

STATE OF WISCONSIN
DEPARTMENT OF CORRECTIONS
WISCONSIN SECURE PROGRAM FACILITY



FY 2007 ANNUAL REPORT

Peter Huibregtse
Warden

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MESSAGE FROM WARDEN HUIBREGTSE

Over the course of the past fiscal year we have seen WSPF continue to serve the department through managing a difficult population. In addition, we have added a general population unit which is now at full capacity and a vital resource for the department. While not a state of the art unit, it does offer inmates the basic amenities required by the code as well as being one of the safest and most secure GP's in the state. The patience and cooperation of all the staff involved in making that unit work have not gone unnoticed. Your help as we worked through problems we knew would arise was invaluable. Once again, as with the High Risk Offender Program, you rose to the occasion and did what needed to be done to make things work. As a result we are operating safely and more efficiently as an institution and are providing vital bed space for the department.

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

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

Sincerely,

Peter Huibregtse
Warden

FAST FACTS PROFILE

Date Opened: 1999
Security Level: Maximum
Operating Capacity: 500 Males
Current Population: 463 Males
Security Staff: 167 FTE
Non-Security Staff: 88FTE
Number of Acres: 160, institution occupies 24 acres
Inmate to Staff Ratio: Approximately 2 inmates for every staff member
Operating Budget: \$17.2 Million
Money Collected FY07:
Victim Witness A & B - \$3,095.08
DNA Surcharge - \$1,718.32
Child Support - \$3,529.40
Medical Co-Pays - \$2,325.00
\$2,227.50 total co-pays charged in FY07
\$955.62 total medical co-pay loans established in FY07
\$978.08 total withheld for loan payments in FY07

SPECIAL HISTORICAL NOTES AND OTHER INSTITUTION INFORMATION

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

The Wisconsin Secure Program Facility also houses General Segregation Inmates. These inmates are assigned to our General Segregation Program designed to encourage positive adjustment and provide an opportunity for successful return to an institution general population. The goal is to provide controlled increase in privileges and responsibilities to promote acceptable conduct. This is accomplished by utilizing a process that provides individuals a chance to move through incentive based steps while in program segregation and eventually return to general population at another facility.

The WSPF also has one unit dedicated to housing inmates in General Population. This unit is at capacity and has been in operation for over 6 months and is providing a vital service for the department.

WISCONSIN SECURE PROGRAM FACILITY

MISSION STATEMENT

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

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

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

HISTORY OF WISCONSIN SECURE PROGRAM FACILITY

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

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

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

Timeline

- **March 30, 1995:** The Building Commission recommended a \$75,000,000 enumeration for the facility as part of the 1995-97 capital budget.
- **June 27, 1996:** The Building Commission approved the release of \$700,000 building Trust funds for planning, development of an architectural program statement, preliminary plans and a design report for the addition of the beds.
- **January 22, 1997:** The Building Commission approved the selection of Boscobel as the site for construction of the facility
- **July 31, 1997:** The Building Commission approved the design report and the authority to build the facility in Boscobel
- **December 17, 1997:** Ground breaking and construction began at the facility site
- **August, 1999:** Construction of facility complete
- **November 10, 1999:** Facility received first inmate and the facility opened under the name of Supermax (SMCI) as it was not officially named.
- **October 1, 2003:** Facility officially named as Wisconsin Secure Program Facility (WSPF).
- **February 14, 2007:** WSPF converted a 111 bed unit used for transition in the High Risk Offender Program to a General population Unit

WSPF COMMUNITY RELATIONS BOARD

"Keeping the lines of communication open"

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

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

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

Lisa Riniker
Grant County District Attorney

Rose Oliveto
Public Defender

Darla Adams
Victim/Witness Coordinator, Grant County

Richard Rogers
Fennimore Mayor

Ed Ross, Instructor
UW Platteville

Dale Schultz
State Senator

Dr. Kurt Wilhelm
Physician

Paula Armentrout
Field Supervisor, Probation and Parole

Dr. Cheryl Banachowski-Fuller
Professor UM Platteville

Steve Smith
Superintendent of Schools

Darrel Berglin
Sheriff, Richland County

Jim Reynolds
Chief of Police, Boscobel

Arlie Harris
City Administrator, Boscobel

Keith Govier
Sheriff, Grant County

Jerry Moran
Sheriff, Crawford County

Karen Knox
President, SWTC

Steve Wetter, Mayor
Boscobel City Hall

Paul Bloyer
Former Mayor-Boscobel

Gabe Loeffelholz
State Representative

Andrea Fields
Victim Witness Coordinator
Richland County

HUMAN RESOURCES DEPARTMENT

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

The Human Resource Office was staffed during FY07 as follows:

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

Staff #'s by Department:

Office of Warden	4
Dietary	13
Personnel	3
Business Office	4
Stores-Operations	4
Records Office	2
Maintenance	20
Resident Care & Treatment Services	15.5
Religion Services	1
Security	169
Education	7
Health Services	9.5
Management Services	1
Inmate Complaints	2
Total WSPF staff	255

Workplace Enhancement Committee

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

WPEC sponsors a number of fundraisers. The past year's fundraisers resulted in contributions to Boscobel Rescue Squad, Boscobel Fire Department, Boscobel Hospital Emergency Room

Building Fund, Polar Plunge, Eagle Heart and Cancer Telethon, and Passages (Shelter for Domestic Violence Victims). Also at the annual Holiday Party, staff were asked to bring mittens, hats and scarves which were donated to the local school to give out to students who came to school without any.

During Correctional Employee Week WPEC treated staff to ice-cream sandwiches, brats and burgers for first and second staff and omelets for third shift. All staff were also given a WSPF travel mug in appreciation for their hard work and dedication to the Institution and the Department of Corrections. All staff were given a certificate for a turkey in November. The first Friday in December is the annual Holiday party for staff and their families. A meal is served, a band is provided for entertainment, and Santa and Mrs. Claus are there to pass out gifts to the children.

The Institution is involved in the Adopt-a-family program at Christmas. Due to the overwhelming response of the WSPF staff in past years, a large family and a person in need were adopted for Christmas of 2006. Many gifts and donations of money were collected and delivered.

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

CISD/PEER

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

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

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

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

EAP

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

EAP Resource Coordinators

Dave Gardner
Tim Haines
Diane Alderson
Christa Morris

Douglas Furbish
Rick Mickelson
Melody Dull

Blood Drive

WSPF held four blood drives in FY07 and nearly 275 pints of blood were collected due to the combined efforts of WSPF staff and the American Red Cross. WSPF plans to host an additional four drives in FY08, with the WSPF Medical First Responders continuing to organize and work at the drives. For our efforts WSPF was awarded the 2003 Corporate Sponsor Award for the Badger Hawkeye Region of the American Red Cross and continues to have a high percentage of first time donors at every drive.

Unit Management

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

GENERAL POPULATION

WSPF converted a 111 bed unit used for transition in the High Risk Offender Program to a General population Unit. The unit houses 111 maximum security inmates and is managed by a Corrections Unit Supervisor. Each inmate has a single occupancy cell that includes their own shower area and commode/sink apparatus. This unit includes 4 ranges that have program space (8 person dayrooms) and indoor/outdoor recreation. These dayrooms are where the inmates eat, go to school, attend programs and religious activities and attend dayroom activities. Each range also has indoor and outdoor recreation areas. These are smaller areas that allow inmates to lift weights, play basketball, play handball, attend law library, sit out side and enjoy the weather while playing cards etc. Points of interest are:

- ◆ Received our first GP inmates 2-14-07
- ◆ Provide a temporary stay for the WSPF- HROP graduates for additional transitioning to a traditional GP setting.
- ◆ Receive inmate segregation releases to help manage that population.
- ◆ Have remained full since shortly after opening- Capacity of 111 inmates
- ◆ Offer HSED, CGIP and Domestic Violence Counseling.
- ◆ Currently have roughly 30 inmates enrolled in school and another 16 in CGIP or Domestic Violence group
- ◆ Approx. 28 inmates hold an institution job.

SECURITY DEPARTMENT

Crisis Negotiations Team

The crisis negotiations team had a productive year from 7/1/06 through 6/30/07. WSPF and PDCI continue to work as a joint team and have experienced only a few minor changes. Two members were lost throughout this time period; one after promoting into a security supervisor position and being transferred to ERU, and the other as a resignation. At present, the joint team consists of 9 members, including the coordinator and assistant coordinator.

The WSPF/PDCI crisis negotiations team had opportunities for several training sessions. In July of '06 the team negotiated a mock hostage situation on the then vacant Charlie Unit at WSPF. Mark Kohn, negotiator and Historian with the Crisis Negotiators Association of Wisconsin, assisted with this scenario, giving us valuable feedback and tips. Our next training in October '06 focused on effective communication skills, as well as a scenario, role-playing, and equipment set-up. In December of '06, we again completed a scenario and had training presented by Chaplain Overbo on religions/gangs and their relevance to negotiations. February of '07 was a joint training with Crawford County Sheriff's Department and included a presentation by Dr. Rubin-Asch on negotiating with the mentally ill, in addition to scenarios and equipment set-up. Our last fiscal year training in June of '07 entailed more scenarios, round table exercises, and a review of negotiation skills.

In addition to the joint trainings, several team members were afforded the opportunity to attend trainings offered outside the DOC. Two members attended the Crisis Negotiators Association of Wisconsin's 2007 Annual Conference held in May of '07, with four members participating in 2006. Both conferences had a wide range of speakers and allowed the CNT members to participate in some excellent training scenarios. The OLETC Mock Prison Riot May '07 in West Virginia was another educational experience for several members of the WSPF/PDCI CNT/ERU members. Members got to experience role-playing as hostage-takers and hostages, as well as to practice their skills in negotiating and tactical maneuvers. In addition, there were many informative breakout sessions provided, as well as vendors offering a look at the newest and most innovative equipment and technology.

Training/E.R.U.

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

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

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

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

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

Noted Improvements:

Range Training: Range dates have been increased from 26 in the year of 2006 to 96 in 2007. This schedule allows for greater scheduling flexibility. Portable toilet facilities are provided at the range by WSPF.

Training Aids: The maintenance department has made or modified training materials to provide better tactical training scenarios.

Equipment purchases: ERU team purchased much needed tactical vests to better equip the team for a tactical environment and improve training skills.

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

WSPF TRAINING RECORD FY07			
COURSE TITLE	ATTENDANCE	COURSE TITLE	ATTENDANCE
Suicide Prevention	113	Handgun-initial	6
ERU Training	Team Training	Equality-Rifle	152
Firearms SIMP 22	153	Equality-Shotgun	152
CPR/AED	167	Equality-Handgun	53
ERU Tactical squad	Team Training	XP Training	9
CNT Refresher	Team Training	Camcorder Training	13
Defensive driving	2	MFR Certification	36
Pad Subduing	8	MFR Update Tang	12
P- countermeasures	5	MFR/EMT Refresher	37
Gang training-CNT	2	Inmate Interaction	27
Outlook training	9	Radio functions	168
communication skill	8	C-unit familiarization	31
SCBA Up-date	51	IMS Instructor Tng	3
van driver (2)	20	IMS 100	232
Armed escort	14	IMS 200	55
Basic ERU baton	16	IMS 300	21
Basic ERU baton	16	IMS 400	7
IMS 700	60		

Medical First Responders

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

- ◆ Coverage continued to be offered on all three shifts.
- ◆ All members continued to be trained in Healthcare Provider level CPR/AED and all members participated in a 24-hour refresher class.
- ◆ All members maintained certification in all approved “advanced” skills as directed by the Medical Director. Currently that would include long boarding, combi-tube, epi pen and administration of glucose.
- ◆ The Medical Director continued to allow Medical First Responders to assist with the use of the glucometer as well as glucose and nebulized albuterol in response to reported medical concerns within the institution.
- ◆ We maintained the number of Medical First Responder / EMTs that were trained as CPR instructors at 4 in-house instructors.
- ◆ Seven of the WSPF Medical First Responders are active in EMS in their respective communities either as Medical First Responders or as an EMT-B.
- ◆ WSPF Medical First Responders again participated in the EMS Olympics offered through UW-Madison.
- ◆ WSPF Medical First Responders presented “Prison EMS” at the 39th Annual Emergency Care Conference in WI Dells.
- ◆ WSPF Medical First Responders continue to implement Tactical Medical skills within WSPF’s ERU program.
- ◆ WSPF Tactical Medics continued presenting the philosophy of Tactical Medicine within ERU teams as a DOC ~ statewide program.
- ◆ WSPF’s Tactical Medics and Medical First Responders continue to offer their services outside the institution in Mutual Aid/IMS situations.

Visits

Visits at WSPF are primarily conducted through video visitation. There were a total of 1158 visits and 1973 visitors this year. A break down of visiting number are below:

Visitation Statistics JULY 1, 2006 THRU JUNE 30, 2007

	Regular		Face to Face		MSDF Video		RCI Video	
	Visits	Visitors	Visits	Visitors	Visits	Visitors	Visits	Visitors
JULY. 2006	36	69	21	27	44	69	2	4
AUG. 2006	31	53	13	18	42	67	1	1
SEPT. 2006	30	50	16	24	53	92	1	1
OCT. 2006	35	68	8	9	39	59	1	1
NOV. 2006	40	70	11	18	31	49	0	0
DEC. 2006	36	61	11	14	42	70	0	0
JAN. 2007	32	51	7	10	20	34	1	5

	Regular		Face to Face		MSDF Video		RCI Video	
FEB. 2007	32	46	5	5	21	37	2	5
MARCH. 2007	50	72	17	31	31	46	2	3
APRIL. 2007	61	97	26	72	32	56	3	7
MAY. 2007	58	93	28	66	43	69	4	11
JUNE. 2007	64	107	30	77	43	74	2	5

Totals	505	837	193	371	441	722	19	43
	Visits	Visitors	Visits	Visitors	Visits	Visitors	Visits	Visitors

Total Visits held at WSPF

698

Total video Visits

460

Total Visitors at WSPF

1208

Total Video Visitors

765

There were a total of 62 video court hearings held during FY07. The video Court Room was also used for tele-med, Parole Hearings, Agent visits, Public Defender interviews as well as Budget review meetings with Central Office.

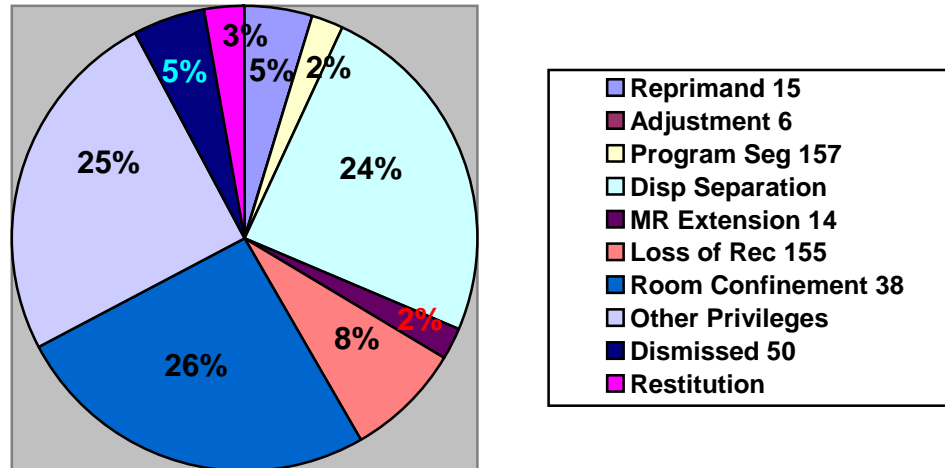
Transportation

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

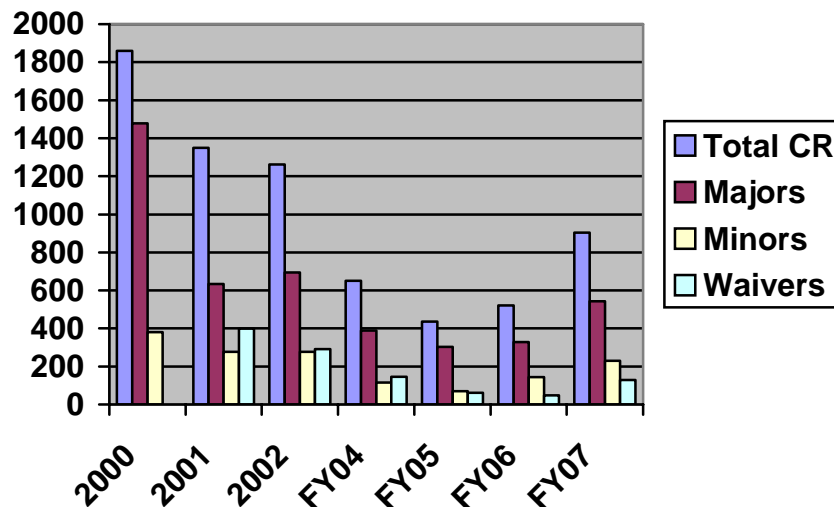
WSPF has seen a marked increase in the number of trips outside the secure confines of the institution over the past year, due in large part to the increase in the inmate population and the fact there are GP inmates. In FY06-07 the transportation unit conducted 711 trips, involving over just under 1700 inmates without serious incident. Roughly 20% (142) of these transports were classified as high risk and involved the use of armed escorts, electronic control devices, or required a 3-Officer Escort. Due to the number of high risk transports the WSPF ERU team members have all been trained in Armed Escort and along with the primary transportation staff, due to the Armed Escort and High Risk transports. There are an additional 49 staff members trained in Armed Escort and 53 trained in the use of electronic control devices.

Conduct Report Statistics

FY07 resulted in 903 total conduct reports being served with 544 of these being heard as major dispositions, 230 were heard as minor dispositions and there were 129 waivers.



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



PROGRAM DEPARTMENT

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

High Risk Offender Program

Inmates transferred to Wisconsin Secure Program Facility (WSPF) earn their way to this facility because of behaviors exhibited in alternate sites which has jeopardized the safety and security of the facility, staff, and other inmates. WSPF shall provide inmates with an opportunity to focus on programming and education. Movement within the program will be both performance based, indicated by inmates compliance to the structure within the program as well as based on an analysis of the potential risk from each individual inmate.

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

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

Education

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

Educational Services are provided through various venues depending on the students' level needs. One on one sessions at the cell front and lessons including educational videos are provided through

the in-house television systems. Students with special needs are provided services face to face utilizing the attorney booths.

General population was added to WSPF in 2007 and the Education Department developed classroom programs to provide academic remediation and HSED preparation. Forty One general population students have been enrolled in group classes on the General population unit.

Programs available through the Education Department include Adult Basic Education, GED, HSED, Special Education, and Self-Advancement. WSPF is an authorized GED testing center. In the past year, 12 inmates participated in Special Education, 21 inmates completed their HSED, 0 inmates completed their GED, 124 inmates participated in ABE and 85 inmates participated in self-advancement. To date, WSPF has had 175 inmates obtain their HSED and 5 have obtained their GED.

The Business Basics course is offered through the Corrections Learning Network. This program is designed to meet the transitioning needs of the incarcerated inmate. There are 12 video sessions geared to explore the world of entrepreneurship as well as small group sessions. Participants employ critical thinking skills and practice applying these skills to the development of a business plan. Eight inmates completed the Business Basics course during this past year.

The College of the Air program through Milwaukee Area Technical College was offered through a grant from the Incarcerated Youthful Offenders grant that offered targeted inmates who had earned their HSED or High School diploma, were 25 years old and younger and less than five years remaining to release. These inmates also needed to have reading skills above the 9th grade ability. Five inmates were enrolled in this program this past year.

This past year, the WSPF library checked out 18,846 items, including both newspapers and magazines. There were 533 library patrons during this past year, all of whom have checked out at least one book during this time period. Eighty percent of the inmates take advantage of library privileges. A comparison with the local public library reveals that the circulation statistics are similar in the volume of materials processed. Branch Libraries were developed on the General Population unit to provide additional access to general reading material.

Law Library Services

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

Programming

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

Interactive Journals programming is available to inmates on Phase Red and above or in Administrative Confinement but not in the High Risk Offender Program. The program consists of a

series of interactive journals covering a variety of areas such as Values, Anger, Self-esteem and Errors in Thinking. This is an open enrollment program and inmates work at their own pace. Thirty-six inmates were enrolled in FY'07.

Anger Management programming is available for inmates in Phase Red and above. It consists of videos and worksheets. A new cycle begins approximately every 12 weeks. Cycles are 4 weeks in duration. Fifty-four were enrolled with 45 completing in FY'07.

Turning Point I is available to inmates in Phase Yellow or above. The program uses the "*Samenow: Commitment to Change*" series as its curriculum. The program offers offenders practical, concrete ways to become aware of their own thinking and its consequences. It encourages them to work toward the goal of responsible living day by day. A new cycle begins approximately every 12 weeks with delivery primarily through videos and worksheets. Cycles are 9 weeks in duration. There were 18 inmates enrolled in the program in FY'07 with 16 inmates completing.

Turning Point II is available to inmates on Phase Yellow and above who have completed Turning Point I. It focuses on tactics to address the Criminal Thinking Errors examined in Turning Point I. A new cycle begins approximately every 12 weeks and is facilitated through videos and worksheets. Cycles are 8 weeks in duration. There were a total of 22 inmates enrolled in the program with 18 completing in FY'07.

Turning Point III is available to inmates on Phase Yellow and above that have completed both Turning Point I and Turning Point II. The program focuses primarily on the consequences of behavior. A new cycle begins 12 weeks and like TPI and II is delivered primarily through videos and worksheets. Cycles are 10 weeks in duration. There were a total of 19 inmates enrolled in the program with 18 completing in FY'07.

A Better Way is available to inmates who have completed all 3 of the Turning Point Programs. It is primarily designed for first time offenders, but is helpful to anyone wishing to live free. It offers a trio of life-changing behaviors that all involve the work acceptance. A new cycle begins every 12 weeks. Cycles are 8 weeks in duration. There were a total of 28 inmates enrolled in the program with 25 completing in FY'07.

Free Your Mind is available for inmates who have completed all programs listed above, are on Yellow Phase or above, or on Administrative Confinement and not in the High Risk Offender Program. The program offers inmates the opportunity to examine perceptions, priorities and actions and make positive changes. It points out that they really do have choices. The program is offered periodically when a there is a group of inmates interested. Cycles are 6 weeks in duration. Seven inmates enrolled In FY'07 with 5 completing the program.

Getting It Right is available to inmates who are within a year of their MR date. This program uses rational self-counseling through journals to help participants make the transition into the community and toward responsible living. The program is self-paced and an inmate may start at any time. Six inmates enrolled in FY'07 with 1 completing.

The Castle of the Pearl is available for selected inmates who have completed the other programs offered. Through reading, self-examination and writing the inmate is given the opportunity to see his

life more clearly; to think about where he has been, where he is now, and where he is heading. The program is self-paced. Six inmates enrolled in FY'07 with 3 completing.

Life Skills is available to inmates who are in Administrative Confinement and not in the High Risk Offender Program. The program is designed to develop and/or help improve self management skills. The program is self-paced. Six inmates enrolled in FY'07 with 5 completing.

Recycle is for inmates who have been removed from the High Risk Offender Program, placed on Administrative Confinement and wish to be considered for return to HROP. S.M.A.R.T. Choices is a decision and life skills program to accelerate learning and change. The program is self-paced. Twelve inmates enrolled in FY'07 and 10 completed.

Domestic Violence is available for inmate in Green Phase and in General Population. Successful completion fulfills an A&E need requirement. The program consists of small group sessions and written assignments. Five inmates participated in and completed in FY'07

Cognitive Group Intervention Program (CGIP) Phase 1 and 2 is available for inmates in Green Phase and General Population. Successful completion fulfills an A&E need requirement. The standard CGIP manual is used and the materials are delivered through videos, written assignments and small group sessions. 107 inmates completed CGIP Phase 1 and 2 during FY'07.

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

Religious Programming

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

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

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

INMATE CONTACTS FY07

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

Islamic	0
Native American <small>Sweat Lodge started</small>	0
Pagan	<u>0</u>
TOTAL PASTORAL VISITS:	1187
TOTAL CONTACTS:	1637

RELIGIOUS TV PROGRAMMING

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

WSPF maintains a library of religious material containing over 800 books and 350 videos and cassettes. The average number of books checked out from chapel library in 2006 was 20. Over 600 inmates participated in the Angel Tree / Salvation Army toy program in FY06. The institution chaplain holds numerous in house religious study groups:

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

General Population inmates were added this year. We currently have the following religious groups meeting weekly: Native American, Islamic, Protestant, Catholic, and Pagan.

Social Workers

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

Psychological Services

Psychological Services Unit (PSU) consists of one full-time crisis intervention worker, two full-time psychological associates, one full-time licensed psychologist, and one full-time licensed supervising psychologist. PSU staff members provide a variety of services for inmates on four segregation units and one general population unit with a total of approximately 500 inmates. These services include crisis intervention, clinical observation placements, clinical monitoring reviews, intake assessment,

formal psychological assessment, individual psychotherapy, program referral, and consultation with other staff.

Designated WSPF staff members participate in a weekly meeting with the psychiatrist and HSU manager to discuss pharmacotherapy issues relevant to the clinical functioning of WSPF inmates. All WSPF PSU staff members additionally participate in a weekly special needs inmate meeting that incorporates a multidisciplinary approach to engaging clinical and other concerns posed by work with particular inmates. During 2007, each WSPF PSU staff member was assigned primary coverage duty for each of the five housing units at WSPF. This involved change as the crisis intervention worker assumed primary coverage of the intake unit while the supervising psychologist assumed primary coverage of the general population unit.

Additional change involved an increase in clinical segregation rounds as they were routinely conducted on a weekly basis for all inmates placed on the four segregation units as of the beginning of 2007.

Beginning in October of 2006, PSU documented items including clinical segregation rounds notes and clinical contact notes were maintained securely in computerized folders in addition to the standard locked filing cabinets. Although a licensed psychologist hired at Prairie du Chien Correctional Institution (PDCI) assumed the majority of counseling/psychotherapy activities at that institution after beginning work in September of 2006, WSPF PSU staff continued to provide the bulk of psychological assessment and screening procedures conducted at both sites.

MANAGEMENT SERVICES

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

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

Business Office

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

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

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

Store/Warehouse

The store/warehouse is the entry point for outside goods arriving at the institution. The store operates with one Inventory Control Coordinator Advanced and two Inventory Control Coordinators. These positions fall under the supervision of the Financial Program Supervisor. The shipments of goods purchased by the institution, which include the following foodstuffs, clothing, office supplies and cleaning supplies, arrive regularly at the store docks. An inventory control coordinator receives, x-rays, inspects and inventories the items. Receiving reports are written for items, ordered directly for institution departments and the items are delivered to the department. The store processed 3332 receiving reports for fiscal year 2007. The store also processed 699 department requisitions for fiscal year 2007, with a value of \$156,939.52.

Laundry

The laundry operates Monday through Friday with one full time laundry worker and two LTE part-time workers. They are assigned the tasks of washing, stocking, inventorying, and delivering all inmate clothing and linens. On a daily basis, the laundry workers maintain the washers and dryers as well as clean and sanitize all laundry transport carts. Unit workers assist with folding sheets, towels, washcloths and inmate outerwear (shirts & pants). All tailoring and mending is completed by inmate tailors. The laundry staff coordinates both the folding and tailoring with security staff. The laundry's average monthly wash load is 23,800 pounds.

Custodial Services

The institution complex has over 205,590 square feet. Six Custodians are responsible for keeping the institution swept, mopped, polished and cleaned. The standard of cleanliness that they strive for is very apparent at WSPF.

A major change in cleaning at WSPF is the introduction of inmate labor on the general population housing unit. In the past all cleaning was done by WSPF custodial staff. This has meant a change in the way we do business. Where we purchased cleaning supplies in bulk, we now buy individually pre-measured packets of cleaning supplies.

In order to maintain the high standards established custodial staff clean cells when inmates move. The custodial staff cleaned a total of 1802 inmate cells along with their other duties in FY 07.

Maintenance

FY07 was a busy year for the Maintenance Department at WSPF as several major projects were undertaken.

- While we have met all the benchmarks for the settlement agreement, we have also upgraded our energy management system. This allows us to get more detailed information on cell temperatures electronically, while maintaining the option of conducting manual checks if necessary.
- A great deal of time and effort has been put into the conversion of 111 cells from High Security Segregated cells to General Population in Charlie housing unit. Major changes were made within the unit. One hearing/conference room was transformed into a servery complete with pass through serving window and steam tables. Programming space was converted to support classrooms, dayrooms, and an electronic law library. Indoor and outdoor exercise areas were modified to include weight rooms, hand ball and basketball courts. All electrical and plumbing work as well as structural changes were done in-house, to include fabrication of the fixtures for dayrooms, classrooms, and eating areas (tv stands, intercom systems). The upgrading of the electronic control door operations system has allowed us to change our door operation functions to give cell door operations to the unit officer station in conjunction with central control.
- WSPF has completed a major change to our communication radio system. During the past year the Department of Corrections radio committee adopted a standardized call sign system for each individual institution due to Homeland Security requirements for interoperability. WSPF changed their call sign from Sierra to K34 – radio number. WSPF radios were reprogrammed with talk groups assigned to different zones so staff and officers could communicate efficiently with each other. All channels available in the radios were filled in so at no time is an individual without radio contact. The State Low band radio system was taken out of service.
- In addition to these major projects, Maintenance staff completed 5339 work orders in FY07. Maintenance has continued to provide staff support to Prairie du Chien Correctional Institution (PDCI). Electrical support to upgrade main electrical circuitry, plumbing upgrades in several areas, and electronic tech support for the radio and phone systems are some of the projects worked on. We have also been able to send one of our Facility Repair Worker's to assist in clearing trees to increase visibility in the courtyard. Our ability to share support in both manpower and resources has proved beneficial to both WSPF and PDCI in productivity and cost savings.

Food Service

Food service started up in October of 1999 as a contracted food service operation. In November of 2001 it became a self-operation kitchen. The average meal cost for contracted food service was \$2.16 a meal. As a self-operation the average meal cost is \$1.40; A savings of over \$400.00 a year. We currently serve a cold breakfast and a hot lunch and dinner meal. The staff assigned to the kitchen include WSPF foodservice staff as well as inmate workers from PDCI. In April of 2007 we opened our General Population Unit Servery and staffed it with inmate workers from the unit. In May 2007 we started hiring inmates to work in the main kitchen from the general population unit. With the addition of inmate labor from the GP unit food service staff now supervise inmates in the preparation

of food and cleaning duties. Our food vendor is Indianhead Food Service out of Eau Claire and Fishnick Dairy, a local dairy, delivers our milk and dairy products.

WSPF Foodservice staff:

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

Fiscal year 2007 meals served:

440,688 Inmates
39,751 Staff
480,439 Total

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

HEALTH SERVICES UNIT

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

Our professional management team consists of various healthcare providers:

- 0.4 Medical Doctor
- 1 Nursing Manager
- 7.5 Registered Nurses
- 2. LTE RNS
- 1 Medical Program Assistant Associate Vacant 6/14/7
- 0.2 Dentist and Dental Assistant
- 0.5 Psychiatrist
- 1 contracted XRAY tech.
- 1 contracted Physical Therapist

HSU services provide immediate health care needs for patients on a daily bases. A Clinic type visiting system is provided by the Health care providers, RNs provide sick call for the patients each day. Urgent/Emergent medical treatment is provided in an on-going basis. Monitoring of chronic conditions is a primary function of the health care team. This team has a multidisciplinary approach to care. Patient education is an integral part of nursing communication for the patients, as is preparing and completing lab work and providing patient medications.

The health care team provides sound consistent ongoing health care for the diverse population at WSPF. The individual care needs of the patients are integral. The care delivery is geared to provide efficient outcomes in a cost effective manor. This past year in March we opened the X-Ray

Department and started a new Physical Therapy Department. These additions have been instrumental in decreasing the staff over time involved with transportation.

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

The nursing staff is proficient at handling multiple tasks and making sure that the patient's issues and concerns related to their health care are delivered in a prompt fashion. The patient HSR slips are responded to within one day. This alone is incredible and a statement as to their dedication.

FY07 HSU Statistics

MD/RN Appts.	Intakes\ Admissions	Prescriptions filled on-site	Onsite Lab Draws	Off-Site Appts.
6324	493	15,331	1248	372

INMATE COMPLAINT REVIEW SYSTEM

The Inmate Complaint Review System serves the purpose to encourage communication between staff and inmates; explain and clarify policies; allow inmates to raise questions in an orderly fashion; reduce litigation numbers; and to assess the institution climate. In addition to handling complaints, the ICE office in conjunction with the Records office handles the Prisoner Litigation at the institution. The Records office compiles and submits the returns for Writs of Certiorari. The ICE office handles all summons and Complaints and all other miscellaneous cases. At the present time this involves over 60 open cases. The ICE has daily contact with Department of Justice attorneys to coordinate the work on the cases. The ICE office also acts as a liaison between WSPF staff members and DOJ. The ICE has accompanied staff members to Federal Court on the occasions that the case has gone to trial. Below is a summary of the FY07 complaints showing the number of complaints filed at WSPF in FY07.

SUMMARY OF COMPLAINTS AT ICE LEVEL – WSPF FY05

SUBJECT OF COMPLAINT	TOTAL
BCE	0
CLASSIFICATION	284
CORRESPONDENCE & PUBLICATIONS	361
DISCIPLINE	321
DISCRIMINATION	4
FOOD	63
ICRS	172
INMATE ACCOUNTS	134
MEDICAL	315
OTHER	657
PAROLE	11
PERSONAL PHYSICAL CONDITIONS	108
PERSONAL PROPERTY	673

RELIGION	69
RULES	115
STAFF	374
VISITING	63
WORK & SCHOOL PROGRAMS	63
TOTAL FOR WSPF	3,800

RECORDS OFFICE

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

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

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

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

WSPF ORGANIZATION

