	693	98	34	30	28

## Library Summary

Material	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Fiction	255	296	243	206	209	214	341	272	267	237	222	175	2937
Reference	5	6	9	6	3	5	20	71	87	15	15	21	263
Biography	85	68	66	64	65	63	68	60	61	88	69	39	796
Easy	48	2	27	6	10	10	8	4	3	3	5	5	131
000-099	53	50	45	32	35	33	32	53	46	48	29	27	483
100-199	129	109	81	95	104	123	83	107	118	148	126	117	1340
200-299	86	82	84	66	49	66	80	66	48	90	77	71	865
300-399	301	288	261	205	208	241	262	264	251	237	257	260	3035
400-499	102	88	68	71	85	66	72	72	80	57	57	61	879
500-599	75	48	59	45	75	67	71	80	100	51	55	80	806
600-699	141	117	135	140	146	161	160	131	153	136	138	118	1676
700-799	141	97	105	119	128	158	152	139	143	114	119	129	1544
800-899	103	128	89	102	114	93	106	105	78	89	89	121	1217
900-999	147	120	95	135	100	129	122	98	102	107	115	126	1396
Story Col	1	2	3	1	0	1	3	2	4	2	1	1	21
Father Rd	51	21	45	73	44	31	15	31	33	18	14	23	399
Newspaper	165	178	150	121	153	154	176	99	115	86	90	77	1564
Large Print	7	5	2	7	2	6	3	3	4	3	4	5	51
Spanish	42	47	60	59	50	50	26	21	18	32	39	29	473
Paperback	1760	1816	1451	1359	1241	1319	1429	1310	1332	1096	1111	1187	16411
Staff Col	101	2	0	0	2	0	6	12	0	29	0	5	157
Desk AP	216	246	268	239	241	198	218	160	184	245	249	220	2684
Magazines	1112	1091	1022	871	845	1123	773	586	601	1005	958	780	10767
Textbooks	2776	341	392	313	343	328	633	375	375	310	319	433	6938
Interlibrary	103	112	145	257	99	137	290	338	352	176	113	145	2267
Calculators	331	41	18	41	51	32	43	56	31	33	44	34	755
<b>Totals</b>	<b>5615</b>	<b>5376</b>	<b>5659</b>	<b>5840</b>	<b>5591</b>	<b>5921</b>	<b>5553</b>	<b>3866</b>	<b>5634</b>	<b>5483</b>	<b>5514</b>	<b>5040</b>	<b>65092</b>

## HEALTH SERVICES

Health Services operates seven days per week. We are fully staffed with a fulltime physician who sees patients Monday through Friday. We have 6 full-time Nurse Clinicians. Our general hours of operation are Sunday night through Friday p.m. 24 hours per day. Saturday and Sunday hours are 10:00 a.m. to 6:00 p.m. A nurse is always on call when HSU is not staffed. During off-hours there is a physician on call for nursing staff to consult with as needed. We offer a wide array of services in Health Services, including urgent and emergent medical treatment, with ongoing monitoring and chronic condition monitoring. We have a dentist, dental assistant and dental hygienist that provide full dental services at the facility. We have an optometrist who provides services in the facility. A Physical Therapist sees patients weekly at the institution. X-ray services are provided weekly at the institution. A Psychiatrist provides services 2 days per week.

Total off-site clinic visits for this reporting period was 870. There were 118 emergency room visits. Total encounters for this reporting period was 55,889.

## **MENTAL HEALTH SERVICES**

The Psychological Services Unit is staffed by a Psychology Supervisor, three full-time Psychologists, a Crisis Intervention Worker, and an Office Operations Associate. Psychologists are assigned to Housing Units where they provide an array of direct mental health services as well as administrative and consultative services to correctional staff. The Crisis Intervention Worker provides crisis management services to inmates in segregation status and responds to crises throughout other areas of the institution as needed.

### **Direct Mental Health Services**

- Short-term problem focused counseling for inmates identified as having significant mental health needs.
- Initial diagnostic assessment of inmates referred to HSU psychiatry for medication purposes.
- Psychological evaluation and counseling of inmates with psychological factors effecting their medical condition or compliance with recommended treatment.
- Psychological evaluation of inmate's competence to give informed consent for their own health care
- Psychometric Testing of inmates with special learning problems.
- Psychotherapy groups for cognitive behavioral management of depression and anxiety.
- Crisis counseling for inmates with special adjustment, health, or family problems.
- Ongoing face-to-face contact with all inmates on clinical monitoring.
- Formal suicide risk assessments as indicated

### **Program Services**

- Sex Offender Treatment Group
- Psychological evaluation of sex offender and domestic violence inmates as related to requests to add victim(s) or potential victims to their approved visitor list.
- Sex Offender Treatment Evaluations
- Psycho-educational groups on topics pertaining to release and re-entry

### **Administrative Mental Health Services**

- Mental examination of inmates who are mentally ill and may be a danger to themselves or others.
- Mental examination of inmates who are a danger to themselves
- Mental examination of inmates placed in mechanical bed restraints.
- Authorization of placement and removal from clinical observation (suicide watch).
- Initial file screening of all new transfers to the institution.
- Initial face-to-face interview of all new transfers with a significant mental health disorder.
- Mental examination for housing restrictions.
- Assessment and referral of mentally ill inmates to special mental health programs including Wisconsin Resource Center (WRC), Mental Illness Chemical Abuse Treatment (MICA), and other special management units among DOC institutions.
- Debriefing of inmate with victim in attendance at parole board hearing.

- Psychological assessment of sex offenders in possession of visual materials that are contrary to their rehabilitation needs.

### **Classification and Movement**

- Sex Offender Assessment Reports
- Psychological assessment of all inmates on psychotropic medications who are being considered for transfer to minimum custody
- Mental Health Screening/assessment of all inmates recommended for transfer to Wisconsin Secure Program Facility (WSPF)

### **Service Delivery**

- During this reporting period, the psychology department identified approximately 30% of the population as having a mental health need at any one point in time.
- For 6-months of this reporting period, the psychology department was staffed at 60% capacity.
- During the reporting period, the psychology staff delivered 3,272 units of service to 566 different clients. This represents a 15% increase in service units over the preceding year.

### **The racial demographics of clients served were:**

Nationality	Number of clients
Asian	4
African American	212
White / Hispanic	26
White / Non-Hispanic	308
Native American	16

### **The age demographics of clients served were:**

Age Group	Total number of clients
15 - 19	4
20 – 24	57
25 – 44	375
45 – 64	120
65 – 74	8
75 – 84	3

## Psychological Service Summary

SERVICE PROVIDED	07/04	08/04	09/04	10/04	11/04	12/04	01/05	02/05	03/05	04/05	05/05	06/05	Total
Brief Counseling Sessions	84	28	39	37	28	23	44	76	103	86	122	111	781
Clinical Monitoring Reviews	28	1	0	37	15	1	21	32	41	33	10	33	252
Competency Evaluations	1	1				1			1	1		1	6
Consultations to Staff	4	1	0	1	0	1	1	0	1	3	3	0	15
Crisis							1	2	3	4			10
Group Therapy	60	24	57	32	31	30	29	36	26	35	9	5	374
Initial PSU Evaluations	18	4	7	1	1	7	10	12	12	2	3	8	85
Minimum Custody Evals	2	7	4	1	4	3	11	2	9	3	4	6	56
Observation Status / Placement	3	3	7	0	5	0	7	6	9	18	5	7	70
Program Needs Assessments	1	0	1	1	2	2	0	0	3	0	0	0	10
Psychological Testing	0	0	0	1	0	1	1	7	7	5	1	0	23
Segregation Rounds	110	135	141	120	103	108	165	147	141	145	108	108	1531
Suicide Risk Assessments	1	1	0	0	0	0	0	1	1	0	1	2	7
Visitor List Evaluations	0	0	3	4	1	3	7	0	2	1	1	2	24
WSPF Evaluations	2	5	8	0	1	3	4	0	0	2	0	3	28
<b>Total Contacts</b>	<b>314</b>	<b>210</b>	<b>267</b>	<b>235</b>	<b>191</b>	<b>183</b>	<b>301</b>	<b>321</b>	<b>359</b>	<b>338</b>	<b>267</b>	<b>286</b>	<b>3272</b>

**Note:** The chart above reflects the number of units of service provided during the reporting period. Units of service require varying amounts of time. This chart does not reflect the amount of time required to provide the service

### RECORDS

During fiscal year **2004-05**, **727** inmates arrived at Redgranite Correctional Institution. **323** inmates were released: **260** on MR/ES Release; **26** Maximum Discharge Release; **34** Parole Release; **2** Court Order Release and **1** ATR Release. **390** inmates were transferred out of RGCI.

## **FOOD SERVICE**

Food Service operates seven days per week. We have 1 Food Service Administrator, 1 Food Service Manager, 8 full-time Staff, we have 43 inmate employees, and we serve approximately 3,380 meals per day. The kitchen is in operation from 4:00 AM- 6:30 PM.

## **VISITING**

Visiting is offered seven days per week, eight hours per day, with afternoon and evening hours Monday through Friday and morning and afternoon hours on weekends. During this fiscal year there were a total of 9,144 visits and 16,957 visitors.

## **BADGER STATE INDUSTRIES**

Computer Shop 883 employs 34 inmates. We recycle computers, monitors, keyboards, printers and miscellaneous items. Computers are tested and if passed are cleaned and sent to Taycheedah Correctional Institution and are refurbished. Computers that don't pass are dismantled along with the monitors, keyboards and printers. In this last fiscal year we have recycled two million, one hundred sixty three thousand, six hundred thirty two pounds ( 2,163,632) of salvage materials.

Wheelchair Shop 893 employs 8 inmate workers. We clean and repair wheelchairs for the Wheelchair Recycling Program based in Madison WI. After we clean and repair the donated wheelchairs, we send them to Madison, where they are distributed to people in need of a wheelchair, who do not have Medicare or other insurance or the monetary resources of purchasing one. In this fiscal year we have refurbished 492 wheelchairs.

## **ACRONYMS**

RGCI	Redgranite Correctional Institution
ICE	Inmate Complaint Examiner
LTE	Limited Term Employee
AODA	Alcohol & Other Drug Abuse
S.M.A.R.T.	Self-Management and Recovery Training
R.Y.T.E.	Reaching Youth Through Education
KMCI	Kettle Moraine Correctional Institution
NLCI	New Lisbon Correctional Institution
WCA	Wisconsin Correctional Association
WCASA	Wisconsin Coalition Against Sexual Assault
HSED	High School Equivalency Degree
TABE	Test of Adult Basic Education
WTCS	Wisconsin Technical College System
CGIP	Cognitive Intervention Program
ABE	Adult Basic Education
SAM	Skills Assessment Modules
HSU	Health Service Unit
WRC	Wisconsin Resource Center
MICA	Mental Illness Chemical Abuse
DOC	Department of Corrections
WSPF	Wisconsin Secure Program Facility