

New Lisbon Correctional Institution



ANNUAL REPORT

JULY 1, 2006 – JUNE 30, 2007



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MESSAGE FROM THE WARDEN'S OFFICE

As FY07 comes to a close, the New Lisbon Correctional Institution can look back with great pride in its accomplishments and progress.

No longer wearing the "new and developing" label, NLCI is viewed as a dependable, safe, secure institution and a strong member of the DAI/DOC family. Staff have risen to the challenges of an increasing inmate population without diminishing the services provided. NLCI continues to meet the expectations set forth by the DOC mission.

NLCI has expanded programming opportunities, to include vocational, academic and treatment. The DOC re-entry philosophy has set in motion the development and implementation of the A-Unit Reintegration Program. The H.O.P.E. program, as well as numerous other community service projects, has strengthened our place as a good neighbor and partner to the surrounding areas and State of Wisconsin.

NLCI's greatest resource continues to be its quality staff. Union and Management alike, individuals and groups, have served the public, the inmates and each other with honor and commitment. In recognition and as a lasting tribute to one such NLCI employee, the Vroman Training Room was dedicated November 3, 2006 in honor of Officer Brent Vroman, who lost his life serving our country in Operation Iraqi Freedom. NLCI will never forget and are proud and privileged to honor his memory.

NLCI will continue to experience change in both programs and staff as we meet the ever changing demands of correctional work. We are both confident and proud of what we have done and will continue to do.

Sincerely,

Timothy Lundquist
Warden

Lizzie Tegels
Deputy Warden



INSTITUTION MISSION and GOALS

Mission Statement

New Lisbon Correctional Institution is committed to the safety, security and protection of the public, staff and offenders in a humane and constructive manner. Offenders will be held accountable for their actions and the positive or negative consequences associated with those choices. We will encourage offenders to develop goals conducive to positive release planning and reentry into society. We strive to provide offenders with a set of positive behavioral options to enhance their successful reintegration back into society.

Goals

Inmates will be strongly encouraged at NLCI to pursue all education, programming and work opportunities available to them. Motivation, accepting responsibility, self-worth and self-advancement are the keys to positive change.

NLCI is also committed to being a good neighbor by working in partnership with the community on common interests and having a positive effect on the community. NLCI continues to have a very active Community Service Program and have donated numerous items throughout the fiscal year.

Over the past several years the Department of Corrections has placed a high priority on improving prisoner re-entry. As a medium security institution, NLCI is an integral part of the DOC Re-entry Initiative. This is a crime prevention strategy designed to increase the number of prisoners who live law-abiding and productive lives after their return to the community from prison. By holding inmates responsible and promoting their success from the day they enter prison until their release and transition back to the community, we strive for fewer crime victims, less crime, reduced criminal justice costs, and safer communities.

At NLCI, we have designated one unit that will focus its programming on skills for successful re-entry into the community. A large part of our focus is not only how we manage the behavior of our inmates, but also how we engage and motivate them. We encourage our inmates to use their time wisely to prepare for their return to the community, follow the rules, respect staff and other inmates, and work hard in the treatment and educational programs offered at NLCI. In return, our commitment to the inmate is to work with them to be successful as an employee, family member, and citizen.



ACCOMPLISHMENTS and HIGHLIGHTS

- NLCI held its 2nd Annual Volunteer Dinner in March, 2007. We were fortunate to have Abbot Lambert Reilly as our guest speaker.
- The H.O.P.E. Program (Helping Others Through Preventive Education) was implemented at NLCI.
- Unit courtyards were enhanced with improved green areas and additional concrete sidewalks to preserve the grass.
- A full court basketball court was added to the outdoor recreation field.
- The Maintenance Department, in cooperation with the Community Service Program, began to make wood-strip canoes for area sportsman clubs.
- NLCI held its first Health and Wellness Fair. Staff donated 27 bags of food and \$75.25 dollars to the New Lisbon Food Pantry as part of the fair.
- A School Supply drive was held and staff provided many items to New Lisbon Elementary School to ensure children in need had enough supplies for the school year.
- Our first inmate fundraiser was held. Inmates donated \$150.00 to Passages, Inc., a local organization which helps victims and families of victims of sexual assault and domestic abuse as part of National Crime Victims' Rights Week.
- Two (2) vocational programs were certified by Western Technical College – the Commercial Baking Certificate and the Computer Applications Specialist Certificate.
- The Education Department is working with the Necedah National Wildlife Refuge in a Prairie Plant Seed Propagation Program.
- NLCI held two Blood Drives through the Blood Center of Wisconsin.
- Secretary Frank awarded letters of commendation to Correctional Officers Shirley Reger and Shana Stewart for their assistance to traffic accident victims in the Spring of 2007.
- NLCI formally dedicated its Training Room in honor of Brent Vroman, former NLCI Correctional Officer and Marine.



In Memory of
CORRECTIONAL OFFICER (MARINE PFC)
BRENT VROMAN,

a proud member of the
Correctional Officer Class Number 256.

On December 13, 2004, Marine Pfc Brent Vroman, 21, a Correctional Officer at New Lisbon Correctional Institution, lost his life during Operation Iraqi Freedom as a result of wounds received during enemy action in Iraq. He was laid to rest on December 23, 2004.

The Wisconsin Department of Corrections and the staff at New Lisbon Correctional Institution are proud of this Fallen Hero. We are grateful for his courage, selfless devotion, and service to our country.

In his memory, on this 3rd day of November, 2006, we join to dedicate the "Vroman Training Room" as a permanent memorial to Correctional Officer Brent Vroman.

May his memory inspire all who enter here for years to come.
We shall never forget.



FAST FACTS

Dedicated: **April 2, 2004**

Opened: **April 4, 2004**

Began Receiving Inmates: **April 5, 2004**

Security Level: **Medium**

Operating Capacity: **950**

Current Population: **1015**

Number of Acres: **100**



DEPARTMENTAL INFORMATION

BUSINESS OFFICE

Operating Budget: \$21,259,028.36

Inmates Income and Obligation Report:

YEAR-TO-DATE SUMMARY

Offender Wages

| | |
|--------------------------|--------------|
| Institution Pay: | 272,266.09 |
| Project Crew Pay: | - |
| Work Release: | - |
| Bureau Corr Enterprises: | 11,148.52 |
| Total: | \$283,414.61 |

Obligations / Collections

| | |
|-----------------|-------------|
| Obligations: | 57,431.13 |
| Medical Co-pay: | 5,288.90 |
| Total: | \$62,720.03 |



Inmates Income and Obligation Report (continued):

| OFFENDER WAGES: | | | | | |
|------------------------|------|-------------|----------------------|-------------------------|------------|
| Month | Year | Institution | Work Release (Gross) | Bureau Corr Enterprises | Totals |
| July | 2006 | 20,576.47 | | 869.32 | 21,445.79 |
| August | 2006 | 21,413.57 | | 905.37 | 22,318.94 |
| September | 2006 | 21,149.17 | | 796.72 | 21,945.89 |
| October | 2006 | 21,710.84 | | 836.20 | 22,547.04 |
| November | 2006 | 31,577.56 | | 1,283.01 | 32,860.57 |
| December | 2006 | 20,813.99 | | 783.89 | 21,597.88 |
| January | 2007 | 20,659.07 | | 656.93 | 21,316.00 |
| February | 2007 | 20,880.33 | | 797.34 | 21,677.67 |
| March | 2007 | 20,647.87 | | 886.24 | 21,534.11 |
| April | 2007 | 20,927.02 | | 937.85 | 21,864.87 |
| May | 2007 | 31,544.30 | | 1,469.49 | 33,013.79 |
| June | 2007 | 20,365.90 | | 926.16 | 21,292.06 |
| Totals: | | 272,266.09 | 0.00 | 11,148.52 | 283,414.61 |

| OFFENDER OBLIGATIONS: | | | | | | |
|------------------------------|---------------|---------------|--------------------|-------------------------|----------------|-----------|
| Month | Child Support | Court Ordered | VWS/DNA Surcharges | Institution Restitution | Medical Co-Pay | Totals |
| July 2006 | 997.11 | 674.91 | 2,253.97 | 104.04 | 504.40 | 4,534.43 |
| August 2006 | 788.05 | 705.11 | 2,594.83 | 80.88 | 532.50 | 4,701.37 |
| September 2006 | 833.71 | 712.69 | 2,612.95 | 111.06 | 525.00 | 4,795.41 |
| October 2006 | 1,077.54 | 954.70 | 2,580.68 | 108.91 | 761.50 | 5,483.33 |
| November 2006 | 1,108.65 | 1,153.45 | 2,822.84 | 90.60 | 405.00 | 5,580.54 |
| December 2006 | 835.36 | 875.29 | 2,822.43 | 121.44 | 313.50 | 4,968.02 |
| January 2007 | 929.20 | 930.84 | 2,538.50 | 113.14 | 525.00 | 5,036.68 |
| February 2007 | 1,018.65 | 970.06 | 3,157.17 | 213.87 | 427.50 | 5,787.25 |
| March 2007 | 982.85 | 837.81 | 3,045.93 | 178.12 | 322.50 | 5,367.21 |
| April 2007 | 1,273.23 | 1,144.29 | 2,411.84 | 122.87 | 362.50 | 5,314.73 |
| May 2007 | 1,174.28 | 991.77 | 2,989.23 | 147.67 | 322.50 | 5,625.45 |
| June 2007 | 1,211.08 | 1,514.94 | 2,471.71 | 40.88 | 287.00 | 5,525.61 |
| Totals: | 12,229.71 | 11,465.86 | 32,302.08 | 1,433.48 | 5,288.90 | 62,720.03 |



Inmate Participation and Completion Information (Inmates in Pay Status):

| Month of | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|-------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Voluntary Unassg/Seg | 66 | 66 | 75 | 75 | 75 | 76 | 71 | 69 | 71 | 57 | 73 | 87 |
| Involuntary Unassigned | 408 | 397 | 409 | 408 | 431 | 393 | 433 | 432 | 411 | 392 | 423 | 386 |
| Assigned/Working | 385 | 407 | 390 | 380 | 367 | 390 | 361 | 371 | 375 | 404 | 353 | 384 |
| Education (2+ classes)* | 161 | 148 | 138 | 138 | 138 | 154 | 148 | 144 | 155 | 160 | 161 | 149 |
| Total Pop | 1020 | 1018 | 1012 | 1001 | 1011 | 1013 | 1013 | 1016 | 1012 | 1013 | 1010 | 1006 |

*Students taking only one class are not included in the Education figures.

Unassg = Unassigned

Seg = Segregation

EDUCATION

NLCI's *Woodland Way School* offers Academic and Vocational Programming, Correspondence Course and Distance Education opportunities, Guidance and Counseling, a Testing Program, ESL (English as a Second Language) instruction, Personal Development classes, as well as the Incarcerated Youth Offender Program (IYOP - a US Department of Education formula-funded grant project) and the X-Treme Opportunity Program (a federally funded program targeting youthful offenders).

Academic Programming consists of **Adult Basic Education (ABE)** and **HSED studies**. ABE is divided into Basic Math and Reading classes which cover students with reading and/or math levels from 0.0 to 5.9, as measured by the Test of Adult Basic Education (TABE,) and HSED (High School Equivalency Diploma) studies, students with scores of 9.0 or higher as measured by the TABE. The past year saw an average of 200 students enrolled in academic classes (ABE/HSED) with 36 HSED completions.

Vocational Programming currently offered at NLCI consists of the **Commercial Baking Certificate Program** and the **Computer Applications Specialist Certificate Program**. Both programs are certified through Western Technical College (WTC). The Commercial Baking Certificate is a 16 week program of classroom and production bakery experience. Courses include: Principles of Commercial Baking, Bakery Production I & II, Applied Math and Sanitation. The Computer Applications Specialist Certificate is a 26 week program covering the Microsoft Office Applications. Courses include: Keyboarding Concepts, Computer Concepts, Vocational Math, Microsoft Word, Excel, PowerPoint and Access as well as Integrated Software Applications.



In addition to our regular offerings, we were fortunate this past year to have had **Workforce Connections Inc.**, a private non-profit organization, partner with NLCI and WTC to offer a unique program called "Blueprints and Measurements." Sixteen students participated in and completed this program.

This offering was part of a larger program administered by Workforce Connections called the **X-Treme Opportunity Program**. This program, which targets youthful offenders, is funded by a grant from the federal government, and was awarded the *US Department of Labor's 2007 Recognition of Excellence Award*. X-Treme Opportunity offers offenders, between the ages of 16 and 21, assistance in obtaining education and job training, both inside the institution and upon release. There is an on-site coordinator at NLCI who works with an average of 40 offenders.

Correspondence courses are approved courses of instruction that allow an inmate the opportunity to participate in post-secondary educational opportunities through distance education. We have been increasing our numbers this past year and now have 18 inmates involved in a variety of courses. NLCI also participates in the **Corrections Learning Network**, a satellite linkage of broadcasted educational programs originating in Spokane WA. A variety of programming is available and is utilized by instructors to supplement both ABE and HSED classes.

The **IYOP** Program provides inmates post-secondary educational classes leading to an Associate of Arts degree. In order for inmates to enroll in the program, they must be less than 26 years old, be eligible for release within 5 years, have a High School diploma or HSED, and minimum reading and math levels. NLCI has had 8 students enrolled for the Fall 2006 semester, 12 enrolled in the Winter 2006/2007 semester and 12 for the Summer 2007 session.

Guidance and counseling provides new inmates an orientation to educational programs, oversees the testing program at NLCI, reviews inmate education files and interviews prospective students as to the educational and vocational needs, schedules students into school, maintains academic and vocational waiting lists and offers counseling on additional educational and vocational opportunities.

Personal Development (PD) opportunities include Financial Literacy, Parenting classes, Basic Keyboarding and Transition/Life Skills. From July 2006 to June 2007, we had an average of 54 inmates enrolled in PD classes.

ESL (English as Second Language) classes are offered at NLCI and are broken down in the following levels:

Low Level classes: Designed for those with very limited English ability and very little or no formal schooling. Goals are to reach medium ability in math such as addition,



subtraction, multiplication, division, fractions and possibly decimals, or percents based on how fast their English skills improve also.

Middle level classes: Designed for those who have progressed to a medium understanding of the English language. They may read or write at a third to intermediate grade level. These are students with limited reading ability in Spanish who are unlikely to be able to complete a GED in Spanish and unlikely to progress far enough to pass it in English either; or else they have a GED in Spanish, but speak little English.

GED classes: Geared for those with more years of schooling in Spanish so they can read at a higher level in Spanish. The goal is to utilize the GED prep books to enable them to take the GED classes in Spanish.

Library Services

NLCI Library offers a comprehensive library services program to both general population and segregation inmates. **General Library** services are available 7 days a week, 365 days a year from 7:50 AM to 8:50 PM. A variety of daily newspapers, weekly and monthly periodicals, reference materials, as well as the general circulation collection are available for use.

A **Legal Collection** is also available 7 days a week, 365 days a year. The Legal Collection consists of a legal reference section and 8 computers that give access to current legal references, state and federal court decisions and allows inmates an opportunity to prepare legal documents. There are 2 additional legal computers available to segregation inmates. Our Law Library section includes eight law computers for general population and two law computers for the segregation units. Additional services offered through NLCI's library include: reference services, financial aid packets, notary services, photocopying and an Interlibrary Loan program.

FOOD SERVICE

The Food Service Department had (1) Food Service Administrator, (1) Food Service Manager and (8) Correctional Food Service Leader 2's (CFSL2) employed during this reporting period. Food Service employed 66 inmates. The schedule for the CFSL2 was changed to improve the coverage of the Food Service Department. Coverage in Food Service by CFSL2 is 4:30 a.m. to 6:30 p.m. daily. Total meals served were 1,154,760 which was an increase of 9,830 from last year. The average meal cost was **\$0.98**.

HEALTH SERVICES UNIT (HSU)

The Health Services Unit (HSU) is staffed 24 hours per day, from 10:00 p.m. Sunday through 10:00 p.m. Friday. Saturday and Sunday hours are 9:00 a.m. to 5:00 p.m. with a nurse on-call during non-nursing hours. The Health Services Unit is managed by



(1) Health Services Manager, (1) full-time Physician, (1) part-time and (6) full-time nurse clinicians. The part-time dental staff consists of (1) Dentist, (1) Dental Assistant and (1) Dental Hygienist. One of the full-time employee (FTE) nursing positions has been changed to two .50 FTE positions. A Psychiatrist provides services 2 days per week. Support services are provided by (1) full-time Medical Program Assistant.

The HSU provides treatment for acute and chronically ill patients. On-site services provided through the HSU include physician and nursing appointments, emergency care, medication administration and delivery, laboratory, dental, optical, x-ray and physical therapy. Comprehensive specialty treatment is provided off-site at medical facilities in Waupun, Beaver Dam and the University Hospital and Clinics – Madison. Urgent and emergent specialty care is provided locally at Hess Memorial Hospital in Mauston.

HUMAN RESOURCES

The Human Resources Department consists of (1) Human Resources Director, (1) Human Resources Assistant and (1) Payroll and Benefits Specialist. Department responsibilities include direction, administration and monitoring of the recruitment and selection of staff, employee and labor relations, payroll and benefits, policy administration, investigations/disciplines, health and safety management, employee training/development, record maintenance and Affirmative Action/Equal Employment Opportunity compliance. There are currently 311 allocated staff positions.

Officer/Sergeant Staff: **194** (148 Officers and 46 Sergeants)

Non-officer/Sergeant Staff: **116**

Total Staff: **310**

Inmate to staff ratio: **3 inmates for every 1 staff member**

INMATE COMPLAINTS

The Inmate Complaint Review System (ICRS) ensures NLCI 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 environment. Inmates and staff have the opportunity to review and better understand correctional policy and to correct any errors or deficiencies.

The ICE department at NLCI has two full time staff consisting of (1) Institution Complaint Examiner and (1) Program Assistant – Confidential.



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

| Complaints Processed By Subject | # of Complaints | Complaints Processed By Subject | # of Complaints |
|------------------------------------|--------------------|------------------------------------|--------------------|
| 01 Staff | 205 | 11 Visiting | 28 |
| 02 Correspondence & Publication | 217 | 12 Other | 167 |
| 03 Discipline | 102 | 13 Food | 37 |
| 04 Medical | 199 | 14 Classification | 8 |
| 05 Parole | 1 | 15 ICRS | 24 |
| 06 Personal Physical Conditions | 58 | 16 Discrimination | 4 |
| 07 Personal Property | 494 | 17 Inmate Accounts | 126 |
| 08 Rules | 75 | 18 BCE | 0 |
| 09 Religion | 45 | 19 HIPPA | 3 |
| 10 Work & School Programs | 52 | TOTAL | 1845 |

| Method of Disposition | Number |
|-----------------------------|--------|
| Affirmed | 90 |
| Affirmed With Modification | 49 |
| Dismissed | 1051 |
| Dismissed With Modification | 115 |

| Rejected Complaints | # of Complaints |
|--|-----------------|
| Beyond 14 Calendar Day Limit | 118 |
| Inmate Does Not Allege Sufficient Evidence | 40 |
| Inmate Does Not Raise A Significant Issue | 20 |
| Inmate Submitted Complaint Solely To Harass | 4 |
| Moot | 221 |
| Previously Addressed | 87 |
| Scope | 98 |
| Issue Raised Does Not Personally Affect Inmate | 5 |
| TOTAL | 593 |

Complaints Returned To Inmate: 1369

Complaints Referred into NLCI: 78

MAINTENANCE

The Maintenance Department's operating hours are from 7:15 a.m. to 4:00 p.m. Monday-Friday. Maintenance staff include: (1) Building and Grounds Superintendent, (1) Electronic Technician, (1) HVAC Technician, (3) Maintenance Mechanics, (3) Facility Repair Workers and (1) Office Operations Associate. There are also (2) Correctional Officers and (1) Tool Room Sergeant regularly assigned to Maintenance posts. The Maintenance Department employs 40 inmate workers.



During this past year, there was 200 yards of concrete poured on the Recreation Field to repair the walking track, pour pads under exercise equipment, picnic tables, entryways, and under new bleachers.

Six new digital channels were added to the inmate television system, a major underground water leak was repaired and grounds beautification/landscaping was completed on all four housing unit courtyards and in front of the visiting room. The Maintenance Department also manufactured and began installing new inmate bunks that have roll protection and ladders for increased safety.

The Maintenance Department oversees the institution wood shop. They have completed numerous community services projects to include wood strip canoes, duck houses and other miscellaneous projects. They have also designed and manufactured various pieces of office furniture, which are located throughout the institution.

The institution garden was overseen and maintained by the Maintenance Department. The total investment for the garden was less than \$500 and all produce was used in preparing meals within the institution. Harvested produce totaled 7,424 pounds, over a 62% increase from 2006!

PROGRAM REVIEW COMMITTEE (PRC) STATISTICS

PRC HEARINGS:

Total of 1,127 Conducted; 1 Referred for Second Step
204 Early
923 Scheduled
894 Appeared
233 Waived

TRANSFERS IN:

718 INMATES
131 from Maximum
576 from Medium
5 from Minimum
6 from Minimum - Community

TRANSFERS OUT:

460 INMATES
110 from Maximum
157 from Medium
131 from Minimum
62 from Minimum - Community



PRC Statistics (continued):

DEATHS:

1 Deceased

CORRESPONDENCE:

563 Responses to Correspondence

161 Requests Received for Early PRC Review

PROGRAMMING

Religious

Religious activities began immediately when NLCI opened in April of 2004 and have continued to expand and be strengthened through the addition of new volunteers. Weekly opportunities for worship and/or study groups continue to be offered for Protestant, Jehovah's Witness (Watch Tower), Catholic, Islamic (including Jumah and Taleem study), Pagan (including Wicca), and Native American inmates (including Pipe and Drum ceremonies as well as Sweat Lodge). Buddhist inmates typically meet with their spiritual leader once a month. Inmates are offered the opportunity to indicate their religious preference upon arrival to NLCI. The religious reference information for all NLCI inmates as recorded on DOC 1090 has now been entered into the Wisconsin Inmate Trust System (WITS) database.

Volunteers

At the end of June 2007, NLCI had 140 approved volunteers for religious activities and/or pastoral visits. Volunteers represent all DOC umbrella religious affiliations as well as Alcoholics Anonymous and "A Way Out" Twelve (12) step spiritual recovery program. A highlight in March of this year was the second annual volunteer banquet. Volunteers were invited for a program with a dinner prepared by NLCI staff and inmates. Our guest speaker was Abbot Lambert Reilly, a Benedictine monk who has served as Abbot of Saint Meinrad's Archabbey in Indiana. He has also been a retreat director for more than thirty years and has given frequent retreats for Mother Teresa's Missionaries of Charity both in the United States and India. Certificates were presented to the volunteers on behalf of NLCI by Warden Timothy Lundquist.

Recreation

Recreation staff included three Recreation Leaders with each working one evening a week and one weekend a month. Recreation covered the gym, weight room, handball courts and recreation field. Operational times were from 7:50 AM to 8:50 PM. The Recreation Department also offered special events, leagues and fitness classes. The recreational opportunities at NLCI are very important to the inmates and help them to develop a sense of personal pride and team cohesiveness. Since June, 2006, we have added a full size basketball court to the outdoor recreation field and moved the weight room into the gym.



Special Events Included: Shuffleboard tournaments, Weightlifting competitions, 1, 3, and 5 mile "races", Fourth of July Decathlon, doubles horseshoe tournaments, 3 on 3 basketball tournament, board/card game tournaments, indoor handball tournaments, music lessons, basketball golf, 3-point shootout, free throw competition, H.O.R.S.E. and 2-ball tournament. This year a whiffle ball tournament was added to the list of special events and prompted an exceptionally large turnout.

Recreation leagues included: Horseshoes, Handball, Sand Volleyball, Running Club, Indoor Volleyball, Basketball, Whiffleball and Shuffleboard.

Fitness Classes continue to be very popular. Classes offered included: yoga, step aerobics, weightlifting instruction, exercise ball (core training), and boot camp. The boot camp is a very popular activity and has received a lot of positive feedback from the inmates. We also offer a low impact aerobics class for individuals with special physical needs (i.e. severely obese, asthmatics, physical injury rehab).

Community Service Program (CSP)

The Community Service program consists of inmates making products to donate to local non-profit organizations within a 60 mile radius of NLCI. Some of the supplies necessary are donated by organizations within the Juneau, Adams, Sauk and Monroe Counties. This program serves several purposes: it provides an opportunity for offenders to cultivate positive work habits and elevate self esteem; it affords offenders the opportunity to increase awareness, concern, responsibility, and contributions for the needs of the community; and, it serves the identified needs of area nonprofit agencies through donations of products and services.

Some of the projects completed this fiscal year include: Donating over 100 blankets/quilts and over 2,000 stuffed animals, over 200 backpacks, hats and mittens to area nursing homes, health care facilities, schools, fire and police departments, the Children's Miracle Network and toy drives. Other projects include building nearly 500 duck houses to area sportsman clubs to promote wildlife preservation in the area; and donating refurbished TVs that were abandoned by inmates to an area nursing home, completing a hand made wood strip canoe and providing various other woodworking items crafted by our Maintenance Department to area non-profit organizations. NLCI also continues to



Canoes fabricated by inmates at NLCI



coordinate efforts with a local sports club to raise and release over 1,000 pheasants in the Juneau County area.

Work Assignments

Industries: Bureau of Correctional Enterprises-Badger State Industries; Hydro-stripping, which includes the remanufacture, repair and reconfiguration of highway, and all types of informational signs. Materials may vary from Aluminum to Plexi-glass. Duties range from Janitorial to high tech Hydro-stripper operation, maintenance and repair. Shear and Punch Press set up and operation along with blue print reading, are also part of the operation.

Institution: Inmates hold a wide variety of jobs throughout the institution to include, but not limited to tutor, janitor, maintenance and unit positions. Please refer to the Business Office section for inmate completion information.

PSYCHOLOGICAL SERVICES (PSU)

NLCI PSU has been approved and has proceeded with offering a Sex Offender - 2 Program. The program serves 13 inmates, meets two times per week, with plans for expansion during FY08.

Psychological Services has provided needed mental health services to the 261 inmates (26% of our population) who are considered to have on-going mental health issues. Services are also provided to 112 inmates (10% of our population) that do not have significant mental illness, but seek services for situational stressors or grief reactions. Segregation rounds are done weekly with all inmates in Segregation. Inmates are provided with reading material and homework, and individual counseling is provided as needed. PSU staff instituted a Segregation Therapy Group, conducted on the Segregation range. There was good inmate interest and participation, and the program proved quite successful for inmates, staff, and security.

File reviews are completed on all newly arriving inmates to screen for any serious mental health issues. There are many meetings which PSU staff participate in on a weekly basis. These include the Multi-Disciplinary Team Meetings, consultation with the NLCI Psychiatrist, and Inmate Orientation provided to new NLCI Inmates on our Intake Unit. Staff also attended the monthly Better Treatment Options (BTO) Meetings. These meetings are a multi-institution and multi-disciplinary case conference to discuss mentally ill inmates at various institutions. Inmates being transferred to the Wisconsin Resource Center (WRC) and being returned to institutions from WRC are also staffed at these meetings. It also includes psychologists from institutions around the state to collaborate on mental health issues related to seriously mentally ill inmates.



Psychological Service Staff and Security Staff work jointly to provide the Annual Suicide Prevention Training to all NLCI staff.

As the year unfolds, we will be looking at doing more group work in addition to maintaining our individual counseling pattern and crisis intervention.

RECORDS

| | <u>FY05</u> | <u>FY06</u> | <u>FY07</u> |
|---|-------------|-------------|-------------|
| Scheduled Phone Calls (attorney, court) | 384 | 448 | 647 |
| Scheduled Professional Visits | 124 | 197 | 261 |
| Scheduled Court Pick-ups | 182 | 347 | 450 |
| Releases from NLCI | 146 | 188 | 263 |
| Transfer IN to NLCI | not tracked | 721 | 826 |
| Transfer OUT of NLCI | not tracked | 531 | 467 |
| Parole Hearings | not tracked | 297 | 273 |
| File Reviews | not tracked | 289 | 319 |
| Scheduled Video Hearings | | | 48 |

The Records Office also does sentence computations and service of documents, holds open office hours twice a week, provides notary services and inmate legal loans and responds to litigation (as backup) issues on behalf of the institution.

SECURITY

The Security Department consists of: 1 Security Director, 8 Captains, 5 Lieutenants, 46 Sergeants, 148 Officers and 1 Security Program Assistant - Confidential.

Training - In an effort to provide more training at a reduced cost, we went to two training days per month. Fifty-seven staff were trained in the use of the Taser. All mandatory training was completed.

ERU continues to perform at a high level. NLCI attended the joint ERU at Fort McCoy and also trained at a joint session with the Sand Ridge Secure Treatment Center. All ERU staff were certified in the use of the pepper ball gun. Our ERU trailer was completed and put into service.

Field Training Officer Program (FTO) continues to improve as staff gain favorable experience in their roles as the FTO. We currently have 6 staff trained as FTOs. We look to increase this number to 8 in the near future.

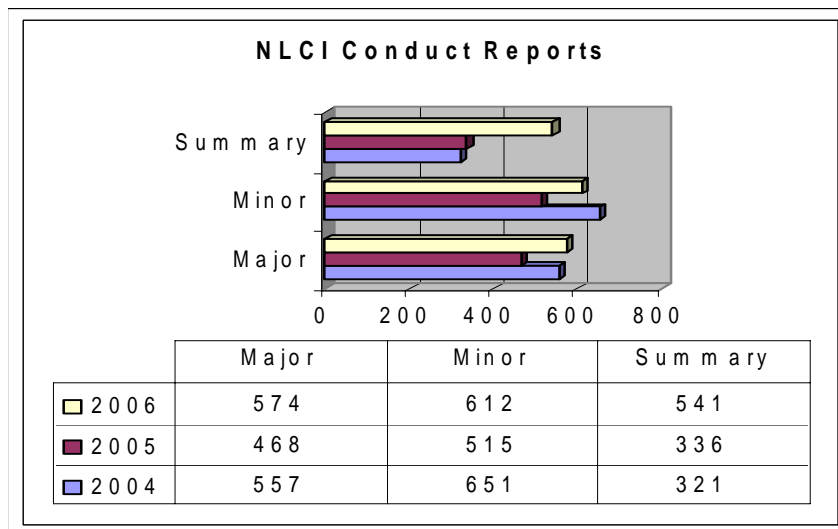


Weapons re-qualifications - NLCI conducted the training at the Camp Douglas Gun Club.

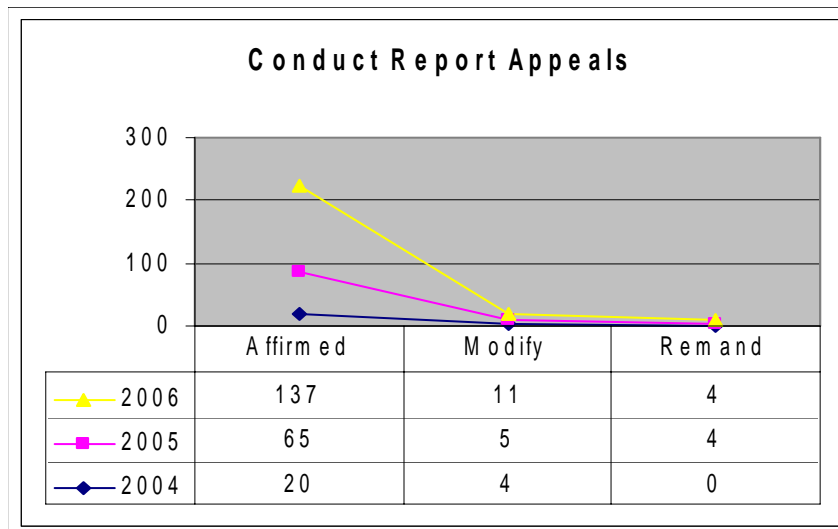
Segregation Unit - We installed an updated rounds system call the Guard One Plus System, otherwise referred to as the "PIPE". This product has proven superior to the old system by its durability, ease of use and extremely fast downloading of information.

Transportation Department - As scheduled medical trips increased, and as a way to reduce transportation cost, NLCI received two 15 passenger vans. The vans were equipped with a towing package, as they will also be used to pull the ERU trailer.

Conduct Reports -



Appeals -





TREATMENT

Treatment programs facilitated by institution Social Workers included Cognitive Interventions Programs (CGIP), Anger Management and Domestic Violence

CGIP Phase 1 & 2 - There was 1 group that occurred during the fiscal year with a total of 15 inmates completing the program.

CGIP Aftercare Program – Thirteen (13) inmates completed the program during this fiscal year. The Aftercare Cognitive-based continued Care Support Group is designed for inmates who have successfully completed CGIP Phases 1 & 2, and strives to promote positive psycho-emotional and behavioral change using Cognitive Intervention educational skills & techniques during continued interaction and integration within the institutional setting.

MISCELLANEOUS INFORMATION

H.O.P.E. PROGRAM (Helping Others Through Preventative Education)

The aim of the H.O.P.E. Program is to reach out to surrounding communities and provide a crime prevention service aimed toward at-risk youths. Inmates present their personal stories about how they came to be incarcerated and discuss how choices have affected their lives as well as how they might have done things differently.

RESTORATIVE JUSTICE

During the 2005 fiscal year, NLCI prepared for it's second victim/offender dialogue. This dialogue was televised on Dateline NBC in July of 2006 as part of a documentary on Restorative Justice. Some of the goals of Restorative Justice are to get inmates to accept responsibility for all criminal activity, to be accountable to the consequences of their criminal behavior and to understand the impact of crime on victims.

For Crime Victim Awareness Week, all inmates who participated in treatment groups walked two laps of silence on the Recreation Field in memory of the victims of their crime. After the walk was completed each group member wrote what they would say to their victims if they saw them today, and posted it on a collage displayed in the visiting room.

COMMUNITY ADVISORY BOARD

The DOC encourages and supports the creation of a Community Advisory Board (CAB) for all facilities in the Division of Adult Institutions. The CAB is intended to act as a positive link between the correctional facility and the community in which it is located.



NLCI's first CAB meeting was held August 28, 2003. The CAB consists of 18 individuals from area businesses, local/county/state government and Probation and Parole. This board continues to meet approximately 4 times per year and continues to foster the strong relationship and support system that has developed with the local communities.

ADA COORDINATORS

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ACRONYMS

| | |
|--------|---|
| ABE | Adult Basic Education |
| ADA | Americans with Disabilities Act |
| BCE | Bureau of Correctional Enterprises |
| BTO | Better Treatment Options |
| CAB | Community Advisory Board |
| CFSL | Corrections Food Service Leaders |
| CGIP | Cognitive Intervention Program |
| CSP | Community Service Program |
| DOC | Department of Corrections |
| ERU | Emergency Response Unit |
| ESL | English as a Second Language |
| FTE | Full-time Employee |
| FTO | Field Training Officer |
| FY05 | Fiscal Year 2005 |
| FY06 | Fiscal Year 2006 |
| GED | General Equivalency Diploma |
| HIPAA | Health Insurance Portability and Accountability Act |
| HOPE | Helping Others Through Preventative Education |
| HSED | High School Equivalency Diploma |
| HSU | Health Services Unit |
| HVAC | Heating, ventilation, air conditioning |
| ICE | Institution Complaint Examiner |
| ICRS | Inmate Complaint Review System |
| IYOP | Incarcerated Youth Offender Program |
| NLCI | New Lisbon Correctional Institution |
| PD | Personal Development |
| PRC | Program Review Committee |
| PSU | Psychological Services Unit |
| SEG | Segregation Unit |
| TABE | Test of Adult Basic Education |
| Unassg | Unassigned |
| WITS | Wisconsin Inmate Trust System |
| WRC | Wisconsin Resource Center |
| WTC | Western Technical College |