

STATE OF WISCONSIN
DEPARTMENT OF CORRECTIONS
WISCONSIN SECURE PROGRAM FACILITY



FY 2006 ANNUAL REPORT

Richard Schneiter
Warden

TABLE OF CONTENTS

MESSAGE FROM THE WARDEN'S OFFICE	3
FAST FACTS PROFILE	4
WISCONSIN SECURE PROGRAM FACILITY MISSION STATEMENT	5
HISTORY OF WISCONSIN SECURE PROGRAM FACILITY	6
WSPF COMMUNITY RELATIONS BOARD	7
HUMAN RESOURCES DEPARTMENT	8
WORKPLACE ENHANCEMENT COMMITTEE	9
CISD/PEER	9
EAP	9
BLOOD DRIVE	10
UNIT MANAGEMENT.....	10
SECURITY DEPARTMENT.....	10
CRISIS NEGOTIATIONS TEAM	10
TRAINING/E.R.U.	11
MEDICAL FIRST RESPONDERS.....	11
VISITS	12
TRANSPORTATION	13
CONDUCT REPORT STATISTICS	13
PROGRAM DEPARTMENT	14
WSPF SECURE PROGRAM/HIGH RISK OFFENDER PROGRAM.....	14
EDUCATION.....	15
LAW LIBRARY SERVICES	16
PROGRAMMING.....	16
RELIGIOUS PROGRAMMING	17
SOCIAL WORKERS.....	18
PSYCHOLOGICAL SERVICES.....	18
MANAGEMENT SERVICES.....	19
BUSINESS OFFICE	19
STORE/WAREHOUSE.....	19
LAUNDRY	20
CUSTODIAL SERVICES.....	20
MAINTENANCE	20
FOOD SERVICE.....	21
HEALTH SERVICES UNIT.....	21
INMATE COMPLAINT REVIEW SYSTEM	22
RECORDS OFFICE	23
WSPF ORGANIZATION.....	24

MESSAGE FROM THE WARDEN'S OFFICE

Over the course of the past fiscal year we have seen WSPF continue to serve the department through managing a difficult population. In addition, we have begun planning to add a general population unit. This unit will require some modification to the Charlie unit and is in the design phase. The patience and cooperation of all the staff involved in making that unit work have not gone unnoticed. We will continue to provide the core mission of our institution which is to manage High Risk Inmates. The Addition of the High Risk Offender Program to replace the level system program has gone well. It is only with your dedication and cooperation that we are able to make this work as smoothly as possible.

Over the next year we plan to continue on and explore ways to increase efficiency and fine tune our operation. We have demonstrated in the past our ability to be flexible and change as the department needed us to change. The staff's ability to manage that change has been outstanding.

I look forward to being able to continue to work with the staff at WSPF in the years to come. Thanks to all of you and congratulations on a job well done.

Sincerely,

Peter Huibregtse
Deputy Warden

FAST FACTS PROFILE

Date Opened: 1999
Security Level: Maximum
Operating Capacity: 500 Males
Current Population: 347 Males
Security Staff: 171 FTE
Non-Security Staff: 92.5 FTE
Number of Acres: 160, institution occupies 24 acres
Inmate to Staff Ratio: Approximately 2 inmates for every staff member
Operating Budget: \$17.2 Million
Money Collected FY06:
Victim Witness A & B - \$1938.19
DNA Surcharge - \$1794.59
Child Support - \$1150.98
Medical Co-Pays - \$2572.50
\$2632.50 total co-pays charged in FY06
\$1262.91 total medical co-pay loans established in FY06
\$785.50 total withheld for loan payments in FY06

SPECIAL HISTORICAL NOTES AND OTHER INSTITUTION INFORMATION

The programming at this facility is designed to provide inmates with the skills needed to modify their behavior to a degree that will allow them to be returned to a General Population Maximum Security facility. There demonstrated reduction in risk before they can be considered for movement to such a facility. Inmates transferred to WSPF for the High Risk Offender Program have earned their way to this facility because of behaviors exhibited in alternate sites. They have jeopardized the safety and security of the facility, staff, and/or other inmates. It is our intention to provide these inmates with programming which can reduce their level of risk and then monitor that reduction of risk as we make decisions about returning them to a General Population setting.

WISCONSIN SECURE PROGRAM FACILITY **MISSION STATEMENT**

The Wisconsin Secure Program Facility, will safely and humanely house, manage and control inmates in a secure setting. The Wisconsin Secure Program Facility will also provide inmates the opportunity to acquire skills needed for their eventual progression into less secure correctional environments.

In support of the Department and Institution Missions, the facility will safely and humanely deal with High Risk offenders, Inmates in Disciplinary Segregation, and inmates in General Population. To successfully accomplish the mission the Wisconsin Secure Program Facility will employ sound correctional practices which include the following:

- ✓ Staff functioning professionally, honestly and with integrity will be a high expectation.
- ✓ Staff will be mindful of and sensitive to the victims of criminal behavior.
- ✓ Staff will be vigilant to the potential for inmate manipulation and victimization of themselves and other staff.
- ✓ Staff will be empowered to accomplish the mission through teamwork, communication, trust and providing tools to effectively manage offender behavior.
- ✓ The facility will strive to aggressively and effectively take care of its staff.
- ✓ Recognizing the risks posed by inmates, supervision, control, safety and security will be carried out to the highest levels.
- ✓ Reasonable risks will be taken with inmates to assess dangerousness.
- ✓ The program goal will be to reduce negative behavior and to prepare inmates to return to general population.
- ✓ Promote programs that provide offenders with opportunities for positive change.
- ✓ It will be recognized that program/treatment involves every function of the Institution.
- ✓ Initial and ongoing inmate assessment will be central to the program, acknowledging that what may work for one inmate may be detrimental to another.
- ✓ Unit Management and team approaches are essential to program success.
- ✓ All basic needs and constitutional rights of inmates will be met, preserving the basic human rights and dignity of offenders.
- ✓ Detrimental affects on inmates will be avoided. "First do no harm."
- ✓ Inmate healthcare will be provided consistent with professional community and correctional healthcare standards.
- ✓ The Facility will strive for excellence in standards compliance, security systems and facility cleanliness.
- ✓ The Wisconsin Secure Program Facility will endeavor to provide immediate access to other correctional institutions in accepting disruptive offenders.
- ✓ The Wisconsin Secure Program Facility will forge partnerships within the criminal justice system.
- ✓ The Wisconsin Secure Program Facility will endeavor to learn from the community and promote opportunities for the community to learn from us.
- ✓ The Wisconsin Secure Program Facility will strive to achieve a sense of community and mutual responsibility in the workplace.
- ✓ The operating philosophy of the Wisconsin Secure Program Facility will support the accomplishment of Department-wide mission and goals by managing and controlling negative inmate behavior and providing a deterrent to disruptive behavior throughout the system.

HISTORY OF WISCONSIN SECURE PROGRAM FACILITY

Planning for the facility evolved during the decade of the nineties when it became increasingly obvious that inmate profiles had changed in significant ways. More inmates exhibited histories of violence. In a period of five years, inmates with assaultive offenses increased from 57% of the prison population to 77.3% of the population. Inmates increasingly demonstrated disregard for authority and rules. Inmates became more impulsive and unpredictable, had more significant mental health problems, and increasing percentages with gang affiliations.

Inmates posed an increased risk to correctional staff, to other inmates, and to public safety. Significant increases were seen in assaults against staff and inmates. During the nineties prisons became more dangerous due to overcrowded conditions and longer inmate sentences. In a ten-year period the average sentences increased from six years to fourteen years.

It became clear that Wisconsin Corrections needed added capacity to manage this evolving population to keep current institutions safe and able to provide effective programming to those inmates wishing to make positive behavioral changes.

Timeline

- **March 30, 1995:** The Building Commission recommended a \$75,000,000 enumeration for the facility as part of the 1995-97 capital budget.
- **June 27, 1996:** The Building Commission approved the release of \$700,000 building Trust funds for planning, development of an architectural program statement, preliminary plans and a design report for the addition of the beds.
- **January 22, 1997:** The Building Commission approved the selection of Boscobel as the site for construction of the facility
- **July 31, 1997:** The Building Commission approved the design report and the authority to build the facility in Boscobel
- **December 17, 1997:** Ground breaking and construction began at the facility site
- **August, 1999:** Construction of facility complete
- **November 10, 1999:** Facility received first inmate and the facility opened under the name of Supermax (SMCI) as it was not officially named.
- **October 1, 2003:** Facility officially named as Wisconsin Secure Program Facility (WSPF).
- **February 2006:** WSPF changed the Level System to the High Risk Offender Program.

WSPF COMMUNITY RELATIONS BOARD

“Keeping the lines of communication open”

In support of the mission of the Department of Corrections, the Division of Adult Institutions and individual institutions, Community Relations Boards (CRB's) are intended to function as a mechanism for the enhancement of public education and advocacy for issues that are relevant to the operations of adult correctional institutions in Wisconsin. It is the policy of the Department of Corrections that CRB's function as a vehicle for establishing local community support for institution operations and to promote positive communications between the institution and local communities. Two-way communication assures the opportunity for institutions to convey the mission of the Department of Corrections and to enhance community understanding of correctional programs.

Members of the Community Relations Board are appointed by the Warden of the appropriate facility. CRB membership is available to any community citizen including elected or appointed government officials. Membership is not available to active clients of the Department of Corrections. No membership numbers or terms of membership are specified as a matter of policy but instead are left to fit the circumstances of the institution and the community.

The WSPF CRB has been a very active body. Monthly meetings began over a year prior to the institution's activation, with the first on September 10, 1998. The Board continues to meet now on a Yearly basis. The following is the list of members:

Lisa Riniker
Grant County District Attorney

Rose Oliveto
Public Defender

Darla Adams
Victim/Witness Coordinator, Grant County

Richard Rogers
Fennimore Mayor

Ed Ross, Instructor
UW Platteville

Dale Schultz
State Senator

Dr. Kurt Wilhelm
Physician

Paula Armentrout
Field Supervisor, Probation and Parole

Dr. Cheryl Banachowski-Fuller
Professor UM Platteville

Steve Smith
Superintendent of Schools

Darrel Berglin
Sheriff, Richland County

Jim Reynolds
Chief of Police, Boscobel

Arle Harris
City Administrator, Boscobel

Keith Govier
Sheriff, Grant County

Jerry Moran
Sheriff, Crawford County

Karen Knox
President, SWTC

Steve Wetter, Mayor
Boscobel City Hall

Paul Bloyer
Former Mayor-Boscobel

Gabe Loeffelholz
State Representative

Andrea Fields
Victim Witness Coordinator
Richland County

HUMAN RESOURCES DEPARTMENT

The Human Resource Department is dedicated to ensure all Federal and State employment laws are followed in the staffing and operation of the WSPF, including a safe and harassment free workplace for employees. In addition, the team strives to foster and maintain a good working relationship with the various unions at WSPF.

The Human Resource Office was staffed during FY06 as follows:

- ◆ Shirley Gates, Institution Human Resources Director
- ◆ Diane Yonker, Human Resources Assistant
- ◆ Tammy Mohn, Payroll and Benefits Assistant

Staff #'s by Department:

Office of Warden	4
Dietary	15
Personnel	3
Business Office	4
Stores-Operations	2
Records Office	2
Maintenance	23
Resident Care & Treatment Services	15.5
Religion Services	1
Security	173
Education	7
Health Services	9.5
Management Services	2
Inmate Complaints	2
Dental Services	.50
Total WSPF staff	263.50

Workplace Enhancement Committee

The Workplace Enhancement Committee (WPEC) is a group of employees that work together to make the Institution a better place to work. The committee members come from both represented and non-represented staff.

WPEC sponsors a number of fundraisers. The past year's fundraisers resulted in contributions to Katrina Relief, Relay for Life, and Polar Plunge. Also at the annual Holiday Party, staff were asked to food items and/or toys for the area Food Bank.

During Correctional Employee Week WPEC treated staff to brats and burgers for first and second staff and omelets for third shift. All staff were also given a Gift Card for Subway in appreciation for their hard work and dedication to the Institution and the Department of Corrections.

The first Friday in December is the annual Holiday party for staff and their families. A meal is served, a band is provided for entertainment, and Santa and Mrs. Claus are there to pass out gifts to the children.

The Institution is involved in the Adopt-a-family program at Christmas. Due to the overwhelming response of the WSPF staff many gifts and donations of money were collected and delivered.

All this was made possible through the generosity of the employees supporting WPEC efforts by contributing to fundraisers and purchasing items off of the WPEC cart.

CISD/PEER

The Critical Incident Stress Debriefing (CISD) Program is a confidential, peer-based support system for employees who have experienced stress due to involvement in a work-related incident. WSPF is careful to include a wide variety of staff from all departments and assures coverage on all shifts.

Craig Loskot (1st)
Darren Miller (1st)
Gerry Dayton (3rd)
Jim Boisen (1st)
Joan Gerl (2nd)
Larry Primmer (2nd)

Melanie Harper(1st)
Melody Dull (1st)
Mike Sherman (1st)
Mike Snodgrass (1st)
Ron Edwards (1st)
Todd Bast (1st)

Todd Brudos (All shift relief)
Trevor Boardman (1st)
Vicki Sebastian (1st)
Monica Horner (1st)

EAP

The Employee Assistance Program (EAP) serves as an informational referral service for employees and their family who may be experiencing financial, marital, drug/alcohol or other personal difficulties. EAP also provides assistance to supervisors, managers, and/or union representatives with dealing more effectively and appropriately with those employees whose job performances are deteriorating and inconsistent due to personal, behavioral or medical reasons. All contacts are voluntary and confidential according to state and federal laws. WSPF is proactive in the use of EAP and assuring that there is coverage for all shifts.

EAP Resource Coordinators

Dave Gardner
Tim Haines
Diane Alderson
Christa Morris

Douglas Furbish
Rick Mickelson
Melody Dull

Blood Drive

WSPF held four blood drives in FY06 and nearly 300 pints of blood were collected due to the combined efforts of WSPF staff and the American Red Cross. WSPF plans to host an additional four drives in FY07, with the WSPF Medical First Responders continuing to organize and work at the drives. We continue to have a high percentage of first time donors at every drive.

Unit Management

WSPF has successfully operated using the Unit Management concept. Unit Managers are responsible for the overall operations of the living units including direct supervision of unit staff to include security and treatment staff. The Unit Management concept has been especially beneficial to our facility as it provides a direct link from administration to the line staff and inmates. Unit Managers at the facility continue to work directly with unit staff and inmates while being a member of the administrative team. In dealing with such difficult inmates the Unit Management concept has provided the increased supervision needed to manage such a population effectively. The concept has allowed the facility to provide a wide range of programming to a segregated population while upholding the highest security practices.

SECURITY DEPARTMENT

Crisis Negotiations Team

The crisis negotiations team had a productive year from 7/1/05 through 6/30/06. Thankfully, there were no losses to the team during FY06; as a result, WSPF and PDCI were able to experience some successful training exercises. CNT did gain a new coordinator which began the position in May of 2006. This was also the first training session provided by the new coordinator. CNT was fortunate to retain all of its previous members and remained a strong, experienced team consisting of 11 members from both Prairie du Chien Correctional Institute and Wisconsin Secure Program Facility.

The WSPF/PDCI crisis negotiations team had opportunities for several training sessions throughout FY06. Most of these were joint sessions, involving scenarios and other simulated scenes. Team members reviewed policies and procedures, hostage procedures, disturbance plans, and emergency preparedness. CNT members displayed proficiency and showed excellent teamwork in setting up equipment in a timely fashion. In addition, roles and expectations of members were reviewed and discussed.

During FY06, several team members were also afforded the opportunity to attend the Annual Crisis Negotiations Conference in Appleton which was facilitated by a host of excellent speakers. While there, team members got to act out in various scenarios which were critiqued by negotiations experts. There was also opportunity for networking and information gathering which has been very valuable for future trainings. Both institutions look forward to working together in FY07.

Training/E.R.U.

The Training Captain maintains training records, coordinates and assists with training conducted at the institution. The unique physical nature of the institution allows for the institution to be placed in a slow down staffing pattern to facilitate training.

E.R.U.: (28 member team) Training is conducted bi-monthly with the PDCI Institution, bi-monthly in eight hour blocks. Training topics include Handgun Qualification, Armed Escort, Electronic Devices, Basic E.R.U., Incapacitating Agents, Pepper ball systems, Distraction Devices, Arc Air & Partner Saw systems, Building Clearing, IMS/ICS joint exercise w/ C.N.T. & command post. Ten members were sent to the 2007 joint ERU exercise accounting for 16 additional hours of training for these staff.

CNT: (9 member team) Training is conducted bi-annually in an eight hour block. Training subjects include IMS/ICS, Inmate Gangs and how they impact an incident, Communications techniques and hostage negotiations. Role playing scenarios are also used when training is conducted.

Medical First Responders: (11 member team) Refresher Training is conducted once every 6 weeks.

Training Costs: WSPF strives to conduct training during normally scheduled working hours to minimize overtime needs. Staff are also encouraged to trade scheduled working hours to further reduce costs. This method of training requires a high level of flexibility of institution staff and resources. Examples of subject material covered on during on shift training are Weapons Qualifications, P.O.S.C. updates, restraints, C.P.R./A.E.D., First Aid, Suicide Prevention, Heat Advisory, Videotaping Use of Force Incidents, personal/strip searches, OC Exposures, Emergency Preparedness, & S.C.B.A. updates, among others.

Noted Improvements:

Range Training: There were 26 Range dates in FY06. Training Aids: The maintenance department has made or modified training materials to provide better tactical training scenarios.

Future training goals and areas of improvement: Increase certified instructors in subject areas to increase flexibility for scheduling training. Create an institution data base to track staff training needs. Improve scheduling process to better coordinate resources. Restructure the FTO and Honor Guard programs.

Medical First Responders

The Medical First Responder program at WSPF was initially implemented in August 2000. In FY06 the following continued to be maintained by the Medical First Responders:

- ◆ Coverage continued to be offered on all three shifts.
- ◆ All members continued to be trained in Healthcare Provider level CPR/AED and all members participated in a 24-hour refresher class.
- ◆ All members maintained certification in all approved "advanced" skills as directed by the Medical Director. Currently that would include long boarding, combi-tube, epi pen and administration of glucose.
- ◆ The Medical Director continued to allow Medical First Responders to assist with the use of the glucometer as well as glucose and nebulized albuterol in response to reported medical concerns within the institution.
- ◆ We maintained the number of Medical First Responder / EMTs that were trained as CPR instructors at 4 in-house instructors.

- ◆ Seven of the WSPF Medical First Responders are active in EMS in their respective communities either as Medical First Responders or as an EMT-B.
- ◆ WSPF Medical First Responders again participated in the EMS Olympics offered through UW-Madison.
- ◆ WSPF Medical First Responders continue to implement Tactical Medical skills within WSPF's ERU program.
- ◆ WSPF Tactical Medics continued presenting the philosophy of Tactical Medicine within ERU teams as a DOC ~ statewide program.
- ◆ WSPF's Tactical Medics and Medical First Responders continue to offer their services outside the institution in Mutual Aid/IMS situations.

Visits

Visits at WSPF are primarily conducted through video visitation. There were a total of 1287 visits and 1928 visitors this year. A break down of visiting number are below:

Visitation Statistics JULY 1, 2005 THRU JUNE 30, 2006

	Regular		Face to Face		MSDF Video		RCI Video	
	Visits	Visitors	Visits	Visitors	Visits	Visitors	Visits	Visitors
JULY 2005	67	90	15	29	31	52	3	6
AUG 2005	59	72	7	10	40	65	8	22
SEPT 2005	57	87	12	24	36	58	3	3
OCT 2005	59	92	8	8	36	58	2	2
NOV 2005	53	88	21	32	31	51	2	2
DEC 2005	48	67	16	22	39	68	4	4
JAN 2006	55	71	21	38	34	55	4	5
FEB 2006	53	62	14	15	40	62	4	5
MARCH 2006	48	79	12	12	40	56	3	5
APRIL 2006	41	51	19	22	53	79	2	5
MAY 2006	33	56	15	18	37	60	2	5
JUNE 2006	37	58	16	16	44	72	3	9
Totals	610	873	176	246	461	736	40	73
	Visits	Visitors	Visits	Visitors	Visits	Visitors	Visits	Visitors

Total Visits held at WSPF
786

Total Video Visits
501

Total Visitors at WSPF
1119

Total Video Visitors
809

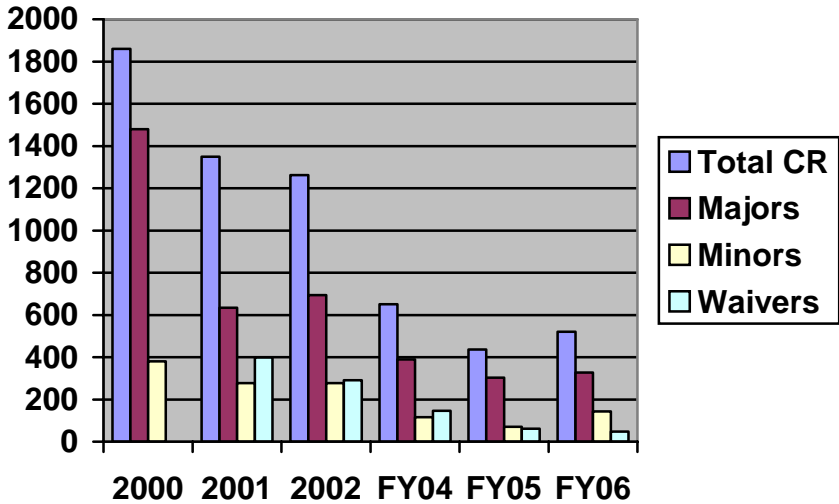
There were a total of 62 video court hearings held during FY06. The video Court Room was also used for tele-med, Parole Hearings, Agent visits, Public Defender interviews as well as Budget review meetings with Central Office.

Transportation

The WSPF Transportation Unit consists of a Correctional Sergeant and two Correctional Officers A/B. Since WSPF transports a large number of inmates that have been identified as high risk, all assigned transportation staff have been trained and certified in armed escort transports. WSPF transportation staff have also been trained and certified in the use of electronic control devices (ECD), single officer expandable baton techniques, and the proper use of incapacitating agents. The WSPF transportation unit routinely assists Prairie du Chien Correctional Institution (PDCI) with the transportation of inmates to and from WSPF and other institutions.

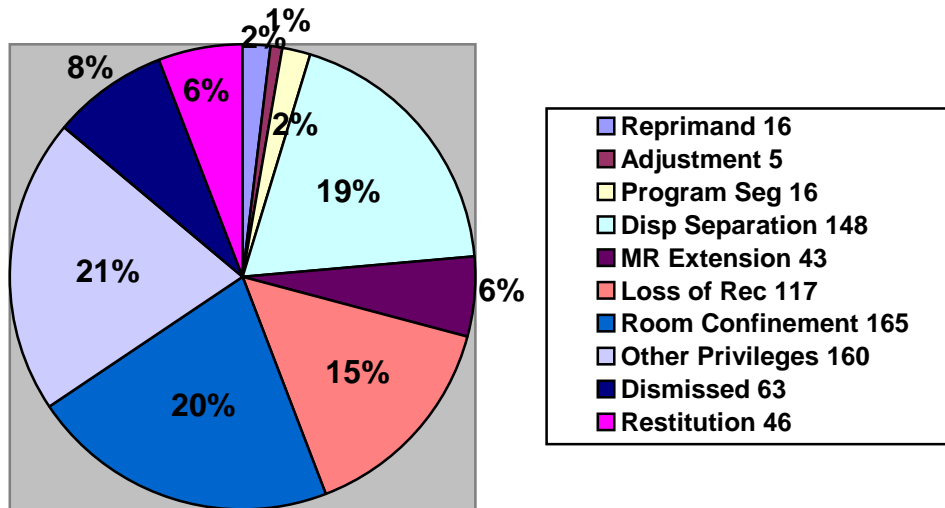
In FY06 the transportation unit conducted 421 trips, involving over just under 800 inmates without serious incident. Roughly 20% (84) of these transports were classified as high risk and involved the use of armed escorts, electronic control devices, or required a 3-Officer Escort. Due to the number of high risk transports the WSPF ERU team members have all been trained in Armed Escort and along with the primary transportation staff, due to the Armed Escort and High Risk transports. There are an additional 49 staff members trained in Armed Escort and 53 trained in the use of electronic control devices.

Conduct Report Statistics



FY06 resulted in 521 total conduct reports being served with 328 of these being heard as major, 144 being heard as minor dispositions, and there were 49 waivers.

Of the conduct reports written the following #'s of dispositions were given:



PROGRAM DEPARTMENT

The programming at WSPF was designed to provide inmates with the opportunity to examine their thinking that led to the behaviors that resulted in placement at WSPF, and assist in making changes to a degree that will allow them to be returned to a traditional maximum-security facility. The WSPF staff must be satisfied they can be moved to such a facility without creating unreasonable risk to staff, other inmates, themselves, or the security and orderly running of the institution.

WSPF Secure Program/High Risk Offender Program (HROP)

FY06 marks the transition from the WSPF Secure Program to the High Risk Offender Program (HROP). The Risk Assessment Workgroup, as a sub-group of the Steering Committee, was tasked with developing the tool whereby all inmates would be evaluated for the new program. The original Secure Program offered at WSPF was incentive based and included 5 levels. The new High Risk Offender Program (HROP) that we designed was performance based as well as based on an analysis of the potential risk for each individual inmate. The tool that was developed utilizes nine competency areas to assist in determining an inmate's potential level of risk. This approach was dramatically different from the approach that had historically been taken at WSPF and it was imperative that we take a proactive approach in rolling out this new program to all staff.

As a result inmates transferred to Wisconsin Secure Program Facility (WSPF) earn their way to this facility because of behaviors exhibited in alternate sites which has jeopardized the safety and security

of the facility, staff, and other inmates. WSPF shall provide inmates with an opportunity to focus on programming and education. Movement within the program is performance based, indicated by inmates compliance to the structure within the program as well as based on an analysis of the potential risk from each individual inmate.

All inmates in the High Risk Offender Program are in Administrative Confinement. The expectation is that all inmates in the program participate and successfully complete identified programming on all phases. The Unit Team will review and evaluate each inmate, monthly, to assess the individual inmate's level of risk, identify potential target behaviors for change and to evaluate an inmate's participation in programming. Inmates in the HRPOP will be provided the opportunity to meet with the Unit Review Team during its monthly review a minimum of once every 4 months. A Security Phase Assessment worksheet is completed monthly on each inmate in the High Risk Offender Program. The assessment will be the foundation for the recommendation the Unit Team makes to the Warden/Deputy Warden regarding the appropriate phase placement. Successful completion of all required programming as well as a final Security Phase Assessment, indicating an acceptable level of risk, will be required before recommending placement into General Population. PRC will then review the inmate's progress and note completion of HRPOP and recommend transfer.

There are three phases within the High Risk Offender Program with the allowable property and canteen items for all phases being the same. Inmates in all Phases will be required to participate in programming. Programming on Phase Red includes RET, Anger 1, and Interactive Journals. Inmates will also be required to participate in Adult Basic Education if this has been identified as a need. Programming available on Phase Yellow includes "A Better Way" and the "Turning Point" series. Phase Green programming includes Cognitive Group Intervention Program (CGIP), Domestic Violence (DV) and Anger 2.

Education

The Education Department consists of three Teachers, one Teaching Assistant, one Office Operations Associate, and one Librarian. The position of Education Director was lost due to budget cuts and the responsibility for the supervision of the Education Department has been assumed by the Education Director from Prairie du Chien Correctional Institution.

Educational Services are provided through various venues depending on the students' level needs. One on one sessions at the cell front and lessons including educational videos are provided through the in-house television systems. Students with special needs are provided services face to face utilizing the attorney booths.

Programs available through the Education Department include Adult Basic Education, GED, HSED, Special Education, and Self-Advancement. WSPF is an authorized GED testing center. In the past year, 14 inmates participated in Special Education, 40 inmates completed their HSED, 0 inmates completed their GED, 134 inmates participated in ABE and 75 inmates participated in self-advancement.

The Business Basics course is offered through the Corrections Learning Network. This program is designed to meet the transitioning needs of the incarcerated inmate. There are 12 video sessions geared to explore the world of entrepreneurship as well as small group sessions. Participants employ

critical thinking skills and practice applying these skills to the development of a business plan. Ten inmates completed the Business Basics course during this past year.

This past year, the WSPF library checked out 25,650 items, including both newspapers and magazines. There were 541 library patrons during this past year, all of whom have checked out at least one book during this time period. Eighty percent of the inmates take advantage of library privileges. A comparison with the local public library reveals that the circulation statistics are similar in the volume of materials processed.

Law Library Services

Satellite paper law libraries are set up on the units, which consist of the required starter materials. A computer is also available on each segregation unit for inmates to use in searching for case sites electronically. Inmates may request copies of case law and various legal forms from the law library.

Programming

Participation in programming is one of the criteria considered for Phase advancement. Various program opportunities are available for inmates in conjunction with their Phase.

Interactive Journals programming is available to inmates on Phase Red and above or in Administrative Confinement but not in the High Risk Offender Program. The program consists of a series of interactive journals covering a variety of areas such as Values, Anger, Self-esteem and Errors in Thinking. This is an open enrollment program and inmates work at their own pace. Thirteen inmates were enrolled in FY'06.

RET (Rational Emotive Therapy) is available to inmates in Phase Red and above. This program consists of booklets, videos, cassettes, and workbooks on a variety of emotions. In FY'06 One-hundred-six inmates participated in RET with 99 completing.

Anger Management programming is available for inmates in Phase Red and above. It consists of videos and worksheets. A new cycle begins approximately every 12 weeks. Cycles are 4 weeks in duration. Fifty-seven inmates completed in FY'06.

Turning Point I is available to inmates in Phase Yellow or above. The program uses the "*Samenow: Commitment to Change*" series as its curriculum. The program offers offenders practical, concrete ways to become aware of their own thinking and its consequences. It encourages them to work toward the goal of responsible living day by day. A new cycle begins approximately every 12 weeks with delivery primarily through videos and worksheets. Cycles are 9 weeks in duration. There were 56 inmates enrolled in the program in FY'06 with 41 inmates completing.

Turning Point II is available to inmates on Phase Yellow and above who have completed Turning Point I. It focuses on tactics to address the Criminal Thinking Errors examined in Turning Point I. A new cycle begins approximately every 12 weeks and is facilitated through videos and worksheets. Cycles are 8 weeks in duration. There were a total of 57 inmates enrolled in the program with 53 completing in FY'06.

Turning Point III is available to inmates on Phase Yellow and above that have completed both Turning Point I and Turning Point II. The program focuses primarily on the consequences of behavior. A new cycle begins 12 weeks and like TPI and II is delivered primarily through videos and worksheets. Cycles are 10 weeks in duration. There were a total of 75 inmates enrolled in the program with 70 completing in FY'06.

A Better Way is available to inmates who have completed all 3 of the Turning Point Programs. It is primarily designed for first time offenders, but is helpful to anyone wishing to live free. It offers a trio of life-changing behaviors that all involve the work acceptance. A new cycle begins every 12 weeks. Cycles are 8 weeks in duration. There were a total of 76 inmates enrolled in the program with 72 completing in FY'06.

Getting It Right is available to inmates who are within a year of their MR date. This program uses rational self-counseling through journals to help participants make the transition into the community and toward responsible living. The program is self-paced and an inmate may start at any time. Six inmates enrolled in FY'06 with 3 completing.

The Castle of the Pearl is available for selected inmates who have completed the other programs offered. Through reading, self-examination and writing the inmate is given the opportunity to see his life more clearly; to think about where he has been, where he is now, and where he is heading. The program is self-paced. Twenty-one inmates enrolled in FY'06 with 13 completing.

Domestic Violence is available for inmate in Green Phase and in General Population. Successful completion fulfills an A&E need requirement. The program consists of small group sessions and written assignments.

Cognitive Group Intervention Program (CGIP) Phase 1 and 2 is available for inmates in Green Phase and General Population. Successful completion fulfills an A&E need requirement. The standard CGIP manual is used and the materials are delivered through videos, written assignments and small group sessions.

A number of self-help books and workbooks covering a wide range of topics are available for inmates to check-out through the Program Department as well.

Religious Programming

WSPF employs one full-time Chaplain to meet the religious needs of the population. The Chaplain does weekly rounds on the units, he also videotapes a weekly message which is broadcast via the in-house television system. Weekly programming relating to the DOC recognized religious umbrella groups is also broadcast via the in-house system.

Both Bible Study and Qur'an Study are offered for inmates in the High Risk Offender Program. Both consist of readings, worksheets and discussion with the Chaplain. For inmates in Phase Green the Chaplain also offers a Biblical Anger Management group. The focus is references from the Bible addressing anger. There is also a Qur'an Study Group. The Chaplain facilitates small group discussions and readings and worksheets.

The institution has an extensive library of books for inmates to check out pertaining to the Religious umbrella groups. Pastoral visits are scheduled through the Chaplain.

INMATE CONTACTS FY06

CHAPLAIN CONTACTS:	450
<u>OTHER PASTORAL VISITS:</u>	
Catholic	32
Eastern Religion	58
Jewish	0
Protestant	1097
Islamic	0
Pagan	<u>0</u>
 TOTAL PASTORAL VISITS:	 1187
TOTAL CONTACTS:	1637

RELIGIOUS TV PROGRAMMING

Catholic Mass	2 times / week
Protestant Services / Movies	18 times / week
Islamic Teaching	18 times / week
Native American Music / Ceremony	3 times / week
Jewish Teaching / Music	1 time / week
Pagan Teaching / Music	3 times / week

- ◆ Bible Study Course 10 participants
- ◆ Qur'an Study Course 10 participants

Social Workers

Currently there are three Social Workers providing services on the five units. The role of social workers is multi-faceted, and involves coordination and communication with other staff in nearly every department at WSPF. Included is direct inmate contact, as well as numerous offender review requirements. Direct offender contact may include facilitation in Domestic Violence and/or CGIP groups, weekly rounds, legal and personal emergency phone calls, and interviews for completion of paperwork, such as sex offender registration forms, PRC's, Parole reviews, MR Plans, Risk Assessment Information Guides (RAIGs). Staffing requirements include attendance at unit team meetings and Special Needs Inmate meetings, serving as advocates at AC hearings, as well as coordination of services with other DOC social workers, DCC Agents, agencies outside of the DOC, and professional contacts with offender family members and friends.

Psychological Services

The Wisconsin Secure Program Facility (WSPF) Psychological Services Unit (PSU) consists of one full-time crisis intervention worker, one full-time psychological associate, a full-time licensed psychologist and one part-time supervising psychologist. WSPF PSU staff members provide a variety of services for inmates on four segregation units of approximately 300-400 inmates. These services include crisis intervention, clinical observation placements, clinical monitoring reviews, intake

assessment, formal psychological assessment, individual psychotherapy, program referral, and consultation with other staff. All WSPF staff members participate in a weekly meeting with the psychiatrist and HSU manager to discuss pharmacotherapy issues relevant to the clinical functioning of WSPF inmates. All WSPF PSU staff members additionally participate in a weekly special needs inmate meeting that incorporates a multidisciplinary approach to engaging clinical and other concerns posed by work with particular inmates. WSPF PSU staff are additionally active in screening inmates at PDCI for possible transfer to WSPF.

MANAGEMENT SERVICES

Management Services provides services that facilitate the security of the institution and ensure all needs of inmates are met. It is comprised of several areas including:

- ✓ Business Office is responsible for the ordering and payment of all invoices while monitoring budgetary guidelines; receipting and disbursing inmate funds; and canteen operations.
- ✓ Stores receives and distributes supplies throughout all areas of the institution.
- ✓ Laundry keeps the inmate's clothes and bedding clean and sanitary.
- ✓ Buildings and Grounds control and maintain the public works for the Institution.
- ✓ Food Service supplies the food and meets specific nutritional needs of inmates.

Business Office

The Business Office has a staff of five including a Correctional Management Services Director, Financial Program Supervisor and three Financial Specialist 2's. The Business Office provides services for both staff and inmates. Procurement of all supplies and services is coordinated in cooperation with each respective department to ensure the responsible use of funds and satisfaction of the institution needs. Inmate Accounts is responsible for receipting and disbursing inmate funds in accordance with all administrative guidelines and laws. Legal loans, postage, medical co-pays, and restitution are all handled by this area. In addition, the Business Office coordinates canteen services for the institution including distribution of menus and submission of orders to the contracted vendor who is utilized for this service.

The Business Office continues to take a strong lead in the vigilant management of the budget and works collaboratively with all departments to that end. Inventory levels are closely monitored to meet all institution needs using effective inventory management processes. Institution equipment is placed on a replacement cycle that ensures current and fully operational equipment at all times.

Further, over the past four years, WSPF has shared the Correctional Management Services Director position with PDCI. Numerous opportunities have been realized to combine the resources and maximize the benefit to both institutions. By taking a broader approach to doing business, many accomplishments have been attained, and we look forward to the future opportunities this approach will present.

Store/Warehouse

The store/warehouse is the entry point for outside goods arriving at the institution. The store operates with one Inventory Control Coordinator and a supervisor. The shipments of goods purchased by the institution, which include the following, foodstuffs, clothing, office supplies, maintenance tools and

repair parts and cleaning supplies, arrive regularly at the store docks. An Inventory Control Coordinator receives, inspects, x-rays and inventories the items. Receiving reports are written for items, ordered directly for institution departments and the items are delivered to the department. The store processed 2141 receiving reports for fiscal 2006. The store also processed 575 department requisitions for the fiscal 2006 year, with a value of \$143,321.44.

Laundry

The laundry operates Monday through, Friday with one full time laundry worker and two LTE part - time workers. They are assigned the tasks of washing, stocking, inventorying, delivering and doing sewing repairs of all inmate clothing and linens. The laundry workers do a daily maintenance of washers, dryers and clean and sanitize all laundry transport carts. The laundries average monthly wash load, is 22,560 pounds.

Custodial Services

WSPF is the only Institution in DOC that has no inmate workers to assist in this area. The Institution complex has over 205,590 square feet. Eight Custodians are responsible for keeping the entire Institution swept, mopped, polished and cleaned. The cleanliness is very apparent at WSPF.

In order to maintain the high standards established custodial staff clean cells when inmates move. From July 1, 2005 to June 30, 2006, custodians cleaned a total of 1728 inmate cells along with their other duties.

A major focus for custodial staff in the past year has been the increase in training on and use of personal protective equipment to continually decrease the risk of contamination to staff and inmates.

Maintenance

FY06 was a busy year for the Maintenance Department at WSPF as several major projects were completed.

- The Video Court room continues to expand with more and more counties being added into the system. This Video Court continues to be a huge money saver for WSPF by eliminating the need to transport inmates.
- Maintenance continues to be involved in the litigation experience that has become part of every department's workload at WSPF. Concerns about the temperature of inmate living areas have caused the maintenance staff to continue with almost constant monitoring of temperatures.
- Electronics Techs continued to convert our electronics equipment from analog to digital, to include security cameras and digital video recorders.
- Lightning strike to the Lethal Fence led to in depth evaluation by DFS on potential added lightning protection measures.
- A great deal of time was spent preparing for conversion of 111 cells from High Security Segregated cells to General Population in part of the institution. The Maintenance Department purchased a slide-in sander/salter for the utility vehicle. This has been extremely beneficial in maintaining the parking lots, walkways, and side areas in winter.
- ADA audit and refitting for compliance were completed.

- Upgrading door control systems to support increased opening and closing.

In addition to these projects, Maintenance staff completed 4892 work orders in FY 2006 while working at 90% staffing due to staffing constraints. Maintenance has continued to provide staff support to Prairie du Chien Correctional Institution (PDCI). Electrical support to upgrade main electrical circuitry, plumbing upgrades in several areas, electronic tech support for the audio-video system, and MM support for the remodeling of the gate house and furniture fabrication are some of the projects worked on. We have also been able to send our groundskeeper to assist in clearing trees to increase visibility in the courtyard. Our ability to share support of both manpower and resources has proved beneficial to both WSPF and PDCI in productivity and cost savings.

Food Service

Food service started up in October of 1999 as a contracted food service operation. In November of 2001 it became a self-operation kitchen. The average meal cost for contracted food service was \$2.16 a meal. As a self-operation the average meal cost is \$1.40; A savings of over \$400.00 a year. We currently serve a cold breakfast and a hot lunch and dinner meal. The staff assigned to the kitchen include WSPF foodservice staff as well as inmate workers from PDCI. Our food vendor is Indianhead Food Service out of Eau Claire and Fishnick Dairy, a local dairy, delivers our milk and dairy products.

WSPF Foodservice staff:

1 Food Service Administrator
1 Food Service Manager
4 Corrections Food Service Leaders
7 Cook 2

Fiscal year 2006 meals served:

395,859 Inmates
41,599 Staff
437,458 Total

On an average WSPF food service serves 42,867 lbs. of food a month. Inmate requests for religious and special diets have increased dramatically in the past year. At any one time there is an average of 15 vegan diets and 85 inmates participating in Ramadan. The Food Service department also works with the Health Services Unit to provide both special diets and food supplements to those inmates with special needs.

HEALTH SERVICES UNIT

The Health Services Unit (HSU) provides 24 hour nursing care for patients housed at WSPF. We execute the mission of the Department of Corrections (DOC) Bureau of Health Services (BHS): "The administration and provision of health care, health education, and preventative care for the DOC consistent with professional, community, and correctional health care standards." Our professional management team consists of various healthcare providers.

HSU services provide immediate health care needs for patients on a daily bases. A Clinic type visiting system is provided by the Health care providers, RNs provide sick call for the patients each

day. Urgent/Emergent medical treatment is provided in an on-going basis. Monitoring of chronic conditions is a primary function of the health care team. This team has a multidisciplinary approach to care. Patient education is an integral part of nursing communication for the patients, as is preparing and completing lab work and providing patient medications.

The health care team provides sound consistent ongoing health care for the diverse population at WSPF. The individual care needs of the patients are integral. The care delivery is geared to provide efficient outcomes in a cost effective manor. The nursing staff is proficient at handling multiple tasks and making sure that the patient's issues and concerns related to their health care are delivered in a prompt fashion. The patient Health Services Request slips are responded to within one day. This alone is incredible and a statement as to their dedication.

We are identifying new standards and implementing them to upgrade the patient outcomes by the HSU nurses. We are developing competencies and continuing education in medical and mental health areas. Nursing staff are working in a stressful and frequently negative environment. The nurses are identifying those work place stressors and developing new ways to approach old and new situations. We are looking at restructuring our care delivery by alternating assignments in the patient care arena.

INMATE COMPLAINT REVIEW SYSTEM

The Inmate Complaint Review System serves the purpose to encourage communication between staff and inmates; explain and clarify policies; allow inmates to raise questions in an orderly fashion; reduce litigation numbers; and to assess the institution climate. In addition to handling complaints, the ICE office in conjunction with the Records office handles the Prisoner Litigation at the institution. The Records office compiles and submits the returns for Writs of Certiorari. The ICE office handles all summons and Complaints and all other miscellaneous cases. At the present time this involves over 60 open cases. The ICE has daily contact with Department of Justice attorneys to coordinate the work on the cases. The ICE office also acts as a liaison between WSPF staff members and DOJ. The ICE has accompanied staff members to Federal Court on the occasions that the case has gone to trial. Below is a summary of the FY06 complaints showing the number of complaints filed at WSPF in this fiscal year.

SUMMARY OF COMPLAINTS AT ICE LEVEL – WSPF FY06

SUBJECT OF COMPLAINT	TOTAL
BCE	4
CLASSIFICATION	232
CORRESPONDENCE & PUBLICATIONS	614
DISCIPLINE	200
DISCRIMINATION	1
FOOD	64
ICRS	181
INMATE ACCOUNTS	117
MEDICAL	262
OTHER	622
PAROLE	8
PERSONAL PHYSICAL CONDITIONS	112
PERSONAL PROPERTY	431
RELIGION	33

RULES	128
STAFF	337
VISITING	66
WORK & SCHOOL PROGRAMS	38
TOTAL FOR WSPF	3450

RECORDS OFFICE

The Wisconsin Secure Program Facility Records Office is responsible for the records of all offenders incarcerated at WSPF. The records office staff consists of an Offender Records Supervisor and an Offender Records Assistant 3.

The records office staff are responsible for numerous functions that affect many areas of the institution. These responsibilities include complex sentence calculations of parole eligibility dates, mandatory release, extended supervision, and maximum discharge dates. Staff is also responsible for calculating and entering court-ordered sentences and sentence modifications into offender records; setting up parole board hearings; recording institutional disciplinary actions and making appropriate adjustments in the offenders' files and maintaining social service and legal files. The staff schedule and provide record reviews to all offenders. Additionally, record office personnel provide notification to law enforcement and social services agencies of offender status.

The records office staff coordinate and document all offender movement to and from the institution; including entries and exits, court visits, medical trips and detainer pick-ups. This information is reported daily to Central Office in Madison. Staff members respond to Open Records requests from both offenders and the general public. In addition, they also answer inquiries from the general public regarding legal matters and offender status. Staff also serves warrants, detainers and other legal papers on the offenders.

Records office staff accept service for offenders with ICE accepting service for the Warden. Records also handle inquiries from the Department of Justice and court officials and may represent the institution in court proceedings. Through communication with various other states, this office coordinates extradition under the Agreement of Detainers.

WSPF ORGANIZATION

