

Green Bay Correctional Institution

Annual Report FY07



**Wisconsin Department of Corrections
Division of Adult Institutions**

William Pollard, Warden

Table of Contents

GBCI Mission & History 3

Institution Facts 4

Education 5

Treatment Services..... 8

Security 12

GBCI Accomplishments..... 13

Brown County Corrections Relations Board 15

Americans with Disabilities Act (ADA)..... 15

Record Office 16

Health Services..... 19

Offender Classification..... 21

Message from the Warden

The Green Bay Correctional Institution Annual Report provides a description of many of the accomplishments of the great staff at this facility. As in the past, I am proud of the accomplishments we have made during this last year.

From February to May, GBCI was in lockdown or modified lockdown. The lockdown was necessary to prevent serious disruption in this facility. During that time, staff responded admirably to the needs of the institution, each other, and the inmates. It is during times of crisis that the professionalism and dedication of staff shine through. The lockdown was a prime opportunity to re-evaluate operations and begin to make changes that are necessary to maintain safety and security for the staff, the public and the inmates housed here.

A number of practices and policies have been modified due to the lockdown. In addition there are now several projects underway or moving through the planning stages.

We continue to learn from the past and situations as they occur. Many incidents have resulted in change to procedures and practice in order to improve operations and to continue our mission in providing a safe and secure facility for the public, the staff and for the offenders.

Change is inevitable and I look forward to working with the staff and community as we continue moving forward at this facility. In this next year we will be opening our transition unit, complete the construction/renovation of our control center and upgrade our fire alarm system. I have no doubt that there will be problems along the way, but trust that the staff will rise to meet the challenges as they have in the past.

William Pollard, Warden
Green Bay Correctional Institution

Mission

To ensure the safety of the public, our staff, and the offenders by operating a safe, secure and humane institution.

To provide the offenders with opportunities to participate in meaningful programs and activities.

To increase successful reintegration into the community by preparing and guiding offenders in making necessary life changes, as well as helping with resources for essential reentry into society.

History of GBCI

The Green Bay Correctional Institution is a maximum-security correctional facility that is administered by the Wisconsin Department of Corrections, Division of Adult Institutions. It is centrally located in Brown County between Green Bay, De Pere and the Fox and East Rivers.

In 1897, the Wisconsin Legislature approved \$75,000 for construction of a state reformatory for male offenders who ranged in age from 17-30 years (in addition to the Waupun prison that housed older offenders). The purchase of 198 acres and old brick bicycle factory became the Wisconsin State Reformatory (WSR) and temporarily housed 8 inmates, then transferred from Waupun on August 31, 1898.

Prison construction occurred in the next two decades: North Cell Hall from 1898-1904, South Cell Hall and prior Administration Building from 1915-1922, and a wooden fence by 1916 for the main compound. Seven years later, it was replaced by the existing 22-foot high concrete wall.

In order to alleviate overcrowding in 1932, the Legislature decreased the age parameters of the 808 offenders housed at WSR to 16-25 years. But, in 1972, WSR became an adult male, maximum-security prison. The name was changed to the Green Bay Correctional Institution on July 1, 1979.

The majority of the now 29-acre grounds is contained within the perimeter walls secured by 6 armed towers. GBCI's population of 1085 offenders is housed in the two original 296-bed cell halls, two dormitory units (consisting of 112 and 54 bed units), Mainstream Unit (25 beds), and one 150-bed segregation building. This Segregation Unit is utilized for offender protective, temporary, emergency, and disciplinary confinement. Other areas are a kitchen, two dining rooms, power plant, laundry/textiles facilities, school (academic and vocational), health service unit, chapel, psychological/social service areas, maintenance facilities (including yard and garden), indoor and outdoor recreation facilities, a visiting room, and administrative offices.

Institution Facts

- GBCI opened: August 31, 1898
- Security level: Maximum
- Operating capacity: 749 Males
- Current population: 1,085 Males
- Security staff: 244
- Non-security staff: 118.25
- Inmate to Staff ratio: 3:1
- Number of acres: 29
- Operating budget: \$29,913,804

- Inmate restitution: \$ 9,221.71 Child support
\$15,677.78 Court Ordered Restitution
\$41,570.59 Victim Witness Surcharge/DNA
\$ 4,702.86 Institution Restitution
\$ 3,525.00 Medical co-pay
\$74,697.94 TOTAL

Education

Adult Basic Education (ABE) program consists of the following:

1. Basic ABE - Mathematics and Communications instruction for those student/inmates who score at or below 6.0 grade level on the Test of Adult Basic Education (TABE) standardized placement test battery.
2. Intermediate ABE – Communications and Mathematics instruction for those student/inmates who score between 6.0 and 8.9 grade level on TABE. This instruction also includes Pre-GED instruction.
3. High School Equivalency Diploma (HSED) preparation for those student/inmates who score at the 9.0 grade level and above on the TABE. This instruction includes Mathematics, Communications, Social Studies, Science, Literature, Health, Civics, Employability Skills, and Career Awareness.
4. Vocational Course/Program offerings include instruction leading to vocational technical college diplomas/certificates through Northeast Wisconsin Technical College (NWTC). Diplomas or certificate programs are offered in the following areas: Barber/Cosmetology, Wood Tec/Cabinetry, Painting and Refinishing, Offset Print Technician in Graphic Arts, Masonry, Office Assistant Program, and related courses in Math and Communications. In order to be considered for enrollment in these programs, the student inmate must have completed his high school education successfully and scored at an 8.0 or better grade level on TABE in Math and Communications.
5. Special Educational courses for students age 21 or younger with a diagnosis of Cognitive Development, Behavioral/Emotional Disabilities, and Learning Disabilities.
6. Title I instruction for students below age 21 with significant deficiencies in their learning progress in Mathematics or Reading.
7. Correspondence Courses for students capable of and approved for self-study in College Level Courses or Continuing Education Courses.

Enrollment: Many students are enrolled in more than one level of classes due to differing scores and abilities in Math and/or Communications. Student enrollment statistics for 2007 are below:

Full or Part-time	511	Vocational Classes/Courses	174	Correspondence courses	29
ABE Basic	187	SPED Courses	35	Title I courses	109
Intermediate Level Classes	38	HSED level Classes	112		

Library: The library provides a variety of sources to the GBCI population, e.g., limited photocopying services, inter-library loan services, etc. It also contains many specialized collections of reading materials, e.g., law or legal collections, recreational collections, reference collection, young-adult collection, high interest-low ability collections, multi-cultural collections, newspapers and magazines. As of June 2007, our legal collection is now electronic with the hard copies as backup.

Graduates: FY07 Program Completions. During FY07, our school had many students show achievement in small steps and also in total program completions:

1+ HSED Exam Tests passed (Entire set not completed).....	285	Barber/Cosmetology.....	2
Completed HSED-Diplomas.....	33	Masonry	5
Parenting Program.....	14	Office Assistant.....	8
Cognitive Intervention Program.....	0	Painting & Refinishing	5
Challenges & Possibilities	35	Printing/Graphics	4
SMART	0	Wood Tech/Cabinet Making....	10

Additional Programs

1. **English as a Second Language Program (ESL)** has had approximately 25 student participants during this past year. This program is designed to meet the needs of students who have little or no English language proficiency (or limited English proficiency-LEP). Through participation in this program, inmate students are assisted in their attempt to develop basic English literacy skills. Many have moved from minimal English proficiency which has enabled them to successfully complete their high school diploma, vocational training, or college courses.
2. **Wisconsin Institutions Literacy Council Program (WILCS).** This program develops tutors who are able to work with our low ability level students in English on a one-to-one basis.
3. **Challenges & Possibilities Program** involves approximately 30 community leaders/professionals, including judges, counselors, crime victims, clergy, cultural group leaders, educators, parole agents, and health care professionals, who interact with select groups of inmates in a classroom. The goal is to give methods to improve offender's self-esteem, attitudes and means to be successful, while the inmate is in prison as well as upon release. A key element of this program uses the concept of Restorative Justice to educate the offender about their relationship to the victim and the impact of their crime in an intensive 20-hour program. Among other topics covered are: various coping skills, community resources, legal issues, conflict resolution, employment and personal growth skills. Each group has 25 to 30 inmates.

4. **Cognitive Interventions Program** focuses on the individual thinking processes. Examination of personal thinking style is part of the process, along with presentation of educational material. The goal is to have each participant become aware of his personal thinking patterns, obtain skills to make changes in the thinking patterns, and integrate the changes into the behavior. Each group is facilitated by both a teacher and social worker. Students are selected based their assessed need.
5. **Parenting Program** is a 40-hour course, which focuses on four main areas: effective communication, discipline without physical contact, self-esteem and character, and non-violent conflict resolution methods. The program also emphasizes child growth and development, nutritional needs and issues of parenting while incarcerated. Community professionals (child support attorney, Family and Consumer Extension economist, and support services people) speak to the class on their areas of expertise. People who have a family member who is or was incarcerated also speak to the group about life for those who are left behind while someone is incarcerated, and on how to keep parenting while incarcerated.
6. **SMART (Self Management and Recovery Training)** is an AODA level 1 class (7 weeks in length) focusing on issues of addiction. It is an alternative to A.A. In SMART inmate participants learn about the consequences of addictive behavior, alternative coping strategies, and relapse prevention.
7. **BRICK** is a program designed to deter at-risk youth from participation in negative behaviors that could ultimately lead to incarceration. Under the guidance of staff advisors, inmate participants present personal testimonials to at-risk youth. It is hoped that they will be able to recognize in themselves the faulty decision-making skills demonstrated by the inmate participant and see how they, too, could easily end up incarcerated.
8. **Special Projects and Activities:** The Education Department continues to supervise a community service project sewing teddy bears for use by various community and law enforcement agencies. From July 06 to February 07 teddy bears were given to Cathedral Center for the Homeless in Milwaukee, the Golden House in Green Bay, Reformation Lutheran Church in Milwaukee and the Green Bay Gambler Hockey Teddy Bear Toss for children.
9. **Additional Community Projects.** GBCI's partnership with the community was strengthened through involvement in these community projects: 1) Painted and stained birdbaths were donated to SEEC, local churches and several institutions; 2) Wood Tech and Painting and Refinishing students donated several jewelry boxes, cedar chests, birdhouses, and toy trains to community and DOC organizations as fundraisers; 3) Wood Tech and Painting and Refinishing also completed sets of kitchen cabinets and bathroom vanities for Habitat for Humanity and the DNR; and 4) the Graphic Arts has provided its services to many local churches and foundations, Brown County, Start Smart, and the Green Bay Philatelic Society.

Treatment Services

Under the leadership of the Social Services Director, a staff of six general population and one segregation Social Worker provide overall case management and casework treatment to the inmate population. Casework management provides basic direction regarding institutional programming and adjustment during an inmate's incarceration along with more specific duties such as parole planning, pre-board summaries, coordinating release planning including inter-state placements and working with DOC field staff to set up approved placements, and functioning as the focal point of the Program Review Process.

Casework counseling provides basic personal and emotional counseling revolving around an inmate's incarceration including daily living problems, family problems, marital problems, and assessing more specific program and treatment needs, which may entail referral to Psychological Services or recommendation for transfer to other facilities for specific treatment programming. Social Workers may also provide basic counseling such as Cognitive Interventions, social skills training, assertiveness training, and crisis intervention. One Social Worker on staff is also bi-lingual and provides services to the Hispanic population, including translation, interpretation and coordination with Security or other departments.

The institution also has a special living unit called the Mainstream Unit. It provides specialized programming to inmates who are low functioning intellectually and/or socially and who may be vulnerable to problems, if placed in a general population setting. A teacher is assigned full-time to the unit to provide instruction in basic math and reading skills, daily living skills such as hygiene and money management, and interpersonal skills. Inmates are screened for the unit by a multi-disciplinary team. The men in this unit have been very active in community service, creating lap robes, scarves, quilts, baby clothes and other products that have been distributed to various charitable, non-profit organizations in the community.

Alcoholics Anonymous is a fellowship of people who share their experience, strength, and hope with each other that they may resolve their common problem and help others to recover from alcoholism. A.A. is not allied with any sect, denomination, politics, organization, or institution. The primary purpose is to stay sober and to help other alcoholics achieve sobriety. Area community A.A. members volunteer their services to the institution's group. The group consists of 15 inmate members under the supervision of a Social Worker. The group meets weekly.

Anger Management Group is a 12-week group facilitated by a social worker. Each group consists of twelve inmates for 2-hour sessions. This program is geared toward inmates who are nearest their release date and have an unfulfilled anger management need. The program follows the Cage Your Rage treatment model as widely used in the state of Wisconsin Corrections System.

Narcotics Anonymous Modeled after the A.A., 12-step program, this program meets twice a month with up to three NA volunteers in each session along with one staff supervisor. There are 12 inmate participants in this program with a social worker as group coordinator. The goal of the group is for the participants to maintain sobriety through a system of support and education.

Pre-Release Group (Financial Literacy) This is a program designed for all inmates who are

within 6 months of release from incarceration. The group consists of 10-12 inmates per session and is 12 weeks in length. The program meets all day once a week. Group facilitators are two community volunteers from the local area. The focus of the group is preparation for and information on employment, to include available community resources for obtaining employment information, resume writing, application process and related issues. With the establishment of the 10 pre-release modules, designed to address a wide range of inmate re-entry needs, this Financial Literacy program has been expanded to accommodate additional films and materials as identified by the Pre-Release Group.

Several more community volunteers have been contacted who have expressed an interest in volunteering their time to assist in presentation of the Health and Wellness module as well as the module pertaining to Housing. The Social Workers are all aware of and working with their assigned inmates on the “Competencies” and “Learning Objectives” as outlined in the Pre-Release Program Charter.

Social Worker Re-entry Group Two social workers hold a monthly group meeting for inmates scheduled for release in the upcoming months (4). Inmates are given information on obtaining drivers license, birth certificates and assorted documents which will be essential for successful community release. Plans call for the first Pre-Release module (Transitional Prep) to be rolled out this fall. Required learning activities as well as required resource materials are forthcoming for this Pre-Release Program initiative. The Social Workers are all aware of and working with their assigned inmates on the “Competencies” and “Learning Objectives” as outlined in the Pre-Release Program Charter.

Veterans Group Facilitated by a social worker, this group meets once a month as a support/informational group for U.S. Veterans regardless of type of Army Discharge (i.e. Honorable, Dishonorable, General, etc.). Information on available Veteran benefits, rights and responsibilities are addressed. Outside Veteran representatives are also brought in to share experiences and provide support. There are approximately 10 inmate participants in this open-ended group. Fundraising events are being explored. Commemorative plaques, flags and/or wreaths for display on designated days of remembrance are currently in the planning stages. Additionally, Armed Forces related videos have been aired on inmate closed circuit television.

Self-Help Group Self-Help is a United Way funded agency formed in 1967 by three ex-offenders as an informal social group. This volunteer organization is dedicated to providing emotional and/or spiritual support. The primary focus is helping the members help themselves to gain confidence and assurance that they can be productive people. The advisor acts as a liaison with Self-Help of Wisconsin. The advisor maintains rosters, arranges for meetings, supervises meetings and activities, and interviews potential members. Meetings are conducted twice monthly on Friday afternoons with 25 inmate members and community volunteers.

BRICK Program The letters in BRICK stand for **B**reaking down the walls to **R**eality through **I**ntervention and **C**ounseling for **K**ids. It was started on May 10, 1989, by inmates who were concerned about the direction taken by many inner-city youth. Since its inception, BRICK has worked successfully with many youth from northeastern and southeastern Wisconsin. One of the unique aspects of the BRICK Program is that the inmate participants come from all cultures, various backgrounds, varying levels of education, lifestyles, and environments. BRICK Program sessions are held one morning every two weeks throughout the year. BRICK groups are conducted primarily for youth identified by community agencies or the courts as being “at risk” to commit crimes.

Chapel Services Two Chaplains provide religious services for 7 umbrella religious groups. In addition to weekly services, the Chaplains provide crisis intervention services as well as support programming for inmates as needed. The Angel Tree Program facilitated approximately 150 inmates and nearly 500 children this year. This represents the largest number of inmates and their children served to date by the Chaplains.

Psychological Services

The Psychological Services Unit offers psychological treatment programs using both individual and group modalities. Psychological testing is also used for diagnostic and treatment purposes. Services include crisis intervention, clinical monitoring, assessment of inmates' needs for psychotropic medication and/or transfer to a treatment facility, as well as evaluations requested by the Parole Board, Program Review Committee, etc. The Psychological Services Unit also provides 24-hour on-call services to the institution for psychological emergencies, including placement in restraints, and placement in observation status. In addition, the Psychological Services Unit provides training to institution staff on issues relevant to the mental health care of offenders, such as annual training in suicide prevention.

Specific program and its description follow below:

Coping Skills Program. The Coping Skills group provides information and basic skills to offenders to help them manage stresses and emotional issues associated with incarceration. Particular attention is devoted to the development of more helpful and effective thinking patterns as a way to manage maladaptive emotional and behavioral reactions. The program emphasizes the development of skills to cope with issues such as depressed mood, anxiety, and anger.

Frequency of Contact: One two-hour therapy group weekly

Treatment Term: 16 weeks.

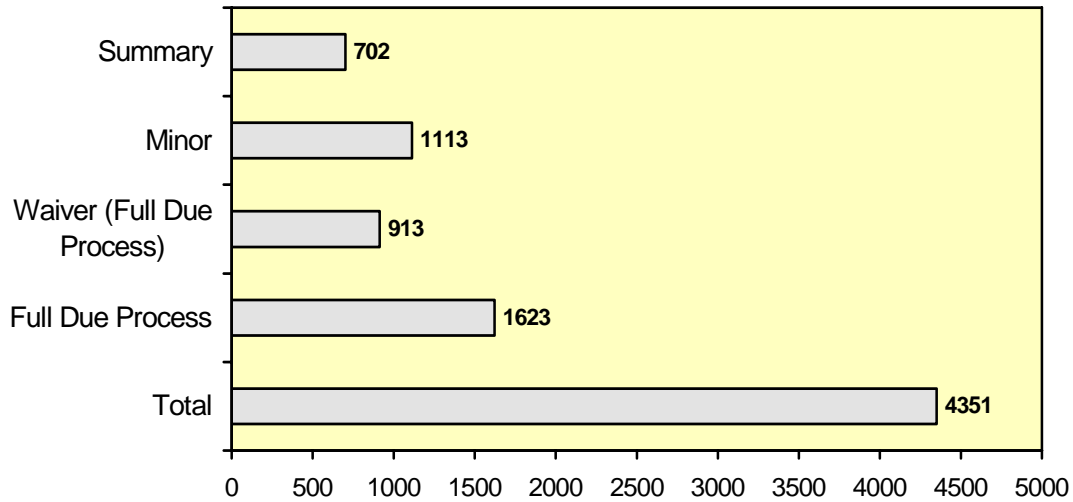
Therapists: One

Security

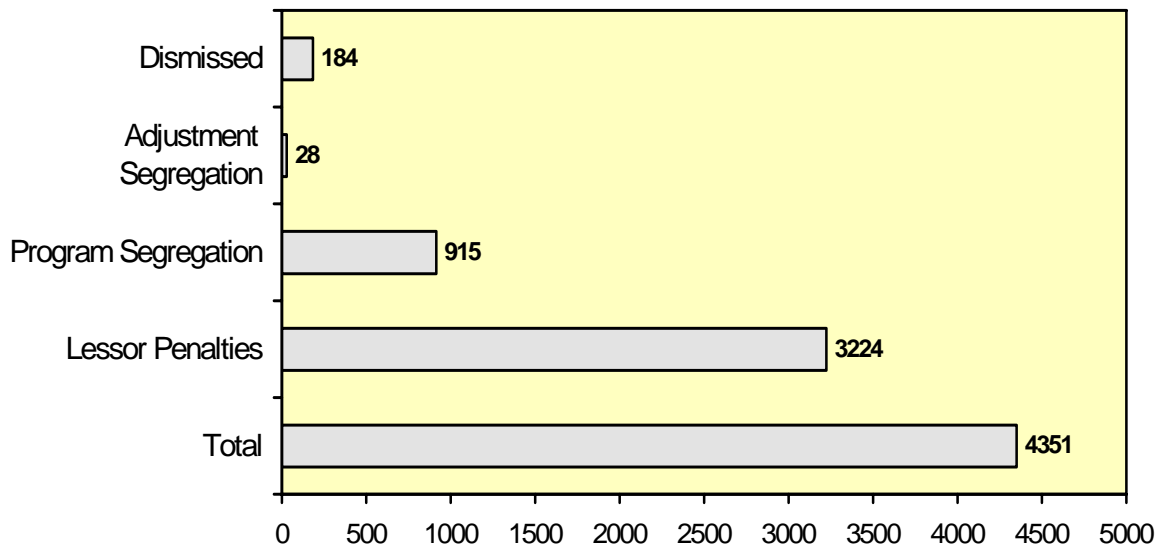
Inmate visits numbered 10,242 and totaled 18,485 visitors for the fiscal year.

Inmate Conduct Reports are listed in the following two graphs by hearing and disposition types:

Conduct Reports by Hearing Type



Conduct Reports by Disposition Type



Appeals of the above conduct reports numbered 464 (approx. 10.6%).

GBCI Accomplishments

- Narcotics Anonymous Group continues to meet bi-monthly with 12 inmate participants and from 1-3 outside presenters. Group is one hour in length and staff supervision is provided by social workers and other support staff. Social worker screens and monitors group participants.
- Alcoholics Anonymous Group continues to serve as the longest lasting program here at GBCI spanning over five decades. Group meets for two hours per week with staff coverage provided by a social worker and community Alcoholic Anonymous volunteers present for each meeting.
- Saint Rose Family Reunification Project continues with monthly meetings in the visiting room between incarcerated fathers and siblings. Sessions are two hours in length and serve to provide support and direction to fathers and siblings with the focus on helping the child cope with issues they face daily due to lack of a parent in the home.
- Veterans Group meets monthly to provide support, guidance and information to all interested incarcerated veterans. Facilitated by a veteran social worker, this group has established contacts in the community and is active in providing support of current Iraqi War soldiers as well as prior war veterans. Veterans Day celebrations include a memorial wreath as well as veteran-related movies for inmates to view.
- Student internships continue through the Social Services Department with Social Services Director as internship facilitator. A UW-Milwaukee graduate student, enrolled in the Helen Bader School of Social Welfare, successfully completed a 130-hour "field education in direct practice" and is pursuing a career in corrections. The internship covered a wide range of social services related to current practices of Department of Corrections Social Workers. Internships have been arranged for the current summer session with students from UW-La Crosse and St. Norbert College of De Pere, Wisconsin.
- Angel Tree Program was provided through Chapel services for the third consecutive year, supplying gifts for children up to the age of 17 years for incarcerated men. By all reports, this is a very successful program with approximately 200 inmates giving 700-800 gifts.
- Gary Stanton, an active community volunteer, presented some Christmas sermons for several hundred inmates and handed out Christmas cards to inmates. This has become an annual event.
- Anger Management group begins with 12 inmates participating in 2-hour, 12 week sessions. The group is facilitated by a social worker and is made available for inmates who are nearing release.
- Re-entry Program continues to expand with corroboration with outside agencies increasing to include Vestica Healthcare which provides case management services for inmates returning to the community with mental/physical health needs. Goodwill of North Central Wisconsin also provides cash vouchers for indigent inmates and their dependents.
- American Disabilities Act programming has been established with staff designated to insure compliance with the guidelines established by this law.

- All uniformed staff and Administrative Duty Officers received training in the Use of Force and were re-qualified in the use of the rifle and shotgun. Selected staff were also qualified with the handgun. The Emergency Response Unit (ERU) and Sniper Teams conducted monthly training sessions. Training for the Crisis Negotiators was given. The GBCI ERU also hosted a joint training exercise with RGCI.
- Mandatory training in Infectious Disease Control, Suicide Prevention and First Aid/CPR/AED was given. Update training, related to Restraints, Security Threat Groups (STG's) and Tornado Procedures, was offered to all staff.
- New Security Supervisors received training in MK III OC carry.
- GBCI staff had an opportunity to attend training session presented by outside speakers. In September 2006 the Brown County Sheriff's Dept. presented a class on Stalking. An overview of Native American Spirituality was presented in November 2006. Dan Benik presented a four hour class on Prison Riots and Hostage Situations in January 2007.
- ICS-100/200/300 classes were given and GBCI met the target date for training all targeted staff.
- As part of the lock down, additional classes were offered related to Escape Prevention (Feb. 2007) Hostage Awareness Training (April 2007) and Security Threat Group training (April 2007). In addition, non-uniformed staff and interested security staff were given an overview of all the intermediate weapons in the GBCI arsenal.
- GBCI took part in two IMS exercises facilitated by the P&O Unit. There was a Command Post exercise in September 2006 and a table top exercise in December 2006.
- The DOC Field Training Officer program continued on and new security staff hires were trained on a variety of job-related modules.
- The institution's Area Emergency Post Orders were updated and a new Response and Containment procedure was put into place. Staff received training in both of these areas prior to the effective dates.
- Selected security staff received certification in the pepper ball system.

Brown County Corrections Relations Board

The Green Bay Correctional Institution, Community Corrections, and Sanger B. Powers Correctional Center revived our joint Corrections Relations Board in 2005. Membership consists of local and state governmental officials, business leaders, and citizens. Information concerning changes or trends that are occurring within the agencies is presented, in order to keep all members informed of new or on-going issues. The members provide us with input into community issues that may have an impact on our operations.

I am proud of the work this board has been able to accomplish; our partners in DCC have provided numerous presentations regarding the sex offender ordinance to neighborhood groups as well as city and county government. Members of our board have also taken it upon themselves to create community circles of support to provide a local support group available to assist offenders released into the Brown County Community. The members of this board have been involved in educating Brown County on community issues as well as correctional issues.

Mission Statement

The purpose of the Brown County Corrections Relations Bd. is to review information and generate recommendations regarding program developments and practices for offenders that advance community safety.

This Board will strive to:

1. Enhance individual offenders' knowledge of and access to resources to allow successful reintegration into the community.
2. Develop continuity of supportive services for offenders, and those on community supervision to promote success within the community.
3. Create opportunities for restorative justice for victims and offenders
4. Develop collaborations with community partners to build a strong network of service providers.
5. Provide information and education to community members to enhance understanding of issues.

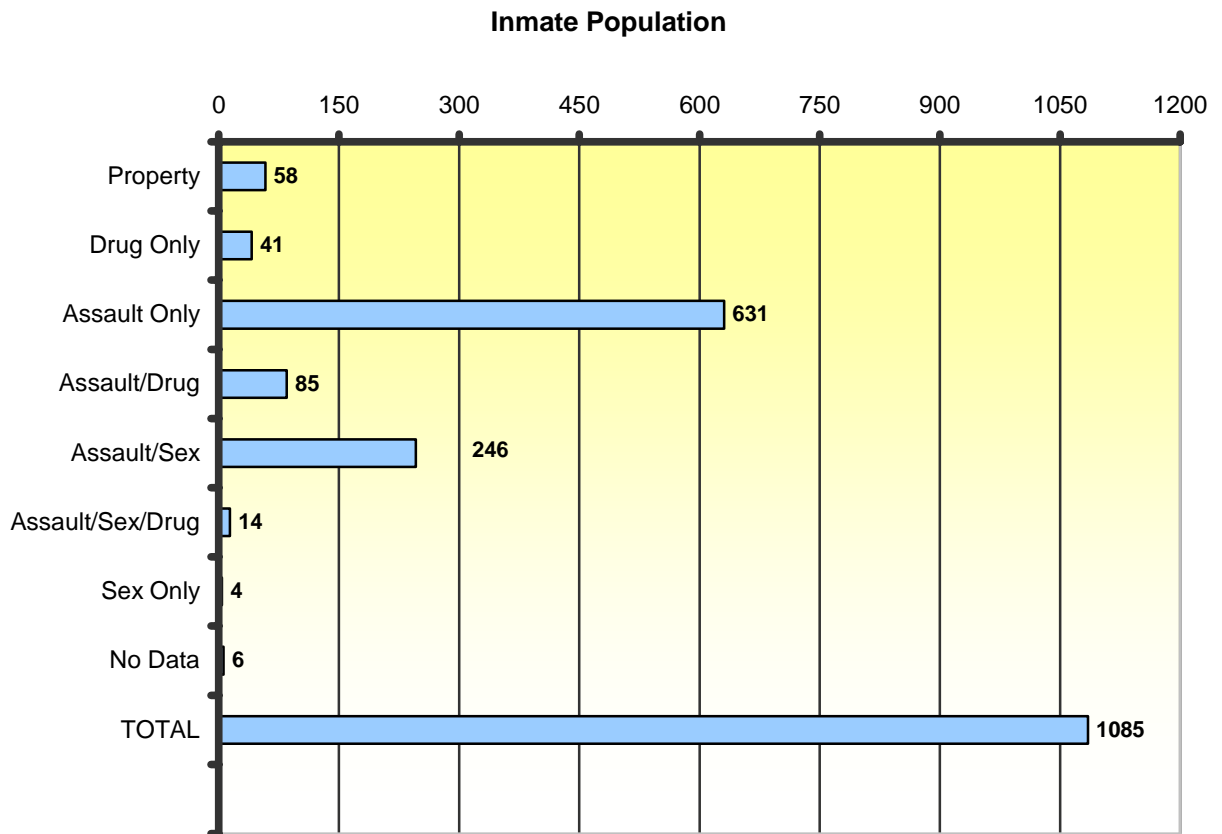
Americans with Disabilities Act

The Americans with Disabilities Act applies to staff, offenders, and visitors to GBCI. The primary coordinator for offenders with disabilities is Dennis Mosher, Social Services Director, 432-4877, ext. 401. The back-up coordinator is Sarah Cooper, Program Supervisor, 432-4877, ext. 524.

Records – Fiscal Year 2007

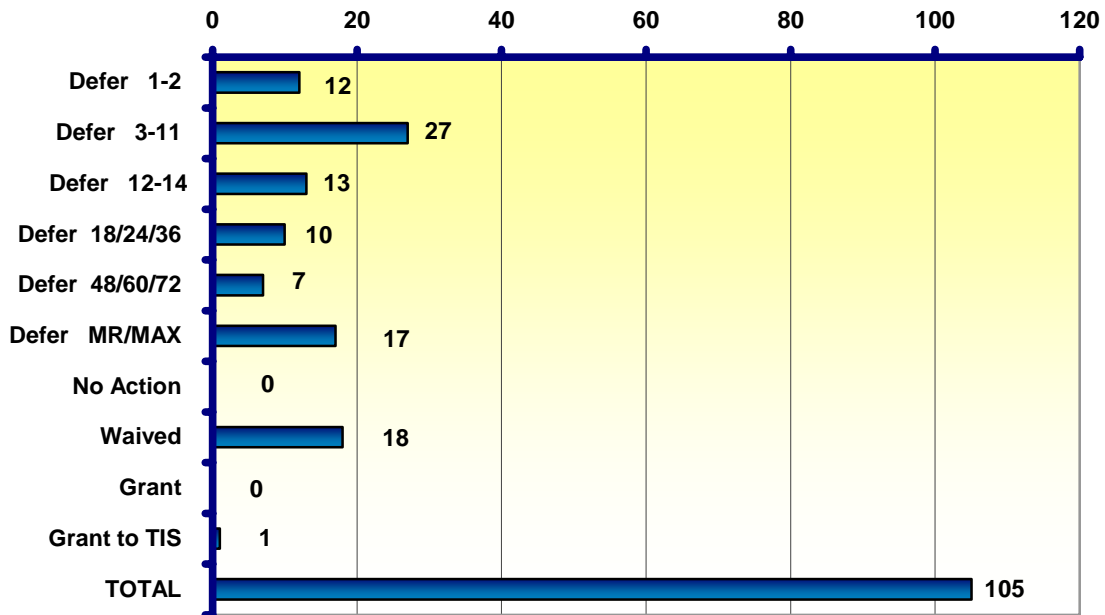
The GBCI Record Office is responsible for maintenance of accurate inmate records involving lawful custody and release of inmates as directed by the Wisconsin Statutes, Department policy, and court rulings. This includes management of inmate legal and social service files, coordination of parole hearings, facilitation of release, transfer and admission data; processing, calculating and updating of new sentence information; facilitation of court pick-ups, and scheduling of attorney visits and phone calls. In addition, the Record Office processes interstate and intrastate detainer requests, assists inmate requests for speedy disposition of warrants and detainers, service of process, provides notary service to inmates and staff, and responds to Open Record requests. In addition, staff also maintains the Visiting List computer files. The Record Office consists of four staff members and is located in the Treatment Center, Second Floor.

Statistics for the Inmate Population. Life sentences numbered 133 (or 12.25%) in a population of 1,085 inmates. Types of offenses are listed in the following graph:



RACE/ETHNICITY as of 6-30-07		AGE as of 6-30-07	
White	416	Under 18	12
Black	603	18 – 20	90
Asian	18	21 – 29	508
American Indian	44	30 – 39	270
Other	4	40 - 49	136
		50 – 59	52
		60 & over	17
Total	1085	Total	1085

Actions Taken at Parole Board Hearings – July 1, 2006 to June 30, 2007



Inmate Transfers, Court Pick-ups, and Releases from July 1, 2006 to June 30, 2007

Transfers In		Transfers Out	
551		416	
GBCI Court Pick-ups			
Milwaukee	143	Rock	7
Brown	39	Kenosha	9
Outagamie	16	Winnebago	44
Racine	16	Marathon	9
Dane	22	Columbia	8
		Other counties	75
Total: 388			
Releases at GBCI			
33 released on MR	3 released on Max Discharge		
93 released on ES	1 release on bond pending appeal		
3 sentence vacated	1 death		
Total: 134			

Health Services Overview

Staffing. The Health Services Unit (HSU) has on-site RN coverage from 6:00 a.m. – 9:45 p.m., Monday through Friday. On weekends and holidays, there is an on-site RN from 6:00 a.m. to 2:00 p.m. When there is not an on-site RN, there is a RN on-call. LPN staff, both permanent and agency, are on-site daily assisting with medication activities. Other staff include the Health Services Director, Physician, Dentist, Psychiatrists, Medical Program Assistants, Dental Assistant and Dental Hygienist, who work Monday through Friday with varying hours depending on operational needs.

Other Medical Services. Other medical services are provided for patients via contracted and local health care providers. On-site services include the following: X-ray, Optometry, Physical Therapy and Foot Care. For specialty consultations, patients are seen by UWHC—Madison and Waupun Memorial Hospital specialists with prior authorization from the Bureau of Health Services.

Medications. Based on a physician’s order, patients receive non-controlled medications, which are kept in the patients’ rooms; and controlled medications, which are administered by nursing or correctional staff four times a day (i.e., 6:00 a.m., Noon, 3:00 p.m. and HS). Medication distribution is documented on a Medication Administration Record (MAR).

Medical Monitoring. The HSU has two private, secured rooms, which are utilized for close medical monitoring and treatment as ordered by the physician. Due to staffing patterns and coverage, patients who require 24-hour hands on nursing care are transferred to the DCI Infirmary where their medical needs can be met.

HSU Staffing Level	
HSU Director	Nurse Clinicians (6)
Physician	Licensed Practical Nurses (1.5)
Medical Program Assistants (1.5)	Dentist
Dental Hygienist (0.5)	Dental Assistant
LTE Psychiatrists (28 hrs/wk)	Agency Staff (152 hrs/wk)

HSU Statistics: Medical and Dental On-Site		
Type of Treatment	No. of Patients	% of Change
Medical On-Site:		
Appointments/Sick Call*	9,086	- 8.53%
Laboratory*	23,441	+ 23.80%
Medication (given by RN)	33,871	- 1.42%
X-ray	443	+ 17.50%
Dental On-Site:		
Dentist**	1,889	- 23.49%
Dental Hygienist*	565	+ 2.54%

*Due to the lockdown that occurred at GBCI in February 2007, there was an extended period of time where staff could not see patients for regular scheduled appointments.

**There is a decrease in dentist appointments due a change in dentist time from 1.0 to 0.8 FTE.

HSU Statistics: Treatment Off-Site		
Type of Treatment	No. of Patients	% of Change
Off-Site Treatment Appointments		
<i>Emergency Room/Admissions - Local</i>		
St. Vincent Hospital ER trips	56	- 40.43%
St. Vincent Hospital admissions	13	+ 62.50%
<i>Non-emergency, pre-scheduled appointments</i>		
Local (Green Bay area)	36	- 23.40%
DCI (oral surgery, ortho, optometry)*	72	+ 89.47%
Waupun Memorial Hospital (affiliates)	34	- 27.66%
UWHC-Madison**	175	- 27.98%

*There is a significant increase in appointments to DCI with the addition of oral surgery and optometry appts. In the past, patients have gone to a local provider for oral surgery and to UW for optometry.

**The UWHC-Madison appointments decreased again this fiscal year due to the addition of appointments at DCI. Also, due to budget concerns for off-site specialty appointments, BHS created a Therapeutic Committee to discuss patient care plans for specialty consults. This resulted in a decrease in the number of off-site approvals for specialty consults.

Offender Classification

The Program Review Committee (PRC) provides a systematic review of an inmate's custody level, program needs and placement. The full PRC committee consists of the Offender Classification Specialist, a Security Supervisor and the Social Services Director. The committee is charged with the responsibility to review the status of an inmate's security classification, assignment to an institution, and treatment program assignment. The committee's recommendations consider risk relative to offense and offense history, institution adjustment, sentence structure, medical needs, clinical needs, program needs and any other relevant factors. The reviews are completed according to DOC Administrative Code 302 and occur at intervals of no more than twelve months.

GBCI's average number of inmates awaiting transfer, primarily to medium custody institutions, has varied from 45-70.

PRC continues to screen and code all inmates for the Earned Release Program (ERP) and Challenge Incarceration Program (CIP). With the dissolution of the AODA level system, PRC has also updated these codes as well.