



DODGE CORRECTIONAL INSTITUTION



FY 2006 ANNUAL REPORT

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MESSAGE FROM THE WARDEN

Welcome to the Fiscal Year 2006 Annual Report for July 1, 2005 to June 30, 2006. I am proud to present this report as it gives a reflection of the hard work done by DCI staff on a daily basis at Dodge Correctional Institution.

As the intake facility for the Division of Adult Institutions we processed approximately 7874 new male inmates into DCI, averaging 656 a month. This intake is up approximately 57 additional male inmates per month in FY06 compared to FY05. This is challenging for the staff and inmates, but continually staff has made adjustments for temporary housing of inmates. The many staff disciplines work together to adapt and work as a team to problem solve the intake cases to make the best accommodations for the safety and security of the institution.

DCI enhanced their surveillance video significantly during this fiscal year. We completed a project that upgraded to our present system adding more cameras and monitoring and recording capabilities and equipment. DCI is now equipped with approximate 140 surveillance cameras which monitor and record inmate activities and movement. This enhances the security of the institution for both staff and inmates.

Another aspect of DCI that has not been highlighted in past annual reports for DCI is the number of inmates that are released to the community from Dodge Correctional Institution. In this fiscal year, DCI averaged 43 inmates being released to the community monthly. These inmates are received on a short revocation of the parole or serve re-confinement time in which they spent less than 100 days at DCI after intake to DCI and are released to the community. A small number of the releases are also Infirmatory and/or Dialysis inmates. In the later part of this fiscal year, DCI staff have focused their efforts on this population and received assistance from Probation and Parole agents to assist with the Re-entry release planning of this population. DCI, DAI, and the Department are committed to Reintegration efforts of the inmates to prepare and release inmates to become law-abiding productive citizens after their return to the community from prison.

DCI continues to strive to provide staff with adequate and relevant training to perform their jobs. This year some security staff was given the opportunity to attend a disturbance training exercise "mock riot" in West Virginia. DCI Emergency Response Unit staff tested their skills in this training while learning and experiencing training with correctional staff from many states.

Another group of DCI staff members visited Iowa Department of Corrections to tour and learn about their Inmate Hospice Programs. DCI is in the planning stages to begin a Hospice Program in the DCI Infirmatory. The program should begin in the next fiscal year and highlights will be included in next year's annual report.

I have only highlighted a few events that have occurred at DCI this fiscal year. As you read this report you will find the diverse operations that take place at Dodge Correctional Institution. The staff continues to maintain a safe and secure facility while managing this diverse facility. The communication, teamwork, and collaboration between staff and departments continue to be the contributor to DCI's 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, 2005, through June 30, 2006

<i>Category</i>	<i>Fast Fact</i>
Date institution opened	1978
Number of acres	57
Security level	Maximum
Supplies and Services Budget	\$4,991,969
Monies collected	
Restitution	\$ 5,988.03
Child support	\$18,975.57
Victim/witness	\$12,465.37
DNA surcharge	\$19,645.56
Medical co-pay	\$ 4,867.50
Operating Capacity	
Males	1,165
Females (Infirmary)	8
Current population	
Males	1,588
Females (Infirmary)	0
FY06 Intake—Males	7,874
Females	12
Correctional Officers/Sergeants	387
Non-uniformed staff and Security Supervisors	181.25
Offender to staff ratio	2.8 : 1
Inmate complaints	2,203
Conduct reports	2,370
Female Summary	1
Male Summaries	776
Female Minors	1
Male Minors	418
Female Majors	4
Male Majors	1,170
Transportation	
Inmate transfers	22,954
Emergency medical	351
Medical	1,316
Miles	312,917
Institution volunteers	
AA-NA, Victim impact	793
Religious	2,335

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

Cathy Jess, Warden
Dodge Correctional Institution

Sharon Bos, Vice President
The National Bank of Waupun

William Buchholz, Co-Chair
Attorney at Law

Wayne Buteyn
Werner Harmsen Furniture

Todd Nehls
Dodge County Sheriff

John Hartman, Coordinator
Dodge Co. Victim/Witness Assistance

Gerald Heeringa
Interested Citizen

Elmer Karl
Division of Community Corrections

Mark Kastein
c/o KFIZ Radio

The Honorable Daniel W. Klossner
Circuit Court Branch #1

Representative Carol Owens
WI State Assembly

Gary Pucker, Sheriff
Fond du Lac County

Steven Bauer
Dodge County District Attorney

Mayor Jodi Steger
City of Waupun

Senator Carol Roessler
18th Senate District

Gary Rogers
City Administrator

Superintendent Susan Ross
John C. Burke Correctional Center

Chief Dale Heeringa
Waupun Police Department

William R. Zeininger, Business Manager
Waupun School District

J. Bur Zertsky, President
National Rivet & Manufacturing Co.

Phil Kingston, Warden
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 2005 – 2006 Restorative Justice Committee is comprised of twelve staff from Security, Administration, Social Services, Recreation, Food Service, A&E, Chapel, and two inmates.
- The CEO of Goodwill shared his experience with his colleague's embezzlement during Restorative Justice Week and winners from the writing contest shared their entries.
- Peter DeWind from UW Madison's Frederick Remington Center Restorative Justice Project presented "Victim Offender Conferencing" to staff and inmates.
- Jake Goldenflame, author of Overcoming Sexual Terrorism, presented twice to inmates and staff on "Going Home: What It Takes Now" and "The Path Ahead for Recovering Offenders."
- The Honorable Judge John Storck spoke on "A Judge's Perspective on Restorative Justice."
- Inmates raised enough funds to make and stuff 120 stockings to donate to the Shop with a Cop Program.
- DCI is in the process of developing and implementing a Hospice Program in the Infirmary. The Restorative Justice Committee will assist in raising money through donations to purchase items not included in the program budget.
- The week of April 23-29 was National Crime Victim Rights' Week. The Coordinator for Parents of Murdered Children shared the story of her daughter's murder. Winning entries were presented and a victim's wall was constructed in the West Chapel allowing inmates to submit the name of their victim/victims to be placed on a paper brick for the wall. A total of \$652.86 was raised.
- Inmates crocheted 24 afghans for "Operation Linus."
- Two Victim Impact Programs were conducted, "The Going Home Guide – Resources for the Recently Released."
- In May, the Restorative Justice Garden was planted and by the end of June, 487 pounds of fresh produce was donated to the Central Wisconsin Community Action Council, Inc.
- A newly implemented program, "The Father Read Program," made it possible for five men to be videotaped reading a children's book for their children. The books and videotapes were mailed to the children.
- Following Hurricane Katrina, inmates raised \$596.48 for aid.
- Inmates assembled and donated 72 angels to volunteers at the Volunteer Appreciation and Training Banquet.
- Staff and Inmate contributions received press coverage in the *Fond du Lac Reporter* and *The Beaver Dam Daily Citizen* newspapers.

INMATE DONATIONS

Project Description	No. of Items	Hours donated	Funded by	Presented to
120 Chemotherapy Caps		1500	Community donations	Eau Claire Hospital, Eau Claire, WI
Earrings, hats, scarves, crocheted blankets and leather roses		655	Inmate donations	ACA Silent Action Habitat for Humanity
Approximately \$300.00 school supplies, hobby items		450	Inmate/institution donations	Head Start/Parent Resource Place
Crocheted afghan		120	Inmate/community	National Victim's Right's Week
Leather tools, leather books, baseball gloves, horse shoes		150	Inmate/institution donations	Bay Lakes Boy Scouts
Lap blankets, afghans, winter hats and scarves		475	Community donations	Milwaukee Secure Detention Center
Mickey Mouse crocheted blanket		100	Inmate/community	WCASA
Braided cord, leather dye, leather tools and pattern books		400	Inmate/community/institution	Waupun Boy Scouts
Scarves, crocheted dolls, baby blanket and pillow, hats and scarves		525	Inmate/community service	Waupun Help

TRAINING FROM JULY 2005 – JUNE 2006

July 2005	--Suicide Prevention --Weapon Re-Qualification (ERU)
August 2005	--Weapon Re-Qualification (All security staff) --Professionalism & Ethics
September 2005	--Suicide Prevention --Re-Entry Community Corrections Employment Programs --Restorative Justice Training
October 2005	--Weapons Re-Qualification (make up)
November 2005	--Smoking Cessation
December 2005	--Suicide Prevention
January 2006	--IMS/EPM Tabletop Exercise --Fire Drill --POSC Update
February 2006	--Vicon Net Camera Program Training --CPR/AED
March 2006	--Staff Advocate Training --Professionalism & Ethics --ERU/IMS 100 --Disturbance Planning Meeting --Restorative Justice Training
April 2006	--Professionalism & Ethics --Infectious Disease Control --IMS/EPM Tabletop --ERU Update
May 2006	--Security Threat Group Training --ERU/EMT Weapons Re-Qualification --Restorative Justice Training
June 2006	--Professionalism & Ethics --Supervisor Training Equal Opportunity/Affirmative Action/Harassment --Hospice Education

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 Security Threat 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. County Jail admits continue to ease over crowding. This continues to raise the cost of transportation.

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.

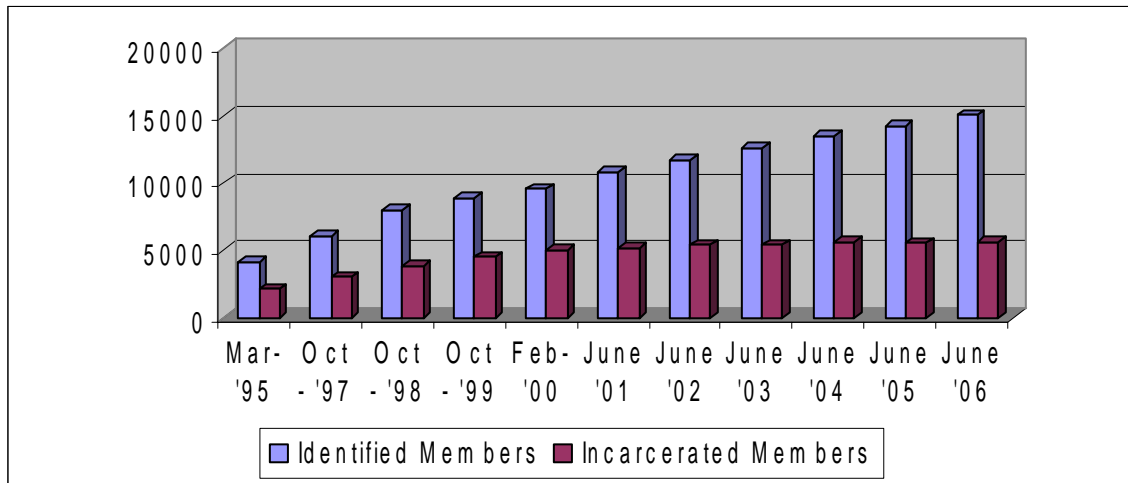
SECURITY THREAT GROUPS PROGRAM

Security Threat Groups, referred to as gangs by WI DOC, 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. Security Threat 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 Security Threat Groups in the late 1970's. At that time they were known as Disruptive Groups within the DOC. The single event that heightened the Department's awareness in Security Threat Group activity was the admission of inmate Jerome (King Shorty) Freeman into the DOC 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 Security Threat Group 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 Security Threat Groups Coordinator.

DCI, being the headquarters for the DOC Security Threat Groups Program, has the responsibility of identifying as many Security Threat Group members as possible in order to alert other institutions when these members enter the system. As of June 2006, we maintain 15,073 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 2005 at which time we had 14,284 files. Of these 15,073 files, 5,657 files are for identified inmates currently incarcerated at state facilities; an increase from 5,512 that were incarcerated in June of 2005.



In April of 2006 DCI Security Threat Groups office decided to track re-offending Security Threat Group members. The numbers through June 2006 are as follows:

2005	Confirmed	Suspects	2006	Confirmed	Suspects
JAN			JAN	79	20
FEB			FEB	68	14
MAR			MAR	104	15
APR	61	13	APR	78	15
MAY	88	15	MAY	86	18
JUNE	86	18	JUNE	108	32
JULY	75	15	JULY		
AUG	105	19	AUG		
SEPT	82	9	SEPT		
OCT	102	17	OCT		
NOV	94	29	NOV		
DEC	96	15	DEC		
total	789	150			

Between June 2005 and June 2006 there were 128 newly suspected members identified, 789 newly confirmed members identified, for a total of 917 new Security Threat Group members 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 Security Threat 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 has proven to be beneficial to both. There are currently five law enforcement agencies helping in the identification of Security Threat Group members. They are Green Bay, Kenosha, Madison, Milwaukee, and Racine. The DOC Security Threat 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.

DCI Security Threat Groups office, along with the Security Threat Group Chairman Randy Berz, has provided the Milwaukee US Attorneys office with information in regards to Security Threat Group members' population and releases for the Re-Entry program initiative. In June of 2006 Capt. Herb Timm and Dawn Rohr were invited to attend a meeting hosted by the Department of Justice/Division of Criminal Investigation in regards to the possibility of producing a Security Threat Group database that can be shared by the DOC, FBI, HIDTA, DOJ, and various local outside law enforcement agencies.

In July of 2002, a Disruptive Groups Certification Program was created, now referred to as the Security Threat Groups Certification Program. This program is providing training to staff that are responsible for the identification, control, and management of Security Threat Group activity. The program utilizes three levels of certification: DOC Security Threat Groups Agency Coordinators, Security Threat Groups Coordinators, and Security Threat Groups Specialists. To successfully complete a Certification Program, participants need to pass a final written exam. Results of the training are maintained in a database developed by the DCI Security Threat Groups Office.

- This year's focus was to train WCCS and DCC staff. A total of 89 DOC staff members attended the 24-hour Security Threat Group Specialist training that was held in 3 different locations.
- Currently:
 - There are 6 DOC Security Threat Group Agency Coordinators that provide training.
 - Of the 18 institutions, currently 15 have certified a Security Threat Group Coordinator.
 - There are 145 certified Security Threat Group Specialists in the institutions.
 - Of the 16 WCCS facilities, there are 2 certified Security Threat Group Coordinators and 11 of the facilities have a certified Security Threat Group Specialist on site.
 - 25 DCC agents are certified as Security Threat Group Specialists.
 - 5 law enforcements officers from Eau Claire County Sheriff's Department and 3 from Chippewa County Sheriff's Department attended the Security Threat Group Specialist training held on 2-22-06 at Chippewa Valley Correctional Treatment Facility.

Street gangs that have been targeted in the last year by outside law enforcement have been 2-4 Vice Lords. There was another indictment on the Latin Kings street gang convicting 49 members, 12 of which were already incarcerated. The communities in Wisconsin continue to see 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 Security Threat Group membership/population.

Due to 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 now completed the name change from Disruptive Groups to Security Threat Groups or STG's. This now coincides with other state prison systems 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 community, rather than groups creating disruptive acts.

This program continues to grow and take on new challenges in the ever changing world of Security Threat Groups and has been extremely beneficial for the WI-DOC in maintaining a safe and secure setting for staff and inmates as well.

CHAPEL

- The Chapel has four locations: East Chapel, West Chapel/Multipurpose Room, Unit 3 Yard and Infirmary.
- 3 Chaplains.
- 100 plus volunteers.
- Offered 8 services, 16 religious studies, and 4 advanced studies for GP inmates.
- Distributed 2,896 Bibles and consoled 1,705 inmates individually.

- Music provided by Christian guitar groups and choirs.
- Conducted Prison Fellowship Seminars and special services.
- Hosted annual Volunteer Appreciation and Training Banquet, recognizing two individuals for several years of devoted service.
- Involved in holiday activities including Prison Fellowship's Angel, Salvation Army's Toy Lift, and greeting card distribution.
- Provided weekly Infirmary devotions and 4 memorial services for GP Inmates.
- Involved with Hospice Committee, Religious Advisory Committee, Restorative Justice, and American Correctional Chaplain's Association.

CHAPEL ATTENDANCE

Service	Attendance	Volunteers
12:00PM Bible Fellowship	1,258	249
7:30AM Protestant Service	8,652	180
9:00AM Protestant Service	18,898	180
A&E Catholic Bible Study	1,409	71
AM Prayer Group	357	N/A
Angel Tree	146	N/A
Arabic Language Study	254	N/A
Basic Christianity Study	561	N/A
Buddhist Service & Study	112	12
Catholic Choir Practice	120	N/A
Catholic Servers Choir	335	N/A
Catholic Worship	4,265	47
Chaplain Reinke Devotions	356	N/A
Disciple IV Bible Study	295	56
Faith at Work	1,147	26
General Population Catholic Bible Study	371	25
General Population Disciple Bible Study	394	38
Infirmary Devotions	356	N/A
Islamic Study	965	N/A
Islamic Worship	1,243	2
Issues and Answers Study	797	48
Jehovah Witness Study	442	41
Jesus & The Gospels Study	1,370	45
Lutheran Bible Study	717	36
Miracles Recovery Study	978	68
Native American Pipe Ceremony	204	N/A
Native American Drum Ceremony	44	N/A
Native American Sweat Lodge	459	15
Pagan Study	86	5
Pagan Worship	240	17
Pastoral Inmate Counseling	1,778	N/A
Pastoral Visits	141	N/A
Permanent Volunteer Total	N/A	1,713
PM Bible Fellowship	1,403	248
Property Distribution	2,896	N/A
Protestant Choir/Guitar Choir	277	N/A
Protestant Choir	290	N/A
Spanish Bible Study	847	43
Spanish Catholic Choir	132	N/A
Spanish Catholic Service	1,455	48
Studying the Scriptures	1,156	25
Surviving and Thriving Seminar	57	12
Victim Impact	359	47
Womens Infirmary Group	0	0

SOCIAL SERVICES

- 3 General Population Social Workers, 2 A&E Social Workers (located in the Barracks), 1 Social Worker in the Infirmary (supervised by the Program Director).
- Offered AA/NA program for male inmates.
- Established approximately 150 release plans.
- Coordinated the Holiday Food Purchase Program.
- Coordinated guardianship and Power of Attorney paperwork.
- Provided 800 Program Review recommendations and 150 Parole Summaries.
- Assisted inmates housed in the Barracks with release and pre-release needs.
- 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 inmates to burn energy, pursue fitness, and to build self-esteem through intramural athletics. The provision of recreational service 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 inmates. 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.

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 3,138 pounds of produce was donated to the Central Wisconsin Community Council for food pantry distribution.

Hobby Craft Item Sales:

- Staff purchase sales - \$ 4,221.00
- Visiting center sales - \$404.00

Recreation Attendance:

243,000 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.

Hobby:

- Approximately 4,375 hours were invested in various projects/fund raisers.
- Eliminated leather and leather tools for and donated the tools and books to Bay Lakes Council Boy Scouts.
- Started the "Father Read Program," enabling incarcerated fathers to be videotaped reading to their children and then mailing the books and tapes to the children.
- Completed hobby projects were donated to several organizations including the Eau Clair Hospital, ACA Silent Action, Habitat for Humanity, Head Start/Parent Resource Place, National Victim's Rights week and Bay Lakes/Waupun Boy Scouts.
- Rooms in Hobby were painted and reorganized to make better use of space.

Major Purchases:

- 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.

- DCI staff members were very generous in donating their used books and magazines to the library.
- Enrolled two 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 76,239 requests for services (daytime 60,982/evening 15,257).
- Issued 53,176 passes (daytime 37,919/evening 15,257; Library passes 24,837/Law Library passes 13,082).
- Served 37,382 male inmates (daytime 29,210/evening 8,172; Library passes 19,781/Law Library 9,429).
- Served 22 female inmates (Unit 25).
- Served 637 Special Management Unit inmates.
- Checked out 162,197 materials.
- Processed 1,270 ILL requests, filled 1,136 requests.
- Loaned 52 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 8,100 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 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.
- Entered data on all internal inmate transfers and movements.

DCI HEALTH SERVICES

PRIMARY CARE

- Processed 725,035 medication orders.
- Completed 26,210 labs.
- Performed over 7,572 physical exams.
- Completed over 42,111 healthcare appointments and sick calls(MD, NP, PA & RN).
- Responded and provided emergency care and treatment on 1,123 occasions.
- Completed 12, 976 optometry appointments.
- Performed 1,422 x-rays.
- Held 139 on-site visits for orthopedic clinic.
- Total off-site specialty clinic visits totaled 485.
- Total off-site inpatient stays at hospitals (UW Madison, WMH, St Agnes) equaled 22, with an average patient stay of 3.14 days.
- HSU staff review approximately 772 medical files monthly for medical clearance for County Jail placement.

- The National Commission on Correctional Health Care completed a technical assistance survey at DCI for the purpose of assessing compliance with the NCCHC 2003 Standards for Health Services in Prisons.

HEMODIALYSIS UNIT

- Operational hours of the unit are Monday, Wednesday, and Friday from 0530-1900.
- The unit operates with 1 part-time Nursing Supervisor, 3 part-time NC2's and 1 full-time Hemotechnician.
- Participated in Renal Network QI/QA studies throughout the year monitoring DCI Dialysis compliance with community standards and recommended guidelines.
- Utilized UW Hospital and Waupun Memorial Hospital for the provision of acute/chronic dialysis services and surgical access placement.
- Obtained 4 court orders to provide hemodialysis treatments to prevent patient harm/death.

Statistics for Hemodialysis Unit:

- Admissions – 9
- Discharges – 4
- Deaths – 2
- Successful kidney transplants – 1
- Total Hemodialysis treatments – 2,078

INFIRMARY UNIT

Statistics:

- Average Daily Census – 51.32
- Admissions – 171
- Discharges – 157
- Deaths – 12
- Physical Therapy (LTE) – 1,093
- Physical Therapy Assistant – 1,710 (position vacated April, 2005)
- Occupational Therapy (Agency) – 1,086
- Speech Therapy (Agency) – 7

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 – 16
- Unit visits – 143

Continue to improve upon our Mental Health referrals and intervention and focus more closely on identifying needs through the interdisciplinary care conferences.

A NCCHC Technical Assistance review was conducted in the spring. As a result, a staffing analysis was conducted and proposals for additional staff to better meet the needs of our patients were submitted for review/approval.

Approval was granted to implement a Hospice Program. Staff training has been conducted and several staff toured a prison in Iowa to evaluate their program and gain ideas and insight for the program at DCI.

In an effort to improve the patient education with regards to chronic disease management, RNs chose an area of focus to work towards gaining an expert level of knowledge and becoming a resource for that area.

In an effort to improve communication, the Infirmery implemented a Management/Charge Nurse Communication form for the weekend staff.

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 7,193 men and 645 women.
- Completed approximately 304 full evaluations to determine mental/emotional stability and need for special placement and treatment.
- Completed approximately 10 WSPF evaluations to determine appropriateness for WSPF placement.
- Provided clinical monitoring for roughly 600 inmates with 195 on Level II or Level III at any one given time.
- Request for crisis intervention averaged 10 per day, 2,600 for the year.
- Placed approximately 141 inmates in observation and 17 in restraints.
- Placed 190 inmates on Special Management Unit (SMU).
- Involved in 25 guardianship processes, 2 Chapter 51 processes.
- Provided internships for 2 Psychologist Interns.
- Dispersed 45 records to appropriate parties after proper release of information was obtained.
- Scheduled 25 court-ordered and Social Security Disability evaluations for outside Psychologists.

SEX OFFENDER ASSESSMENT PROGRAM (SOAP)

- Performed 780 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, sexual history and interest survey, 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 240 purchase orders, as well as over 574 purchasing card transactions.
- Purchasing staff conducted 7 simplified bids.
- Accounts payable staff processed 2,845 regular DCI invoices; 10117 BHS invoices; 403 Canteen invoices; 541 employee travel vouchers; and 75 requests for employee safety glasses.
- Inmate accounts staff processed approximately 48 inmate account closeouts daily, or 12,709 annually. They handled over 33,877 receipts in excess of \$1,592,711 and processed more than 12,915 inmate disbursements for over \$118,067. In addition, they processed the regular bi-weekly inmate payroll of over \$259,832.
- Canteen staff processed 55,064 inmate sales orders for a total of \$642,471. 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 \$300,000 processing orders from all departments and housing units on a weekly basis.
- ID cards and pictures for all DCI employees and temporary visitors processed by the Business Office.
- Business Office Secretary scheduled 657 special business visits, 79 court video conferences, 36 LAIP meetings, and 186 Bureau of Immigrations Customs Enforcement hearings for inmates. Staff telephones and inmate phone problems are resolved through the Business Office.

FOOD SERVICE

- The Food Service Department consists of a Main Kitchen, Dining Room, Bakery, and five unit serveries. Food is served by cafeteria style, tray line feeding on insulated trays, and bulk delivery feeding by cafeteria style at unit serveries. Various medically prescribed and religious diets are provided.
- Food Service operates from 4:00 a.m. to 6:00 p.m. 7 days a week for 365 days a year with 18 staff consisting of managers, Food Service Leaders, Officers, and 130 inmate workers.
- Food Service serves approximately 2,040,000 meals a year. 105,300 hamburger patties, 93,600 pieces of chicken, approximately 19,175 pounds of fresh carrots, and 146,250 apples were served during fiscal year 2006.
- Food Service implemented menu modifications according to the *USDA Dietary Guidelines for America*. Inmate health and nutrition changes emphasize reducing fat, sodium, and sugar calories, while increasing fruit, vegetables, and soy protein consumption, along with increased physical activity.
- New food contracts were issued through the Department of Administration to implement the Governor's initiative to achieve reduction in food costs.
- Food Service equipment replacements consisted of 5 unit servery refrigerators, hot and cold transport carts for the barracks, a dining room steam table for the serving line, a culinary food chopper, and a bakery cookie drop machine.

MAINTENANCE

The DCI Maintenance Department is responsible for the repair and maintenance of all the structural building, mechanical, electrical, plumbing, heating, air conditioning, ventilation, refrigeration, communication equipment, outside ground work, and related tasks.

- Upgraded video surveillance system with digital video recording (DVR) technology and additional cameras.
- Upgraded the security key management and reporting system for institution keys.
- Modified air exchange vents in the west Dodge units for safety and security.
- Made improvements to housing unit cells, bathrooms, and common areas for ADA (Americans with Disabilities Act) compliance.
- Repaired hot and cold water utility lines throughout east Dodge.
- Repaired and replaced east Dodge tunnel steam valves.
- Widened the corridor gateway between east and west Dodge.
- Repaired security window glass throughout entire institution.
- Installed new kitchen pots and pans machine, west Dodge unit refrigerators, replaced hot and cold food transport carts, and repaired bakery milk cooler.

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