



JACKSON CORRECTIONAL INSTITUTION

ANNUAL REPORT FY07

Fiscal Year of July 1, 2006 through June 30, 2007

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Governor

Matthew Frank
Secretary



State of Wisconsin
Department of Corrections

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~From the Warden~

This annual report is published with a desire to provide readers with more detailed information regarding the operation of Jackson Correctional Institution. Correctional Institution operations are considerably different than the portrayal on television or in the movies. Hopefully this report gives a small glimpse into some of the positive things that take place in our institution.

The Department of Corrections philosophy stressing the successful re-entry and reintegration of inmates into the community has become the guiding principle as JCI has adopted "The Four Ps" as its mission. "The Four Ps" consists of providing protection for the community; providing protection for the staff; providing protection for the inmates; and providing inmates an opportunity to succeed. The use of these principles became part of the operational approach to decision making to ensure that the facility continues to meet the expectations of our partners, stakeholders, and the citizens of the State of Wisconsin.

Any annual report on operations at JCI would not be complete special mention were not made about the people who make up the work force at this institution. A correctional institution presents many unique challenges for employees. Imagine going to work each day where the largest majority of people were there against their will; where those same people viewed you as the "other side." That alone would create challenges. Also imagine that you were expected to get those same people, people with a history of not following rules, to do things that were required of them.

Working in a correctional institution is unlike any other profession. The staff members are charged with an incredible responsibility. The responsibility to manage the activities and behaviors of men who live in a place they do not want to be; Get them to do things that they would not do on their own; Do so in such a way as to recognize the individual differences in the men's abilities but not be so different as to be noticeable to others. Sound complicated? It is far more complicated than I could begin to explain in a short introduction of the annual report.

The staff members at JCI are committed to maintaining a standard of excellence in meeting those expectations. Through the efforts that are put forth on a daily basis the citizens of Wisconsin receive the peace of mind that offenders are not only being held securely during their incarceration but also that they are being provided opportunity to improve their chances of living crime-free, productive lives upon returning to their communities.

The staff that work at JCI do an incredible job of performing difficult tasks they consider to be "just part of the job." They do so in a manner and proficiency that you and I can be proud of. I know I am.

Randall R. Hepp
Warden

STATE OF WISCONSIN

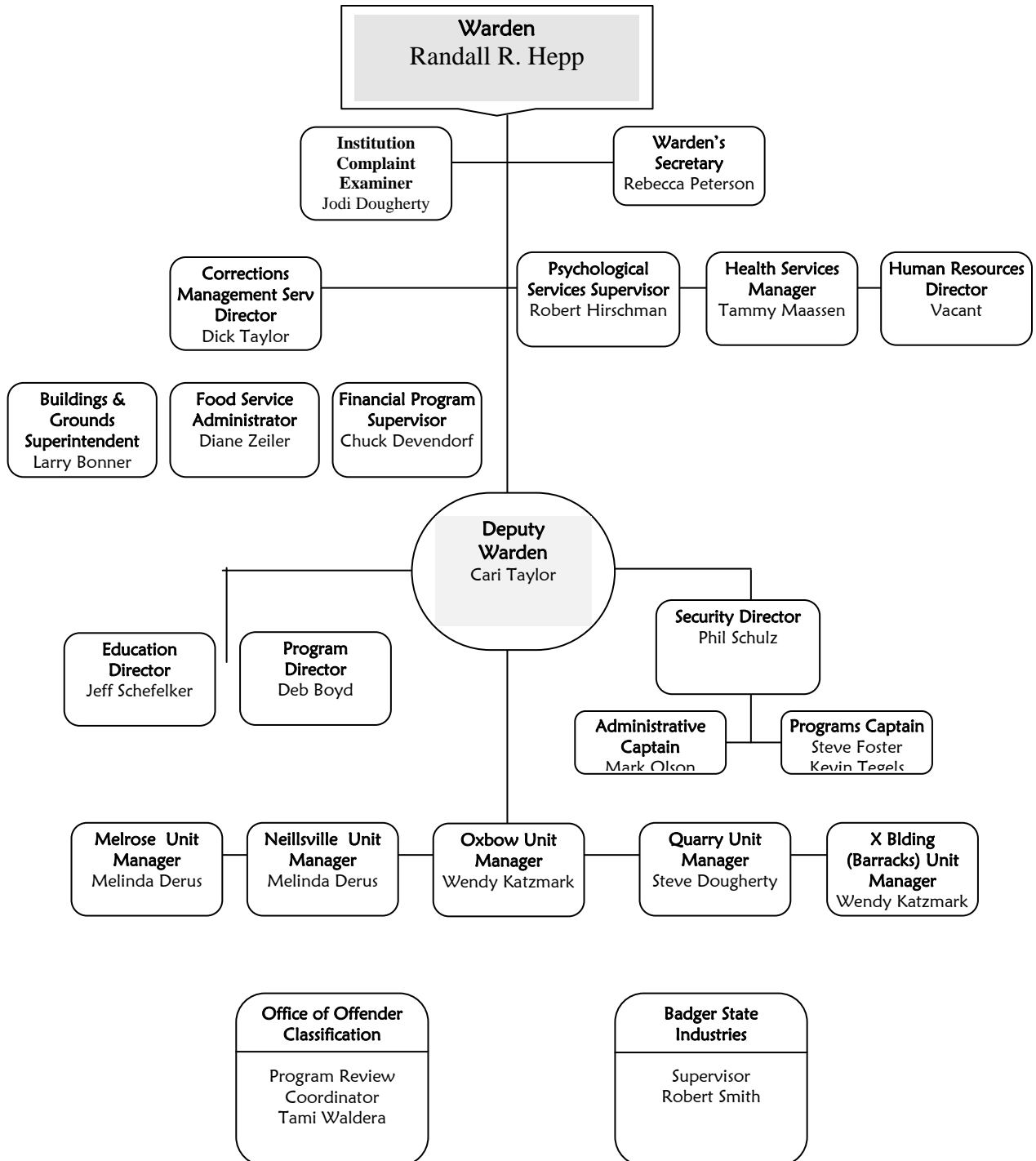
Governor Jim Doyle



Department of Corrections
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JACKSON CORRECTIONAL INSTITUTION



Jackson Correctional Institution

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INSTITUTION MISSION STATEMENT

The mission of the Jackson Correctional Institution is to provide for the protection of the public, protection of staff and protection of offenders while providing avenues of success for offenders wishing to change their lives.

DATE OPENED: 1996

SECURITY LEVEL: Medium

OPERATING CAPACITY: 837 Males

CURRENT POPULATION: 979 Males (06/30/07)

Number of Uniformed Staff: 198

Number of Non-Uniformed Staff: 108

OPERATING BUDGET FY 2007: \$21,253,000

SPECIAL UNITS: Drug and Alcohol Program Unit, Close Custody Care Unit using Cognitive Programming, Transportation Hub Unit for the Northern Minimum Correctional Centers.

SPECIAL HISTORICAL NOTES & OTHER INSTITUTIONAL INFORMATION: In 1990, the State Building Commission and the Department of Administration requested a study to determine additional space needed for the growing prison population. As a result in December 1990, State of Wisconsin Correctional System's Development Plan was established. The plan was a \$145.4 million building program, adding 1,684 beds to the prison system. As part of this plan, Jackson Correctional Institution was built to accommodate 686-beds as a medium security adult prison. It opened its doors to receive inmates on May 6, 1996. A 150-bed barrack was added in October of 1997.

UNIT MANAGEMENT: JCI was constructed and operates under the Unit Management method. Unit Management can be defined as a decentralized approach to Institution and inmate management that allows for direct supervision of inmates. This means we divide the larger Institution population into smaller, more manageable groups (housing units) to improve control and supervision as well as relationships between staff and inmates. The housing unit team consists of a manager, security supervisor, correctional officers, social worker, psychological services and other staff who work together as a team to deal with unit issues. This method relies on continuous communication among and between staff of all disciplines and inmates. It is the responsibility of the team to assist inmates with programs, resolve issues and provide for early problem identification. By following this method the housing unit teams contributes to the overall safety, security and operation of the Institution and provides opportunities for the inmates that will help them become a contributing member of society upon their release.

INMATE PROGRAMS

Education

- Academic: Adult Basic Education, High School Education Diploma, Parenting Skills, and Career Development - Partnership with Department of Workforce Development.
- Vocational: Institution Food Production Specialist and Office Computer Applications Specialist.

Community Service

- Community Service Project - Inmates make teddy bears, blankets, quilts and shawls. These items are donated to local service agencies, and military agencies to aid in international relations.
- Inmate Garden - A large portion of the produce that is grown in the Institution gardens is donated to the local food pantries and nursing homes.
- Crocheting Project - Inmates knit hats, mittens, scarves, blankets and lap robes for Community Service groups to give to needy families.

Work Assignments

- Industries (Badger State Industries) - Textile products, garments, and computer manufacturing/recycling
- Institution - Inmates hold a variety of different jobs through out the whole institution in helping with the daily operations of the Institution.

Other

- Recreation - Health and fitness; Hobbies - beading, drawing, crochet, latch hook, model making, painting, plastic canvas, and music.
- Treatment - Alcohol/Drug Addition, Anger Management, Cognitive Programming, Deniers Program, Domestic Violence, Restorative Justice, Sex Offender, and Victim Impact.
- Library - Fathers Sharing Books and Literacy Volunteers of America

SECURITY DEPARTMENT

The Security Department provides a safe and secure facility for the public, staff, and inmates. Security staff provides positive role models so inmates can learn how to constructively deal with adversity. Inmates are held accountable for complying with Wisconsin's statutory laws, the Department of Correction's Administrative Codes, and the Institution's policies and procedures. Staff is given appropriate training and resources to effectively perform their job duties.

	Intake	Outake	OCO	OWO /CSC	OWO /BRMH	OWO /Other	OCO /OWO Total
July 06	92	102	29	31	15	11	86
Aug 06	129	119	29	38	16	17	100
Sept 06	106	97	30	38	27	14	109
Oct 06	117	117	28	38	9	26	101
Nov 06	110	108	32	34	12	16	94
Dec 06	78	85	24	37	13	15	89
Jan 07	125	122	24	35	8	10	77
Feb 07	92	102	25	25	15	13	78
Mar 07	97	95	28	30	11	14	83
Apr 07	116	113	22	40	15	11	88
May 07	88	94	22	32	16	12	82
June 07	97	107	13	21	24	8	66
Total	1247	1261	306	399	181	167	1053

SECURITY THREAT GROUP: There are twelve STG members at JCI. The team membership has remained constant with only two members transferring out. The group members are dedicated and very resourceful. This group operates as the team. The members have attended several training sessions through the Great Lakes Gang Investigator Association the past here. Along with having training days held by one on one training by team members who have JCI educated staff on basic gang concepts. The STG members also do a lot of self-educating on their own time and are constantly sharing new information.

The members of the JCI STG team are always very alert and aware of what's going on in the institution. Consistency in the manner in which situations and discipline involving security threat concerns are handled is very important.

HUMAN RESOURCE DEPARTMENT

Critical Incident Stress Debriefing (CISD): CISD is a peer support program that provides assistance to staff involved in potentially traumatic events during the course of their work performance. The staff who participate in this program receive extensive training for providing peer support service, they are the first point of contact, provide a venue for debriefing and follow-up support. We have also developed a relationship with the local Gunderson Lutheran Healthcare network, who have assisted with debriefing following incidents.

UNION/MANAGEMENT RELATIONS: Formal labor / management meetings are held on a monthly basis, keeping in mind the need for positive relations and problem resolution. When issues arise that require more thorough research and planning, a team of union and management representatives work together to find the best resolution.

Employee Assistance Program (EAP): The EAP program is a confidential program consisting of eight uniformed and non-uniformed staff from JCI. These individuals volunteer to provide a referral service to employees and their families for behavioral and medical issues. The contact person for the EAP program is Lt. Tim Burlingame.

DIVERSIFIED WORKFORCE: JCI Human Resources Staff work closely with the Department of Corrections, Bureau of Personnel and Human Resources to ensure compliance with state and federal guidelines for equal employment opportunity.

Health and Safety Committee: The JCI Health and Safety Committee meets regularly and is responsible for providing guidance, training and information to all staff at the institution via electronic postings (group folder), indicating position statements regarding issues that arise. Additionally, this committee provides regular safety inspections of all areas and assists with coordinating fire and tornado drills. The contact person is Diane Zeiler (Chairperson) and/or Kathryn Long (Health and Safety Coordinator).

ADDITIONAL INFORMATION:

- The HR Department continues to work with UWEC to establish a recruitment base for Social Workers via internships and information sharing.
- We continue to assist the Wisconsin Job Center-Jackson County by presenting a workshop on how to obtain a State Job. At this presentation information is given on the upcoming exams along with the application procedures for various other positions in state government.

If you are interested in employment opportunities or other information, please contact the Human Resource Department at (715) 284-7315.

Number of Positions by Department

Buildings and Grounds	16
Business Office.....	14
Education.....	16
Food Service	9
Health Services	11
Housing Units	18
Personnel	3
Program Services.....	8
Recreation	3
Security.....	205
Stores/Canteen.....	4
Warden's Office	4
Total Positions	305

Staff Not Under JCI Hiring Authority

Bureau of Correctional Enterprises	
Badger State Industries	1
Office of Offender Classification	
Program Review Coordinators	1

CORRECTIONS MANAGEMENT SERVICES

The following chart labeled Expenditures FY-07 lists the amount of non-salary expenditures incurred by the institution during FY-07. The chart is broken down into two categories: Local Area, & Outside. Local area expenditures are payments made to various vendors and suppliers in Jackson County and the immediate area, Outside is for all other vendors. The intent is to demonstrate the direct impact the Institution has on the local economy.

EXPENDITURE FY07			
	Local + Area	Outside	Total
July	3,313.32	61,493.95	64,807.27
August	299,874.56	61,625.26	361,499.82
September	63,719.56	105,041.55	168,761.11
October	122,676.92	129,447.85	252,124.77
November	87,270.54	94,602.83	181,873.37
December	48,067.77	138,956.79	187,024.56
January	188,142.98	202,437.54	390,580.52
February	111,275.23	95,909.82	207,185.05
March	104,085.64	122,925.76	227,011.40
April	139,671.24	142,672.52	282,343.76
May	52,825.69	219,022.36	271,848.05
June	160,628.51	188,277.37	348,905.88
TOTALS	\$ 1,381,551.96	\$ 1,562,413.60	\$ 2,943,965.56

The following chart labeled Canteen Expenditures FY-07 refers to products purchased for resale to inmates at the institution Canteen. The terms Local Area and Outside are the same as for the preceding chart.

CANTEEN EXPENDITURE FY07			
	Local + Area	Outside	Total
July	5,322.66	40,436.92	45,759.58
August	39,603.36	83,417.65	123,021.01
September	14,700.21	35,715.05	50,415.26
October	15,627.23	32,711.58	48,338.81
November	8,645.71	29,160.28	37,805.99
December	10,868.21	27,662.34	38,530.55
January	9,287.00	31,523.37	40,810.37
February	31,146.28	50,106.40	81,252.68
March	13,386.25	34,872.75	48,259.00
April	14,076.09	39,086.82	53,162.91
May	6,175.72	35,455.98	41,631.70
June	24,491.93	45,510.09	70,002.02
TOTALS	\$ 193,330.65	\$ 485,659.23	\$ 678,989.88

The following chart labeled Inmate Expenditures FY-07 is a list of various court ordered or institution mandated costs that inmates are required to pay. The state and county sales taxes are collected from Canteen purchases.

INMATE EXPENDITURES FY07									
	Victim Witness Surcharge	DNA Surcharge	Restitution to JCI	Restitution to Courts, Ins.	Child Support	Reimbursement	Medical Co-pay Fees	State Sales Tax	County Sales Tax
July	323.97	315.95		1,409.47	3,034.87	2,161.30	390.00		
August	271.24	95.93		847.81	2,162.49	2,175.86	367.50		
September	167.64	158.42	259.30	1,506.49	2,253.05	1,539.29	550.00	3,375.35	478.57
October	404.46	176.23		666.99	2,023.69	2,105.48	452.00		
November	516.26	234.64		872.55	2,337.23	1,778.80	532.50		
December	641.78	493.34	17.55	1,051.57	3,452.67	1,623.11	399.50	2,852.18	298.33
January	916.32	545.88		780.80	2,800.89	2,195.77	482.50		
February	188.00	183.32		2,015.68	3,031.51	1,793.81	525.00		
March	403.33	293.60	13.11	1,850.07	2,278.45	1,896.39	375.00	3,052.66	538.58
April	378.32	262.14		754.68	2,666.84	2,320.54	555.00		
May	146.14	313.98		1,170.54	2,281.25	2,436.37	592.50		
June	227.54	252.84		788.63	2,055.83	1,780.80	555.00	3,111.26	634.11
TOTALS	\$4,585.00	\$3,326.27	\$289.96	\$13,715.28	\$30,378.77	\$23,807.52	\$5,776.50	\$12,391.45	\$1,949.59

BUILDINGS AND GROUNDS:

- Completed work orders - 3091
 - Garbage equaled 380 tons at a disposal cost of \$19,420.99
 - Electricity usage was 5,939,800 KWHs at a cost of \$223,327.70
 - Water usage was 39,596,450 gallons
 - Sewer charges \$196,425.18
 - Cut down several trees and spread black dirt by Institution Drive
 - Constructed six new shooting benches for the shooting range
 - Tethered knives in the main and training kitchen
 - Installed a pass through window in the canteen
 - Increased security on the drainage system that passes under the perimeter fence
 - Installed additional micro waves in the living units
 - Installed a "Med Pass Through" in HSU
 - Designed and constructed a combination storage and service table for the chapel
 - Remodeled L building to add an additional office
-

Food Service Department:

From July 1, 2006, through June 30, 2007, the Jackson Correctional Food Service Department prepared and delivered 1,118,926 meals for institution inmates and eligible staff. Meals are planned and prepared to be nutritionally adequate, favorably acceptable, and within budgetary guidelines. Standardized recipes and safe food handling guidelines are part of standard operating procedures.

July '06.....	93,294	Jan '07	95,977
Aug '06.....	93,216	Feb '07.....	86,907
Sept '06.....	91,529	Mar '07.....	96,245
Oct '06	93,621	Apr '07	93,172
Nov '06.....	91,880	May '07	96,318
Dec '06.....	93,597	June '07	93,170

The Food Service Department is staffed by 1 Food Service Administrator, 1 Food Service Manager and 7 Correction's Food Service Leaders. These staff supervise and instruct approximately 65 inmate workers in the production, distribution and food safety of all institution meals and the cleanliness and sanitation of the Main Kitchen and Bakery. Security coverage is provided during hours of operation by 1 Kitchen Officer and 1 Food Distribution Officer.

The majority of food items are sent in bulk to each of the Housing Units where inmate workers serve the meal to the general population. These Food Service staff develop guidelines and rules for meal distribution in the Units and regularly monitor meal service for compliance. Approximately 8% of the Institution's meals are served on individual trays, which are prepared in Food Service and sent to the Segregation Unit, industry workers, and Officer posts.

Inmates requiring medically ordered modified diets are provided with counseling in self-selection from foods available from the general menu. In some instances substitutions are provided to meet their dietary needs. Planning and coordination of religious diets and complex medical diets has occupied a significantly higher percentage of staff time.

HEALTH SERVICES UNIT

Medical Statistics

- Off site appointments..... 696
- Off site admissions..... 18
- Dental appointments 1,349
- Total HSU contacts*64525
- Emergency Room visits100

PSYCHOLOGICAL SERVICES

The Psychological Services Unit has protected the public by evaluating and treating the critical mental health needs of inmates at Jackson Correctional Institution, as well as providing important offense-related and other group psychotherapy. The services furnished by the Psychological Services Unit are delivered in the following order or priority:

Crisis Intervention: Psychological evaluation, observation, and restraints; other crisis interventions as required; daily Segregation Unit rounds; referrals to the Wisconsin Resource Center, Special Management Units, and to other prisons for specialty programs. Staff are on-call for such events 24 hours a day/7 days a week.

- 38 inmates required clinical observation
- 2 inmates for CCI-SMU referrals
- 5 inmates were referred to WRC
- 2 inmates required restraints evaluation

Evaluation/Consultation: PSU staff provided evaluations/consultation services to inmates, Social Workers, the Program Review Coordinator, the Parole Board, Education Department, Health Services staff, and Security staff. PSU staff participated in hostage negotiation and critical incident debriefing.

- 125 inmates were evaluated for PRC/Parole
- 21 inmates received Special Purpose (Ch. 980) evaluations
- About 540 consultations/educational contacts made
- Members of the Psychological Services Unit served on the Policy/Procedure Committee

Offense Related Programming: Sex offender, domestic violence, and anger management group psychotherapy. Numbers of Inmates Involved in Offense Related Programming:

64- Sex Offender Treatment PSU
70 - Anger Management Treatment
70 - Domestic Violence Treatment
Mood Group

Mental Illness Needs: Screening inmates who request medications for mental health complaints; providing alternatives to psychotropic medications for inmates with anxiety, mood disorders, and other mental health problems.

- About 300 referrals were made to the Psychiatrist
- There were about 6500 significant inmate contacts (60-70 % of JCI inmates).

In-Service Training for Staff:

- 100 staff members received training in suicidality detection and suicide prevention

Accomplishments:

- Improved quality and reduced cost of anger management, domestic abuse, sex offender, and other offense-related programming
- Continued to improve crisis detection and intervention services, as well as services for inmates with other serious mental health problems
- PSU PREA Training

LIBRARY SERVICES

The JCI Library provides library service for staff and approximately 1,000 offenders. For calendar year 2007, the library checked out 55,887 materials to patrons and had 42,526 visits to the library by offenders. The WI DAI Libraries this year merged their software and library catalogs into one system.

Library ProLiteracy America Tutor Training (PLATT) offers tutoring services for students enrolled in school and also for inmates in general population who wish to improve their math, reading, or writing skills. The JCI teachers trained twelve inmate tutors during FY06/07. Staff provided thirty hours of

training to inmate tutors under PLATT. The PLATT tutor-training program provides training for three tutors on the Quarry housing unit, three in school classrooms, and eight tutors employed by the library. Teachers refer adult basic education inmates to the tutor program where one-on-one tutor/student learning occurs.

LAW LIBRARY: The Law Library was visited 5,810 times in 2007. In the summer of 2007, the core law resources moved to a computer database, called LexisNexis, from the Department of Corrections in Madison, Wisconsin. All of the Division of Adult Institution Law Libraries share this database saving the costs incurred to maintain updated printed materials. There are six computers installed to access this database in the JCI Law Library, one computer in Granton segregation for access to courts and one computer in Oxbow program segregation. In addition to this core law resource, other print resources, many which are printed from government sources for free and not available on LexisNexis, are still available in the JCI law library.

CHAPEL SERVICES

The Chapel at Jackson Correctional Institution offers a Media Center and a Chapel Library, in addition to congregate worship services, seminars, and study groups for the seven recognized umbrella religious groups. These include Alcoholics Anonymous, Baptismal Services, Buddhist Services, Buddhist Meditation, Catholic Bible Study, Catholic Confirmation, Catholic Service/Mass, Ecumenical Bible Study, Jehovah's Witness Study, Narcotics Anonymous, Native American Sweat Lodge, Native American Drumming/Talking Circle, Pagan Service, Prison Fellowship, Protestant Worship Services, Religious Feasts, and Rosary Project.

The media center has approximately 474 cassettes, 389 videos and the library has 3192 books and magazines. The Media Center and Chapel Library had a total number of 4320 inmate contacts.

In 2006-2007 there were a total of 6937 inmates that submitted requests for the Chapel Card Program. There were a total of 21,138 greeting cards that were handed out to inmates. Total inmate contacts for all programs and card requests in 2006-2007 were 25,795.

Volunteers are an important resource for the Chapel. In 2006-2007 there were 190 volunteers who invested 1564 hours in helping provide spiritual support to the inmates. There were 263 pastoral visits by pastors from the communities who visited with inmates in 2006-2007.

Through Prison Fellowship, we held the following seminars; Marriage, Victory Over Temptation, Life Plan (2x), and Created in the Image of God. (We also added -take out a seminar through) Calvary('s) Justice presented a seminar entitled, "Rescue the Broken Hearted".

Two major projects for the Chapel have been the Angel Tree and Salvation Army Toy Projects. Angel Tree is a ministry of Prison Fellowship through which children of incarcerated parents can receive Christmas presents. Certain criteria must be met. Each inmate must complete an application before the process can begin. The Toy Project is similar to Angel Tree and run by The Salvation Army. Each inmate must fill out an application and be approved to participate. This year 213 inmates participated in the Angel Tree Program and 133 inmates took part in the Salvation Army Toy Project.

EDUCATION

The Northwoods School Mission: *Interaction with our students will reduce illiteracy, encourage employability, create lifelong learners and productive members of our society, within a safe, positive and compassionate environment.*

The primary goals for education programming at JCI are:

- To reduce illiteracy
- To provide opportunities for the completion of High School Equivalency Diploma
- To provide relevant vocational training

Instructional programming utilizes curriculum for the development of an individual's competencies and can best be described as "open entry/open exit."

ACCOMPLISHMENTS:

- We had State Senator Kathleen Vinehout as a guest speaker at one of our graduation ceremonies.
- Academic programming included testing abilities prior to school entry and skill assessment testing while in school which provides better academic tracking for students. We have a full range of academic programming including basic, intermediate, and HSED classes. JCI proudly presented sixty-four high school equivalency diplomas. Twenty-five students successfully completed the Vocational Food Production and Computer Specialists Programs
- Inmates completed one or more of the three sections of our Parenting classes
- Forty-eight students completed personal self-development classes in Computer and Financial Literacy.
- Students completed post-secondary academic correspondence courses.
- Incarcerated Youth Offender Program(IYOP) students completed College of the Air courses through Milwaukee Area Technical College.
- Career Planning provided transitional and employment support for many released offenders.

WORKFORCE CONNECTION PARTNERSHIP: Jackson Correctional Institution has a special project in operation to provide transitioning assistance to offenders being released. As such we are partnering with Workforce Connections, Inc. Participants meet with the case manager on a minimum of a monthly basis to assess additional barriers to successful reintegration upon release. Upon release participants become eligible for assistance in the form of vouchers for items such as bus passes, rent assistance, educational assistance and other financial assistance to promote self-sufficiency. Participants are required to attend their local job center weekly and maintain contact with the case manager at JCI until goals of their Individual Plan are accomplished. Networks and contacts have been established in most areas of the state with the Job Centers, Human Services, employers, and local vendors to provide comprehensive services. Once an individual secures unsubsidized employment they remain eligible for assistance for up to one year.

ACADEMICS: A variety of educational delivery methods are used to target the adult learner. Methodology includes individual, small group, lecture, videotape, and computer based instruction.

All academic instructors are certified through the Wisconsin Technical College System to teach in their appropriate program areas. JCI is an official General Education Diploma (GED) Testing Center. Each teacher is assigned a housing unit to serve as an education liaison and to provide classes where applicable. Classes include academic, personal growth, and living skills.

- Academic programs are composed of three levels of Adult Basic Education (ABE).
- Basic Reading and Math Grade Levels: 0.0 - 5.9

- Intermediate Reading and Math Grade Levels: 6.0 - 8.9
- High School Equivalency (HSED) Grade Levels: 9.0 - 12.9

VOCATIONAL PROGRAMMING at JCI is certified through Western Technical College (WTC). Two six-month vocational certification programs are provided: Food Production Specialist and Office Computer Applications Specialist. Credits obtained at JCI and through WTC can be applied toward further degree training upon release. Further training can be obtained at any of the Wisconsin Technical Colleges.

EDUCATIONAL GUIDANCE AND COUNSELING are available to all inmates. In addition to school guidance and counseling, the guidance counselor's office provides a number of other functions. These include:

- Test and schedule students into appropriate level courses that meet their program needs
- Administer GED testing on a weekly basis as well as interpretation of these scores
- Orient new inmates at JCI
- Review approximately fifty new educational files per week with proper determination of school needs
- Maintain a school database allowing for easier access of student data

INMATE COMPLAINTS:

The Inmate Complaint Review System (ICRS) is established pursuant to Wisconsin Administrative Code DOC 310. The ICRS provides JCI inmates a process by which grievances may be addressed. The Institution Complaint Examiner (ICE), under the supervision of the Warden, investigates concerns regarding rules, living conditions and staff actions affecting institution living. Inmates and staff have the opportunity to review and better understand correctional policy and to correct any errors or deficiencies.

The following statistics reflect the types of complaints and their resolution:

Complaints Processed:

Department	Complaints	Personal Physical Conditions	112
BCE (Bureau of Correctional Enterprises)	2	Personal Property	346
Breach of Conf Health Information	1	Religion	6
Classification	23	Rules	104
Correspondence & Publication	185	Sexual Misconduct (Inmate)	0
Discipline	122	Sexual Misconduct (Staff)	0
Discrimination	2	Staff	166
Food	25	Visiting	42
ICRS (Inmate Complaint Review System)	24	Work & School Programs	41
Inmate Accounts	68	Other	149
Medical	214	<u>Total # of Complaints Processed:</u>	<u>1,633</u>
Parole	1		

Method of Disposition:

	Qtr 3 (7/1-9/30/06)	Qtr 4 (10/1-12/31/06)	Qtr 1 (1/1-3/31/07)	Qtr 2 (4/1-6/30/07)
Affirmed	27	25	20	26
Affirmed With Modification	7	7	4	7
Dismissed	252	254	233	229
Dismissed With Modification	16	40	20	16

Rejected (Moot)	45	49	52	35
Rejected (Outside the Scope)	25	39	37	39
Rejected (Time limits)	10	12	11	14
Rejected (Previously addressed)	17	10	10	11
Rejected (other)	10	30	16	5

Complaints Received per Housing Unit:

Granton	242	14.82%
Melrose	198	12.12%
Neillsville	220	13.47%
Oxbow	281	17.21%
Quarry	280	17.15%
<u>X-Building (Barracks)</u>	<u>412</u>	<u>25.23%</u>
Total	1633	

BUREAU OF OFFENDER CLASSIFICATION AND MOVEMENT

The Office of Classification and Movement is staffed by one full-time Classification Specialist and one full-time Operations Program Associate - B, this office reviews the security classification, program needs and institution placement of inmates while regulating risk levels amongst the community, other inmates and staff. The Classification Committee is required to review cases every twelve months, unless a special review is deemed appropriate.

The following statistics show the types and amount of Program Review actions taken in FY07:

Scheduled Hearing	1217
Appearances at hearings	938
Waivers of hearings	279
Program Changes	42
Early Recalls	287

OFFENDER RECORDS OFFICE

The JCI Records Office is responsible for reporting the official institution inmate population count, the coordination of inmate transfers, maintenance of inmate social service and legal files; authorization and processing of inmate releases; and the scheduling and coordinating of inmate parole consideration hearings.

Records Office staff, composed of an Offender Records Supervisor 1, an Offender Records Assistant 3 and two Offender Records Assistant 2's, are accountable for the processing, accuracy, integrity, and movement of all inmate records. Staff perform sentence calculations to establish maximum discharge, mandatory release, extended supervision, and parole eligibility dates; verify legal documents; record and track on disciplinary status; schedule and monitor inmate file reviews; provide notary services to staff and inmates; schedule inmate court appearances; serve legal papers and detainers on offenders; schedule inmate court and attorney calls; and respond to inquiries from staff, inmates and the general public.

The Offender Records Supervisor serves as Legal Assistance for Incarcerated Persons (LAIP) and End of Confinement Review Board (ECRB) liaison; responds to Open Records Requests; and serves as an Institution Records Custodian.

Accomplishments:

- Calculated 586 sentence computations for new sentences, amended judgments and revocations.
- Coordinated 876 inmate transfers out of JCI
- Coordinated 1333 inmate transfers in to JCI
- Processed 343 inmate releases
- Scheduled 206 JCI parole hearings
- Coordinated 314 off-grounds court trips
- Scheduled and facilitated 147 attorney and professional visits
- Scheduled and facilitated 56 LAIP visits
- Scheduled and facilitated 635 court and attorney/professional phone calls
- Scheduled and monitored 392 inmate file reviews
- Provided notary services to inmates on Monday mornings and Friday afternoons
- Scheduled and facilitated 49 video court hearings
- Served 78 papers on offenders for various court proceedings
- Processed 156 TIS (Truth in Sentencing) Petitions for sentence adjustments
- Processed 1,958 minor conduct reports
- Processed 430 major conduct reports
- Closed out 343 files

JCI REALITY PROGRAM DESCRIPTION AND BACKGROUND

In an effort to increase direct service delivery to the counties surrounding Jackson Correctional Institution, we are implementing a juvenile/young adult aversion program entitled "JCI REALITY" meaning Jackson Correctional Inmates Relating Experience and Life's Influences to Youth. JCI feels a responsibility to assist the surrounding communities in fighting the problem of juvenile delinquency. JCI REALITY is a program designed to help prevent troubled youths/young adults from coming into contact with the law or progressing further into the Criminal Justice System.

As part of the planning process for a similar program, staff members at the Fox Lake Correctional Institution gathered available information, on similar programs, from the National Institute of Corrections and the Wisconsin Department of Corrections. The research data indicated

overwhelmingly that confrontative intimidation programs do not work. In fact, out of 112 available studies, not one presented positive results from the use of intimidation programs. Instead, the information suggests that an educational approach can have a positive impact on young people. The University of Hawaii at Monua did a study in 1981 which showed programs that do not employ scare tactics with the youth who attended its sessions, but attempt instead to establish open and honest communication, appeared to have a positive effect both on attitudes that might prompt a youth to get into trouble and on the actual incidence of delinquent behavior.

The JCI REALITY program does not expect to solve the juvenile delinquency problem in this area, but would like to be a contributor in the effort to do so.

The program will attempt to be educational; it will be targeted strictly for delinquent youth or any youth between the ages of 12 and 19 who could benefit from the program, or young adults ages 17 to 30 who could benefit from the program. Participation in this program will give the youth/young adults an opportunity to see and learn about the consequences of criminal activity and a life of incarceration.

The goals of the JCI REALITY program are as follows:

- To inform and educate the youth/young adults about the realities of incarceration.
- To assist the communities in its ongoing effort to prevent and/or reduce incidents of juvenile delinquency.
- To offer the court system a viable alternative for use in treatment planning for adjudicated youth.
- To reduce the number of young males transitioning from the Divisions of Community and Juvenile Corrections into the Division of Adult Institutions.
- By striving for and reaching these goals, the program will be helping the Department of Corrections fulfill its goals of:
 - Enhancing public confidence in the Department as well as the overall Justice System; and
 - Maximizing coordination with the local Criminal Justice System.

Monthly Participation Statistics for the first year of the JCI Reality program for Young Adults:

July 2006	No group
Aug 2006		7
Sept 2006		7
Oct 2006		9
November 2006		11
December 2006		12
January 2007		6
February 2007		8
March 2007		11
April 2007		7
May 2007		12
June 2007		7

BADGER STATE INDUSTRIES (BSI)

Badger State Industries employs approximately 15 to 20 Offenders in Computer Recycling Program. Workers wages begin at \$.20 ah hour with the capability of earning up to \$1.00.

BSI opened its doors in Jackson Correctional Institution in May of 1996. First production included, Innerspring mattresses, inmate mattresses, various linen items, inmate uniforms, as well as working

with a private sector company making glove, hats, and scarves. In 1998 in cooperation with the Wisconsin DOT, 20 offenders were employed to stamp approximately 350,000 Wisconsin State maps.

The Computer Recycling Program began in November 1999, employing 25 offenders. The program has gone through many changes, from simply taking apart the various components to now testing, re-programming, and distributing them to non-profit organizations. Computer Recycling shops are also located at Red Granite Correctional Institution, Taycheedah Correctional Institution, and Racine Youthful Offenders Correctional Facility.

Federal regulations now prohibit landfills from accepting computer components (e-waste); the numbers listed are only a small fraction of the total e-waste that is disposed of every year.

CORRECTIONS PROGRAM SERVICES

Accomplishments:

- Inmate workers from the Community Service Program repaired 60 tents for the Tomahawk area branch of the Boy Scouts of America and 80 tents for the Phillipp Scout Reservation.
- The inmates that work in the Community Service Program made 150 teddy bears that were donated to the following organizations: Project Christmas, Bolten Refuge, Bears That Care, the local Boys and Girls Club, Ronald McDonald House, Jackson County Sheriff's Department, Alma Center First Responders.
- Teddy Bears, baby quilts, afghans and ceramic projects were donated to various silent auctions held throughout the state.
- Crocheted hats, scarves, handbags and blankets were donated to Project Christmas, and Bolten House in Jackson and Eau Claire County, and other local service organizations.
- Inmate workers that work in the Community Service Program separated and boxed all the supplies that were donated by the community, JCI inmates and staff from the school supply drive.
- A Christmas sale was held in which inmates could purchase a cheese and sausage tray. A total of 595 pies, 607 cheese, and 684 sausages were delivered.
- The 7th annual Transition Fair was held. The fair offered the opportunity for inmates to gather pre-release information and prepare themselves with options for their release. There were approximately 20 agencies that participated. Almost 400 offenders that attended the fair.
- The Veteran's Group sponsored a school supply drive in which inmates raised money and supplies for Jackson County schools.
- Program Services held two Red Cross Blood Drives for staff.
- Held a variety of activities to celebrate National Native American Indian Month, National Hispanic Month, and Black History Month.

Goals:

- Coordinate inmate fundraisers that aid in the support of non-profit community organizations.
- Provide information to inmates that will assist them upon their release.
- Offer pre release workshops where inmates can work on resumes, interview skills and preparation for their release into the community.
- Have CCEP come to the institution quarterly or monthly.
- Another goal would be to have Mum Urban Ministry come to the institution and do a simulation for offenders and staff. During the simulation, you take on the identity of a parolee just released from prison, and try to accomplish all the tasks facing returning prisoners in their first month back in the community.
- Arrange for a motivational speaker to visit JCI and present positive alternatives to crime with options on how to make a positive change in their lives.

- Offer a Transition Fair that will provide the opportunity for inmates to gather pre-release information and prepare themselves with options for their release.
 - Offer a Job Fair that will provide the opportunity for inmates to gather information on what jobs are available to them upon release.
 - Update policies.
-

RECREATION, HOBBIES AND COMMUNITY SERVICE PROJECTS

The Recreation staff members strive to provide a multitude of opportunities to the inmates. Some of the opportunities include making a hobby project, receiving music instructions on how to play an instrument or to play an instrument in a band. A proposal is in the works to add vocal instructions for the inmates. Crocheting and knitting instructions are also offered. The Recreation Department continues to organize leagues for summer softball, volleyball, basketball and horseshoes as well as winter leagues for volleyball, basketball, ping-pong, and handball. JCI has established a traveling trophy for the winner of basketball (winter), softball, (summer) and volleyball (winter) leagues. The winners display the trophies on their unit for the entire year. There are nine indoor and outdoor recreation periods each day at which time they may check out recreation equipment or lift weights. Inmates attend recreation when their assigned housing unit is scheduled to attend. On an average there are fifty inmates that participate in the gym each period.

In addition to the regular recreation periods offered, the Recreation Department also has had Sports Ministry groups come into the institution and play a game of softball, volleyball or basketball with the inmates. Any funds raised from these events are donated to a non-profit organization. These events are very important to the inmates and they enjoy having the opportunity to participate in these events.

JCI has an Adaptive Sports Program which is geared toward inmates needing extra exercise to rehabilitate from an injury or those inmates who are confined to a wheelchair or have other physical disabilities. The Recreation Department works closely with the physical therapist and HSU unit. The program is held five times a week. We are continually striving to improve this program by purchasing additional equipment and consulting with the Health Service Unit to help with the rehabilitation.

JCI also has an Exercise for Health Program during which inmates exercise to a variety of taped exercise programs. This program is held five times a week.

JCI has started working on community service proposals. This will allow inmates a sense of pride knowing that what they have created is being used by someone less fortunate than they are. One of the community service proposals includes crocheting hats, mittens, shawls, and afghans, etc.

The Recreation Department also started a "Talking Letter." Inmates may make a DVD of them talking to their families. This helps to strengthen the inmate's relationships with their family and friends. This was especially popular over the holiday season.

The music department in recreation organized and held our second outdoor concert in an area just outside of Levis Building. It was a great success with very minimal concerns arising from the concert. Future concerts for outdoor are planned.

Inmates also raised money for the American Cancer Society by participating in a 5 Mile Cancer Run/Walk.

MELROSE HOUSING UNIT

The Melrose Unit is a 104 cell unit which routinely provides housing for 202 inmates (maximum capacity). JCI's inmate workers from Maintenance, Recreation, Badger State Industries and Unit workers are housed on Melrose. The unit currently employs forty-one inmates to perform many basic unit operations to include janitorial, food service, laundry and unit librarians. Involuntary unassigned inmates are often asked to assist with maintaining the sanitary standards of the unit. This helps to develop a positive work ethic and develops a variety of work skills. Staff interacts with the inmates to provide a role model for responsible behavior and appropriate decision making skills. Staff also counsel inmates on a variety of issues including the positive and negative consequences of their behavior.

VICTIM IMPACT PROGRAM: The Victim Impact Program (VIP) is a twelve to sixteen-week program that exposes inmates to the impact and consequences of a variety of crimes, victim awareness, victim empathy and victim services. It allows participants the opportunity to gain an in depth knowledge of the impact of their specific criminal behavior, and crime in general, on its victims.

The program was adopted from the California Youth Authority and is based on the principles of Restorative Justice. Restorative Justice does not focus solely on the concept of punishment but also on restoring the harms created by crime. The goals of this program include:

- Accept responsibility of all criminal actions
- To be accountable to the consequences of their behavior
- Understand the impact of crime on victims
- Explore their tendency to depersonalize victims
- Become aware of the short and long-term impact of crime and victimization
- Develop or increase their level of victim empathy
- Contribute to communities in a way that will prevent future victimization

The course opens with inmate introducing themselves to the group and detailing for the group the crime(s) they are currently incarcerated for. The training manual begins with property crimes and moves through various crimes, with homicide as the final chapter. Crimes covered include:

- property crime
- drugs and society
- violent crime
- hate crimes
- domestic violence
- crimes against the elderly
- child maltreatment
- gang violence
- assault
- sexual assault
- robbery
- drunk driving death and injury, and homicide

NEILLSVILLE HOUSING UNIT

The Neillsville housing unit has a daily population of 202 inmates. The unit houses inmates who have Alcohol and other Drug Abuse (AODA) program needs and Cognitive Interventions Program (CGIP) needs. It also houses all main kitchen workers. The mission of the unit is to provide programming that can enable an inmate to successfully re-enter the community.

The social workers provide daily instruction for the AODA and CGIP programs in addition to managing a full caseload of inmates.

The *New Beginnings AODA program* is a 16-week program. Participants are enrolled full-time and meet for six hours each day. The topics include cognitive process, AODA education and relapse

prevention. Other modules on Anger management, domestic violence, stress management, and communication are included during the 16-weeks.

The Cognitive Interventions Program (CGIP) is a 10-12 week long program that meets twice a week for two hours each time. The program is based on the CGIP program developed by the DOC. There were 4-four groups that began on Neillsville in FY06.

Challenges for FY07 include:

- Continued unit programming for an increasing population and the unassigned inmates
- Create activities and programs for idle inmates on the unit
- Increase jobs on the unit
- Incorporate Reentry initiatives on the unit
- Decrease the number of withdrawals from the program.
- Increase the AODA group success rate.
- Conversion of AODA program material to New Freedom Material.

OXBOW HOUSING UNIT

The Oxbow Housing Unit contains ninety-eight double occupancy and six single occupancy rooms. The unit is a wet cell unit, which provides the capacity for much greater control of inmate movement than the other general population housing units at Jackson Correctional Institution. The unit houses offenders who are in Step 2 and Step 3 Program Segregation/Disciplinary Separation status, as well as general population offenders.

Program segregation/disciplinary separation inmates are transferred to Oxbow from the Granton segregation unit when they have met the criteria for Step 2-segregation programming. The inmates in segregation programming in Oxbow get the opportunity for daily release from their cells and expanded privileges regarding allowable property as long as their behavior is appropriate. Outdoor recreation is also available in restricted quantity.

During FY06/07, Oxbow Unit and Jackson Correctional Institution experienced a growth in populace of offenders requiring increased medical attention. Oxbow Unit in association with the Health Services Unit provide the necessary housing, services and assistance to ensure that the increasing needs of these unique inmates are met. The unit's wet cell design coupled with the staff's ability to deal with the diverse and challenging situations presented affords the more infirmed inmates the opportunity to maintain their individual dignity and enables them to feel like the special people they are.

Oxbow unit staff continued offering the Cognitive Interventions Program to inmates in general population status on Oxbow. The group emphasizes the importance of making positive decisions and thinking about those choices prior to making poor decisions.

Accomplishments for FY06/07

- Managed an increasing population of geriatric and medically challenged inmates
- Furthered the JCI Reality Program, including more counties and a few adults
- Provided Cognitive Intervention Program in Oxbow

Challenges for FY08

- Provide avenues for successful reintegration to society for inmates.

- Develop additional programs to influence inmates toward successful reentry into the community and decrease inmate idleness.
 - Manage the ever-changing dynamics of the incoming inmate population.
 - Increase and maintain professionalism in when dealing with difficult individuals.
 - Develop a positive work environment for staff to excel in.
 - Fortify the 4 Ps. Protect public, staff and inmates, provide an environment conducive to change and improvement for the inmate.
 - Enhance the segregation program to decrease the number of repeat offenders in this area.
-

QUARRY HOUSING UNIT

The Quarry Unit is a 202 bed general population housing unit with the primary focus being education. This unit houses most of the full and part time students attending Adult Basic Education classes, High School Equivalency Diploma classes and vocational training classes.

Unit activities are centered on continued educational opportunities. Trained Literacy Volunteers of America (LVA) inmate tutors work one-on-one with inmates, as well, as holding group tutoring sessions on a nightly basis. Quiet times are enforced to enhance the learning capabilities of the students.

Beginning in April of 2007 the Quarry housing unit was designated as the residential unit for the institution's Pre-Release program. The Pre-Release program is the primary focus of the Department's reentry initiative. This is a significant change in philosophy with new programming and procedures designed to facilitate the offender's transition into the community and thereby reduce recidivism.

Fiscal year 2008 will bring many changes as the unit changes its focus from Adult Basic Education to the residential Pre-Release program. Inmates who had been housed in the unit due to their participation in Adult Basic Education will be transferred to other JCI housing units. And the unit will then primarily house those inmates within six months of release.

X BUILDING - BARRACKS

X Building is a 152-bed barracks style housing unit that serves as the reception and orientation unit for all inmates arriving at Jackson Correctional Institution. The Barracks temporarily houses minimum-security inmates waiting transfer to a northern center and any Division of Community

Corrections sanctioned inmates. It also houses the medium security inmates who are assigned to JCI awaiting bed space on one of the four general population housing units (Melrose, Neillsville, Oxbow or Quarry). Inmates are identified by their assessment and evaluation need and subsequently placed in the corresponding housing unit (i.e. -AODA need Neillsville, Education - Quarry). Additional information is relied upon should a special need arise requiring a single cell, wet cell thereby restricting movement to the Oxbow Housing Unit.

Accomplishments for FY07:

- The unit has maintained an effective working relationship with other DOC facilities while operating as the northern transportation hub for inmates transferring to and from Community Corrections Centers.
- The unit also houses inmates who are awaiting review for Alternate to Revocation (ATR) medical assessment to determine appropriateness for placement at one of the two Challenge Incarceration Programs (CIP-Bootcamp).
- Worked with a multidisciplinary team to streamline the movement through the units and programs.
- Acclimated to the addition of a new unit manager.

Challenges for FY08:

- Manage the ever-changing dynamics of the incoming inmate population.
- Increase and maintain professionalism in dealing with difficult individuals.
- Provide avenues for successful reintegration to society for inmates.
- Develop a positive work environment for staff to excel in.
- Develop additional programs to impact inmate idleness.
- Re-enforce the 4 Ps
 - Protect the public
 - Protect the staff
 - Protect inmates
 - Provide an environment conducive to change by the inmates.
- Enhance the Surveillance systems in the unit.
- Enhance the cooling system with the installation of fans.
- Actively address inmate concerns.