



DODGE CORRECTIONAL INSTITUTION



FY 2007 ANNUAL REPORT

Table of Contents

MESSAGE FROM THE WARDEN	2
MISSION STATEMENT	3
AMERICANS WITH DISABILITIES ACT (ADA)	3
FAST FACTS	4
WAUPUN COMMUNITY & CORRECTIONS RELATIONS BOARD	5
RESTORATIVE JUSTICE	6
INMATE DONATIONS	7
TRAINING	8
SECURITY	9
SECURITY THREAT GROUPS PROGRAM	9
CHAPEL	12
CHAPEL ATTENDANCE	12
SOCIAL SERVICES	13
LEISURE TIME ACTIVITIES	13
RECREATION	14
LIBRARY	15
ASSESSMENT & EVALUATION	16
RECORDS	16
SUPPORT SERVICES UNIT	17
HEALTH SERVICES	17
PRIMARY CARE	17
HEMODIALYSIS UNIT	18
INFIRMARY UNIT	18
PSYCHOLOGICAL SERVICES UNIT	19
SEX OFFENDER ASSESSMENT PROGRAM (SOAP)	19
BUSINESS OFFICE	20
FOOD SERVICE	20
MAINTENANCE	21
ACRONYMS	22

MESSAGE FROM THE WARDEN

Welcome to the Fiscal Year 2007 Annual Report for July 1, 2006 to June 30, 2007. This report reflects the hard work of all staff at Dodge Correctional Institution to provide a safe and secure environment for staff, inmates and visitors at DCI. DCI has multiple unique departments that function for the Division of the Adult Institutions.

As the intake facility for DAI, we processed 8114 new male inmates into DCI, averaging 676 a month. This intake is up approximately 20 additional male inmates per month in FY07 compared to FY06. On April 27, 2007 DCI opened additional housing areas in four dayrooms to accommodate forty additional inmates when needed for the overcrowding in DAI. This is challenging for staff and inmates, but staff have continually 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.

Because DCI has the only Infirmary in the Wisconsin DOC, DCI has the largest number of inmate deaths. Nineteen inmates died at DCI this fiscal year. This is a unique department in which a team of medical, security, and other professional staff work together to care for this population. DCI has been planning a Hospice Program in the Infirmary for a number of years. In February 2007 the Hospice Program was implemented. Inmates who are terminally ill have the option to be involved in the program which is very similar to community Hospice programs. When the inmates sign on to Hospice care, it's with the recognition that they have opted against employing any extraordinary means to prolong life. Palliative care is provided. Two Infirmary rooms were designated for the program. Inmate volunteers received formal training to be Hospice volunteers who assist the inmate Hospice patient. DCI has 15 Hospice volunteers and had three Hospice deaths from February to June 30, 2007.

DCI continues to strive to provide staff with adequate and relevant training to perform their jobs. Many DCI staff have been involved in the planning and development of the Wisconsin Integrated Corrections System (WICS) during the year. Numerous staff hours are in this initiative to provide an integrated corrections computer system to replace and improve our present systems. DCI will be the Pilot site to test this system in the next fiscal year.

Many diverse operations and departments function at DCI that are unique and the only institution in Wisconsin with such a function and/or department. Central Pharmacy at DCI has not been highlighted in past annual reports. DCI houses the Pharmacy for the entire Wisconsin Department of Corrections. Central Pharmacy has been located at DCI since October 1995. It is the second largest pharmacy in the State of Wisconsin. Central Pharmacy employs a total of 44 permanent, contract, and limited term staff which include Registered Pharmacists, Program Assistants and Technicians. 752,000 prescriptions were processed in FY07 and 65 packages are sent via UPS daily. The Pharmacy has outgrown its building at DCI and DOC purchased a building in the City of Waupun this past year. Central Pharmacy will be moving in FY08. They have been a part of DCI for 12 years and DCI will miss this convenience and the staff that have been a part of DCI.

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 DCI. Professional communication, teamwork and collaboration between staff continue to be a main contributor to DCI's accomplishments and successes. We continue to take pride in what we do and take great pride in our institution!

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, 2006, through June 30, 2007

<i>Category</i>	<i>Fast Fact</i>
Date institution opened	1978
Number of acres	57
Security level	Maximum
Supplies and Services Budget	\$6,411,121
Monies collected	
Restitution	\$ 5,971.50
Child support	\$29,602.01
Victim/witness	\$11,475.46
DNA surcharge	\$17,551.41
Medical co-pay	\$ 6,036.72
Operating Capacity	
Males	1,165
Females (Infirmary)	8
Current population as of 6/29/07	
Males	1,651
Females (Infirmary)	0
FY06 Intake—Males	8,114
Females	5
Correctional Officers/Sergeants	385
Non-uniformed staff and Security Supervisors	185.25
Offender to staff ratio	2.9 : 1
Inmate complaints	2,703
Conduct reports	2,409
Female Summary	2
Male Summaries	777
Female Minors	0
Male Minors	383
Female Majors	4
Male Majors	1,243
Transportation	
Inmate transfers	23,330
Emergency medical	340
Medical	1,102
Miles	325,504
Institution volunteer sessions	
AA-NA	832
Religious	1,525
Victim Impact	47

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: Victim Impact, AA and NA. DCI has approximately 267 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

Jay Laufenberg
Division of Community Corrections

Cathy Jess, Warden
Dodge Correctional Institution

Mylan Fink, Sheriff
Fond du Lac County

Sharon Bos, Vice President
The National Bank of Waupun

Steven Bauer
Dodge County District Attorney

William Buchholz, Co-Chair
Attorney at Law

Jodi Steger, Mayor
City of Waupun

Wayne Buteyn
Werner-Harmsen Furniture

Senator Carol Roessler
18th Senate District

Todd Nehls, Sheriff
Dodge County

Gary Rogers, City Administrator
City of Waupun

John Hartman, Coordinator
Dodge Co. Victim/Witness Assistance

Susan Ross, Superintendent
John C. Burke Correctional Center

Gerald Heeringa
Interested Citizen

Dale Heeringa, Chief
Waupun Police Department

Mark Kastein
c/o KFIZ Radio

John Zegers, District Administrator
Waupun School District

The Honorable Daniel W. Klossner
Circuit Court Branch #1

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

Representative Carol Owens
WI State Assembly

Mike Thurmer, 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 2006 – 2007 Restorative Justice Committee is comprised of twelve staff from Security, Administration, Social Services, Recreation, Food Service, A&E, Chapel, and two inmates.
- This fiscal year, inmates raised enough funds to make and stuff 150 stockings to donate to the Dodge County Shop with a Cop Program. 120 hand-drawn puzzles for children were also created for the program.
- DCI completed the process of developing and implementing a Hospice Program in the Infirmary. The Restorative Justice Committee is assisting in raising money through donations to purchase items not included in the program budget. Staff and inmate contributions received press coverage in the *Fond du Lac Reporter* and the *Beaver Dam Daily Citizen* newspapers for their involvement in the DCI Hospice Program. The complete Hospice report is located in the Infirmary report.
- The week of April 23-27, 2007 was National Crime Victims' Rights Week. During this week, inmates could purchase materials to make an origami dove to be hung during the week in the DCI chapel, in remembrance of their crime victims. Gail Zorn, a Victim Advocate in the Domestic Violence Program at St. Agnes Hospital in Fond du Lac, was the guest presenter to tell her story as a survivor of a crime, and about the murder of her son as well. Her story clearly exhibited the cycle of violence and the healing that can take place through Victim Impact programming.
- A poster/essay contest was held for inmates during the Victims' Rights Week. The theme was "Relating to a Victim of Domestic Violence." 22 entries were received and winners were chosen to receive awards.
- Two Victim Impact Programs were conducted: "The Going Home Guide – Resources for the Recently Released." 30 inmates graduated from the program.
- In May, the Restorative Justice Garden was planted and by the end of August, 423 pounds of fresh produce were donated to the Central Wisconsin Community Action Council, Inc. for their Beaver Dam Food Pantry.
- 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.
- Inmates assembled and donated 75 beaded macramé bracelets given to volunteers at the Volunteer Appreciation and Training Banquet on May 23, 2007.

INMATE DONATIONS

Project Description	Hours/ Year	Funded by	Presented to
13 Kennel Blankets	600/2006	Inmate/Community	Elmbrook Humane Society
Green Bay Packer Crocheted Blanket	150/2006	Inmate/Community	WCA Raffle
6 Framed Pencil Drawings	100/2006	Inmate	Restorative Justice
Crocheted Hats, Scarves and Blankets	475/2006	Inmate/Community	Waupun Holiday Help Program
8 Blankets	500/2007	Inmate/Community	Cathedral Center Emergency Shelter
10 Hemp and Bead Bracelets	200/2007	Inmate/Community	Restorative Justice
1 Blanket	45/2007	Inmate	Victim Impact Program
1 Crocheted Blanket	75/2007	Inmate	Hospice Program
Garden: 2,497 Pounds Food for Food Pantry	450/2007	Inmate/Staff/ Community Service	Central Wisconsin Community Action Council

TRAINING

July 2006	--Infectious Disease Control --Weapons/OC Carry (Supervisors & Transportation)
August 2006	--Weapon Re-Qualification (All security staff) --Suicide Prevention 2006 --IMS 100 --IMS 200
September 2006	--Suicide Prevention 2006 --WICS Training --ERU Update --IMS 100
October 2006	--Health Fair
November 2006	--CPR/AED --Basic Life Support for Healthcare Providers (AHA) --ERU Update --Hospice Training
December 2006	--Professionalism & Ethics --American Red Cross Instructor Updates --Restraint Training
January 2007	--Weapons Re-qualification Make-up --IMS 100 --POSC Update
February 2007	--Basic Life Support for Healthcare Providers (AHA) --Suicide Prevention 2007 --Infectious Disease Control --Code 5 Scenario Fire Drill
March 2007	--CPR/AED --Infectious Disease Control
April 2007	--Suicide Prevention 2007 --Tornado Drill --Basic Life Support for Healthcare Providers (AHA)
May 2007	--Infectious Disease Control --ERU Weapons Re-Qualification --CPR/AED --Pepperball Training --Basic Life Support for Healthcare Providers (AHA)
June 2007	--Suicide Prevention 2007 --ERU Update --Mental Health & Suicide Assessment/Nursing Protocol --Basic Life Support for Healthcare Providers (AHA) --WICS-General Overview Training

SECURITY

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

- Process over 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 2,350 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 department investigations when criminal activity may be present. Investigations may 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.

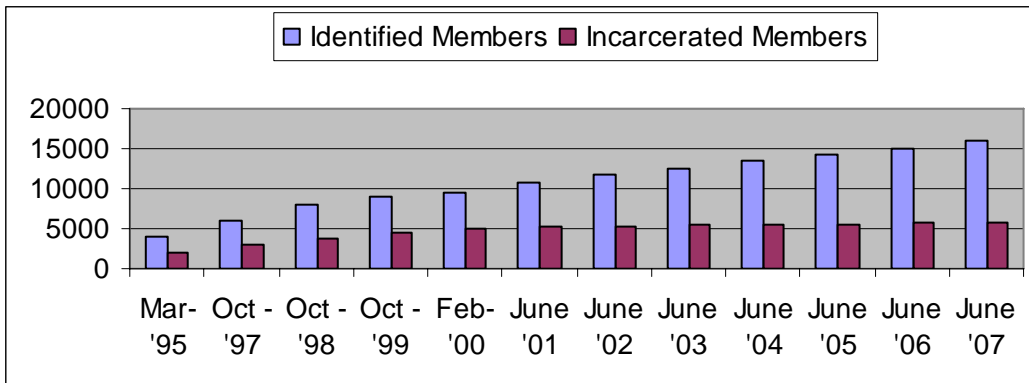
SECURITY THREAT GROUPS PROGRAM

Security Threat Groups, referred to as gangs by Wisconsin 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 Department in December 1977. Inmate Freeman was the leader of the Black Disciples street gang in Illinois.

In 1991, an Administrative Directive was written outlining how the department identifies and monitors 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 the end of June 2007, the DOC was maintaining 15,894 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 2006 at which time we had 15,073 files. Of these 15,894 files, 5,801 files are for identified inmates currently incarcerated at state facilities, an increase from the 5,657 that were incarcerated in June of 2006.



In April of 2005, DCI Security Threat Groups office started to track re-offending Security Threat Group members. The numbers through June 2007 are as follows:

	2005		2006		2007	
	Confirmed	Suspects	Confirmed	Suspects	Confirmed	Suspects
JAN			79	20	99	13
FEB			68	14	64	18
MAR			104	15	90	14
APR	61	13	78	15	87	17
MAY	88	15	86	18	87	14
JUNE	86	18	108	32	71	11
JULY	75	15	87	20		
AUG	105	19	120	11		
SEPT	82	9	95	10		
OCT	102	17	102	15		
NOV	94	29	94	9		
DEC	96	15	79	11		
Total	789	150	1100	190	498	87

Between June 2006 and June 2007 there were 131 newly suspected members identified and 690 newly confirmed members identified, for a total of 821 new 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 four law enforcement agencies helping in the identification of Security Threat Group members. They are

Kenosha, Madison, Milwaukee and Racine. The DOC Security Threat Groups Coordinators throughout the state have worked closely with these outside agencies on numerous investigations. Most involve dealing with gang activity being conducted between gang members on the streets and members that are now incarcerated. Thousands of phone calls are monitored and reviewed along with thousands of incoming and outgoing letters when assisting with outside law enforcement investigations and within the institutions. These combined efforts between the Wisconsin DOC and outside law enforcement have led to some solid convictions regarding different crimes. These same agencies are notified when members are released so the monitoring can continue. The DCI Security Threat Group Office has recently begun to supply an anticipated three month release report to Division of Community Corrections as well as select law enforcement agencies.

The DCI Security Threat Groups office along with the Committee Chairman, Randy Berz, has provided the Milwaukee US Attorney's office with information in regards to Security Threat Group members' population and releases for the Reentry program initiative (Safestreets) in Milwaukee County for Districts 2 & 5. The outline for this program has been an ongoing initiative throughout the fiscal year.

The DCI Security Threat Groups office recently worked with Dane County community leaders along with DCC and OCI staff in researching and proposing a plan for reentry of inmates back into Dane County.

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 who 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 the 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 STG Specialist training that was held in 3 different locations.
- Currently:
 - ❖ There are 6 DOC STG Agency Coordinators that provide training.
 - ❖ All adult and juvenile institutions currently have a certified STG Coordinator on site.
 - ❖ There are 145 certified STG Specialists within the institutions.
 - ❖ Of the 16 WCCS facilities, there are 2 certified STG Coordinators and 11 of the facilities have a certified STG Specialist on site.
 - ❖ 25 DCC agents are certified as STG Specialists.
 - ❖ 5 law enforcements officers from Eau Claire County Sheriff's Department and 3 from Chippewa County Sheriff's Department attended the STG Specialist training held February 22, 2006 at Chippewa Valley Correctional Treatment Facility.

Street gangs that have been targeted in the last year by outside law enforcement have been 1st and Keefe Vice Lords, Simon City Royals and Brothers of the Struggle (BOS). As in the past, 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 continued increase in our gang or Security Threat Group membership/population.

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 Wisconsin DOC in maintaining a safe and secure setting for staff and inmates as well.

CHAPEL

- The Chapel has two locations: East Chapel and West Chapel/Multipurpose Room.
- 2 Chaplains.
- 100+ volunteers, including bi-lingual volunteer service providers.
- Offered 9 different religious (denominations) services, 14 religious studies, and 4 advanced studies for GP inmates.
- Distributed 2,946 Bibles and counseled 1,950 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 Tree, 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.
- This year we had two community groups participate in the videotaping of religious service provision, for the purpose of documentaries on faith in the correctional system. Inmates, staff and chaplains participated in interviews and provided material for the two projects.

CHAPEL ATTENDANCE

<u>Service</u>	<u>Attendance</u>	<u>Volunteers</u>
12:00PM Bible Fellowship	1,270	233
7:30AM Protestant Service	6,354	227
9:00AM Protestant Service	6,911	227
A&E Catholic Bible Study	1,525	50
Angel Tree	146	N/A
Arabic Language Study	64	0
Basic Christianity Study	253	0
Buddhist Service & Study	83	12
Catholic Choir Practice	72	0
Catholic Servers Choir	241	0
Catholic Worship	4,012	45
Chaplain Reinke Devotions	166	0
Faith at Work	980	26
Faith Lessons/Death & Resurrection of the Messiah	94	17
General Population Catholic Bible Study	200	18
General Population Disciple Bible Study	500	0
General Population Jesus In the Gospel	264	0
Infirmary Devotions	166	0
Islamic Study	228	0
Islamic Worship	947	0
Issues and Answers Study	645	19
Jehovah Witness Study	365	36
Jesus & The Gospels Study	1,210	66
Lutheran Bible Study	640	36

Miracles Recovery Study	619	59
Morning Study & Prayer	135	0
Native American Pipe Ceremony	50	0
Native American Sweat Lodge	312	6
Pagan Worship	375	32
Pastoral Inmate Counseling	1,851	0
Pastoral Visits	225	0
Permanent Volunteer Total	N/A	1,346
PM Bible Fellowship	405	114
Property Distribution	2,757	0
Protestant Choir	415	0
Salvation Army Toy Project	21	0
Spanish Bible Study	708	35
Spanish Catholic Choir	75	0
Spanish Catholic Service	825	18
Studying the Scriptures	1,090	23
Surviving & Thriving Seminar	57	12
The Parables of Jesus	92	6
Victim Impact	272	41
Walk Thru The Old Testament	40	0
Women's Infirmary Group	0	0

SOCIAL SERVICES

- Two 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 programs for General Population inmates. Approximately 832 sessions were held for General Population inmates. 16 inmates per week participated.
- Established approximately 135 release plans.
- Coordinated the Holiday Food Purchase Program.
- Coordinated guardianship and Power of Attorney paperwork.
- Provided 616 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.
- Liaison work with the on-site Probation/Parole Reentry Agents, working in collaboration on inmate releases.
- Participate and assist with Due Process hearings for inmates on a weekly basis.

LEISURE TIME ACTIVITIES

DCI provides opportunities for both A&E and General Population inmates to participate in recreational activities to promote positive constructive use of leisure time. The DCI Recreation Leaders plan and supervise recreation events, generate all institution recreation schedules, and provide recreation supplies to all designated areas.

Hobby:

Hobbies are leisure time activities for inmates within the Hobby Department, and/or in their cells. Intramural athletics, hobby crafts, and music are offered exclusively to General Population inmates. The Hobby Department includes a canteen where inmates may purchase basic art materials.

- Approximately 2595 hours were invested in various projects/fund raisers.
- Hobby is open two days a week, afternoon and evening, to accommodate work schedules. Transaction periods are established to purchase supplies, without requiring inmates to remain in Hobby.
- There were significant reductions in allowable hobbies and supplies which has resulted in less participation and fewer supplies sold. There has, however, been an increase in musical instruments, prompting reassessment of the Hobby schedule.
- Hobby projects completed by inmate volunteers were donated to several organizations, including the WCA Raffle, Elmbrook Humane Society, Waupun Holiday Help Program, Cathedral Center Emergency Shelter, Victim Impact Program, Hospice Program and Central Wisconsin Community Action Council. Items were also donated for the Dodge County Shop with a Cop Program.
- Items that were made for donations include blankets, hats, scarves, mittens, drawings and paintings.
- The Hobby Program was revamped, starting in December 2006, and reopened in April 2007. The rooms were reorganized to better serve staff and inmates. Hobby supplies are now kept in Hobby and/or in the inmate's room. Inmates are no longer able to take their hobby boxes to and from the Hobby Department, to reduce the trafficking of contraband between Hobby and the units.
- Musical keyboards were added for an allowable item for the inmates to purchase.

Music:

Inmates with musical instruments can use them in their living quarters, in the Chapel, outside recreation, and designated times in the Hobby Department. While in the Hobby Department, inmates can view instructional videos, play their instruments together, clean and repair their instruments, and give musical assistance to other musicians. Instruments that are allowed are:

- Guitars
- Keyboards
- Harmonicas

RECREATION

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 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 |

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.

Approximate Inmate Attendance:

Averages per period in the following recreation areas:

Gymnasium – 80 inmates	7 days a week averaging 560 weekly
Outside Rec. – 150 inmates	7 days a week (weather permitting) averaging 1050 weekly
5-B Weight Room – 30 inmates	5 days a week averaging 150 weekly

Special Activities:

- Formed softball and volleyball leagues and tournaments for General Population inmates.
- Provided a Brother Bob Outreach tournament in softball and volleyball for General Population inmates.
- Held a Cribbage and Scrabble tournament for General Population inmates.
- Inmates/staff maintained a Restorative Justice garden and 2,497 pounds of produce was donated to the Central Wisconsin Community Council for food pantry distribution.

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, inter-library 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. Nine inmate clerks assist the Librarians.

The Library/Law Library area is open Monday through Friday from 7:30 a.m. – 3:30 p.m. Evening programming is offered on Mondays and Thursdays from 5:45 p.m. – 8:00 p.m.

Listed below are notable accomplishments and highlights of the fiscal year.

- Enrolled (through the Mid-Wisconsin Federated Library System) in free van delivery and pick-up of interloan materials thus eliminating postage costs and saving DCI thousands of dollars per year.
- Migrated to the Accent centralized computerized circulation system.
- Upgraded to the Lexis online legal research system in the Law Library thus obviating the need to spend thousands of dollars annually to maintain collections of law books.
- Upgraded the number of Law Library clerks to two.
- Enrolled four General Population inmates in college correspondence courses through the Library proctoring service.
- Circulated 155,122 items.
- Processed 874 Inter-loan requests.
- Received 77,042 requests for services (daytime 61,714/evening 15,328).

- Issued 55,578 passes (daytime 40,250/evening 15,328; Library passes 26,074/Law Library passes 14,176).
- Served 38,487 male inmates (daytime 30,478/evening 8,009; Library passes 20,252/Law Library passes 10,226).
- Served 4 female inmates (Unit 25).
- Served 688 Special Management inmates.

ASSESSMENT & EVALUATION

The Assessment and Evaluation Unit operations are under the Director of the Bureau of Classification and Movement. The Unit operates in accordance with State Statutes and Department of Corrections policy. During A&E, staff administer classification processes to assess the risk presented by the inmate, and assign a custody level associated with housing and correctional practices that will enhance the safety of the public, staff and inmates.

During the intake review, cases are reviewed individually by assigned Offender Classification Specialists. Throughout the process, information is compiled from institution staff as well as other portions of the Criminal Justice System. Elements considered within the process that are unique to each individual include, but are not limited to: sentence structure, nature of offense, mental classification, dental classification, mental health classification, detainers, inmate concerns and requests, security and placement concerns, offense history, adjustment history, and attitude toward the offense. During the process, information is received from other departments and units within DCI.

Assessment tools are utilized to identify an individualized set of correctional programs that will reduce risk associated with the offender relative to their incarceration and enhance their successful reentry into the community.

The Classification Specialist identifies the Division of Adult Institution facilities, Department of Health and Family Services facilities or contracted beds based upon custody level, program or reentry needs of the inmate that ensures efficient and best utilization of departmental resources associated with housing and programs.

During FY07, the A&E Unit, while processing over 8000 inmates, modified operational practices to more fully implement reentry strategies. This has included updating the A&E Inmate Handbook to include reentry mission within the daily living rules. A&E staff created and implemented the Accountability and Goals process that focuses on A&E being at the forefront of the reentry initiative.

RECORDS

- Scheduled admissions, 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 over 8,000 admissions to DCI.
- Converted to and captured PICS photos and created inmate ID cards for all inmates residing at DCI and for all intakes.
- Served and processed an average of 40 detainers 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 for printing projects for various departments.

Two full-time support staff produced a wide range of documents, certificates, reports, charts, and labels, as well as the following:

- Record and distribute meeting minutes for the Social Services department.
- Provided technical support and software training to staff.
- Process visitor questionnaires and maintained the General Population visiting lists for DCI.
- Maintain WITS entries for institution.
- Generated and distributed transfer notifications to all affected units and departments several times a day.
- Produced in excess of 490,609 copies.
- Entered data on all internal inmate transfers and movements.
- Maintain the institution *Weekly Bulletin*, an internal electronic media communication piece.
- Compile and organize data for the DCI Annual Report for all departments.
- Revise and maintain DCI forms.

HEALTH SERVICES

PRIMARY CARE

- Processed 683,276 medication orders.
- Completed 35,711 labs.
- Performed over 7,571 physical exams.
- Completed over 55,522 healthcare appointments and sick calls (MD, NP, PA, Psychiatrist & RN).
- Responded and provided emergency care and treatment on 1,780 occasions.
- Completed 15,430 optometry appointments.
- Performed 1,362 X-rays.
- Held 119 on-site visits for Orthopedic Clinic.
- Total off-site specialty clinic visits = 616.
- HSU staff reviewed approximately 925 medical files monthly for medical clearance for County Jail placement.
- Initiated weekly Nursing Segregation Rounds.
- Initiated Hepatitis B immunization program and provided 1005 Hepatitis B vaccinations.
- Initiated centralized off-site clinic scheduling.

- Total number of Dental visits at DCI in FY07 = 7,807
 - Dental Exams & Treatments = 7457
 - Dental Cleanings/Hygiene = 350

HEMODIALYSIS UNIT

- Operational hours of the Dialysis Unit are Monday, Wednesday, and Friday 5 AM – 7 PM.
- The Dialysis Unit operates with 1 part-time Nursing Supervisor, 3 part-time Nurse Clinician 2's and 1 full-time Hemodialysis Technician.
- The Dialysis Unit reached a full capacity of 18 patients.
- Occasional staff from various resources are utilized for unit coverage, as needed. DCI has cross-trained staff, LTE, and agency staff that are scheduled to assist with unit coverage.
- Participated in Renal Network QI/QA studies throughout the year. These studies monitor the compliance of DCI Dialysis with community standards and recommended guidelines.
- DCI Dialysis consulted with Fox Valley Surgical Associates, UW Hospital & Clinics, and Waupun Memorial Hospital for the provision of nephrology and dialysis services, transplant services, and dialysis access referrals.
- Participated in the preliminary planning for a potential dialysis unit at FLCI.

Unit Statistics: Admissions: 12
 Discharges: 9
 Deaths: 0
 Successful Kidney Transplants: 2
 Total Hemodialysis Treatments: 2430

INFIRMARY UNIT

STATISTICS:

- Average Daily Census – 55.87
- Admissions – 145
- Deaths – 19
- Physical therapy (LTE) – 2050 hours
- Physical Therapy Assistant – Position vacant
- Occupational Therapy (Agency) – 1176 hours
- Speech Therapy – 2 patients
- Telephone Consultations – 18
- Unit visits – 121

The Infirmary Nursing staff continues to provide telephone consultations to the unit Officers and continues to respond to emergencies within the institution on the night shift when Primary Care is not staffed with nursing personnel.

In April 2007, the Infirmary instituted the MESH (Management and Education Services for Healthcare) program to assess the acuity of our patients and how it relates to staffing requirements to care for our patients. The registered nursing staff, on an every shift basis, is completing an assessment audit on every patient, and that data is entered into the MESH data base for evaluation. This will be a continuing project for FY08.

Hospice Program: A Hospice Program was implemented in February 2007 with two rooms dedicated to the program. There has been a positive response from the nursing staff as well as the security staff on the unit. There has been strong interest from the inmate population to be involved as Hospice volunteers. With the help of an outside agency, Agnesian Health Care, a formal training program has been established for those inmates who wish to become Hospice volunteers. These volunteers "graduate" from this program and are then scheduled to spend time with our Hospice patients, which may include a 24-hour vigil when the patient is close to death.

There are bi-weekly meetings of an Inter-disciplinary Team, which consists of: Infirmity MD, Nursing Supervisor, Hospice RN, Security Officer, Security Supervisor (LT), Chaplain, Program Director, Psychologist, and the Infirmity Social Worker.

A project is underway to obtain a computer program to establish and maintain care plans for all patients. A vendor has been secured and program approval is pending from BTM.

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 8,103 men.
- Completed approximately 301 full evaluations to determine mental/emotional stability and need for special placement and treatment.
- Completed approximately 78 WSPF evaluations to determine appropriateness for WSPF placement.
- Provided ongoing clinical monitoring for roughly 620 inmates, with 212 on Level II or Level III at any one given time.
- Request for crisis intervention averaged 13 per day, 3,380 for the year.
- Placed approximately 180 inmates in observation and 24 in restraints.
- Placed 200 inmates on Special Management Unit (SMU).
- Involved in 14 guardianship processes, 3 Chapter 51 processes.
- Provided internship for 1 Psychologist Intern.
- Dispersed 30 records to appropriate parties after proper release of information was obtained.
- Scheduled 23 court-ordered and Social Security Disability evaluations for outside Psychologists.

SEX OFFENDER ASSESSMENT PROGRAM (SOAP)

- Performed 910 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 110 purchase orders, as well as over 750 purchasing card transactions.
- Purchasing staff conducted 5 simplified bids.
- Accounts payable staff processed 2,456 regular DCI invoices; 1,297 BHS invoices; 518 Canteen invoices; 383 employee travel vouchers; and 45 requests for employee safety glasses.
- Inmate accounts staff processed approximately 57 inmate account closeouts daily, or 14,820 annually. They handled over 21,913 receipts in excess of \$1,733,640 and processed more than 8,153 inmate disbursements for over \$12,973. In addition, they processed the regular bi-weekly inmate payroll of over \$265,252.
- Canteen staff processed 58,532 inmate sales orders for a total of \$672,252. Profits from the sale of canteen items were used to purchase supplies and equipment for the recreation, visitor, and religious programs. Canteen staff consists of two Inventory Control Coordinators and nine inmate workers.
- Stores/Warehouse staff consists of one Inventory Control Coordinator, 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 were processed by the Business Office.
- Business Office Secretary scheduled 694 special business visits/dispositions, 109 court video conferences, 41 LAIP visits, and 300 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. Food Service prepares approximately 180 various medically prescribed and religious diets.
- 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, Correctional Food Service Leaders, Officers, and 130 inmate workers.

- Food Service serves approximately 5589 meals per day, 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 FY07.
- 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.
- Food Service is currently planning for the renovation of the bakery, coolers and freezers. By renovating the bakery we will become less dependant on purchasing bread at \$.60 per loaf. We will be able to make our own bread at \$.30 per loaf. This will also give us much needed cooler and freezer storage.

MAINTENANCE

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

- Completed over 5,900 work orders for institution general repairs.
- Coated showers for Units 19, 20, 21, 22, 23 & 24 and Barracks food serveries.
- Installed window coverings in Units 21 & 22 cells.
- Installed security air vent covers for West Dodge cells.
- Replaced steam and condensate lines in East Dodge tunnel and steam valves and pressure reducing stations in West Dodge.
- Emergency repair to main waterline to the institution.
- Upgraded the fire alarm panels.
- Replaced electrical panels and starters.
- Repaired and replaced housing unit security glass windows.
- Repaired the medical vacuum system and the all-call system for the Infirmary.
- Installed ventilation in Maintenance shop and security gates to the electrical and plumber's tool and equipment rooms.
- Repaired HVAC system to West Dodge Security Control and Central Control.
- Upgraded exterior security and energy efficient lighting at institution entrance.
- Upgraded the staff PBX phone system throughout the institution.
- Installed new security door to the Barracks and windows in Barracks office doors.

ACRONYMS

A&E	Assessment and Evaluation (located at Dodge Correctional Institution)
AA	Alcoholics Anonymous
ADA	Americans with Disabilities Act
AED	Automated External Defibrillator
ATR	Alternative to Revocation (Parole)
CCI	Columbia Correctional Institution
CGIP	Cognitive Intervention Program
CIB	Crime Information Bureau
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
HSU	Health Services Unit
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
NC2	Nurse Clinician 2
OCI	Oakhill Correctional Institution
OSCI	Oshkosh Correctional Institution
PDCI	Prairie du Chien Correctional Institution
PICS	Photo Information Collection System
PRC	Program Review Committee
RCI	Racine Correctional Institution
RGCI	Redgranite Correctional Institution
RN	Registered Nurse
RYOCF	Racine Youthful Offender Correctional Facility
SCI	Stanley Correctional Institution
SOAP	Sex Offender Assessment Program
SSA	Social Security Administration
STF	Sturtevant Transitional Facility
STG	Security Threat Group
TCI	Taycheedah Correctional Institution
WCCS	Wisconsin Correctional Center System
WCI	Waupun Correctional Institution
WICS	Wisconsin Integrated Corrections System
WITS	Wisconsin Inmate Trust System
WSPF	Wisconsin Secure Program Facility