



*DODGE
CORRECTIONAL
INSTITUTION*



*FY 2008
ANNUAL REPORT*

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MESSAGE FROM THE WARDEN

Welcome to the Fiscal Year 2008 Annual Report for July 1, 2007 to June 30, 2008. This report acknowledges the hard work and dedication of all staff at Dodge Correctional Institution to provide a safe and secure environment for staff, inmates and visitors.

Fiscal year 2008 brought a number of challenges and changes to DCI that are outlined in this report. One significant change was the departure of Warden Cathy Jess and the appointment of Tim Lundquist as Warden. Cathy left DCI to become the Warden of the Wisconsin Women's Correctional System. Tim had spent the last 2 years as Warden of New Lisbon Correctional Institution prior to his appointment at DCI.

As the intake facility for DAI, we processed 7,742 male inmates into DCI, averaging 645 a month. DCI continued to assist the Division of Adult Institutions with overcrowding concerns by opening additional inmate housing in unit dayrooms.

DCI is home to the Infirmary, a long-term skilled nursing care facility that manages the medical needs of our Department of Corrections inmates. This is a unique unit made up of medical, security, and other professional staff dedicated to working together as a team to care for this population.

The Hospice Program was implemented in February 2007 to care for inmates who are terminally ill. When the inmates sign on to the Hospice program, they agree to opt out of any extraordinary means to prolong life, and receive only palliative care. Inmate volunteers continue to receive formal training as Hospice volunteers and assist the inmate Hospice patients. DCI currently has 19 trained inmate Hospice volunteers.

A significant challenge that was met and overcome by our staff was the successful pilot of the WICS computer system; this system went into production in June 2008 in large part due to the dedication of staff at DCI.

Central Pharmacy, which had been located at DCI since October 1995, moved to a new location in Waupun. The new building will more than triple the existing space which will allow for streamlining of work processes. DCI will miss the convenience of having Central Pharmacy on site and will also miss the staff that had been a part of DCI for many years.

DCI continues to provide staff with quality and relevant training to perform their jobs. As in the entire DOC, staff remain our greatest resource and will be afforded every opportunity to improve their skills.

We have only highlighted a few events that have occurred at DCI this past fiscal year. As you read this report, you will find there are many more diverse operations that take place at DCI. Professional communication, teamwork and collaboration are the main contributor to DCI's many accomplishments and successes. All staff continue to take great pride in the institution as it sets the standard for the DOC.

Tim Lundquist
Warden

Jim Schwochert
Deputy Warden

MISSION STATEMENT

The mission of Dodge Correctional Institution is to serve as the central reception center and to facilitate assessment and evaluation for all adult male inmates sentenced by the trial courts. To promote community safety through effective, humane custody and supervision of inmates, and to provide programs and services to inmates which will enable them to acquire life-coping skills and positive attitudes and values in order to manage their freedom following release without recourse to criminal behavior. In support of this mission, Dodge Correctional Institution has the following broad responsibilities:

1. To receive and process convicted adult male inmates. That includes admission, initial record development, assessment, classification, and providing centralized transportation services.
2. To supervise the movement and restrict the freedom of inmates to the extent necessary to ensure public, staff, and inmate safety.
3. To provide training, work experience, coping skills, and other programs and services which enable and encourage constructive inmate participation and prepare for the eventual reentry of the individual inmates in the community.
4. To monitor and audit institution programs for general effectiveness and achievement of specific results.
5. To administer statutes, DOC Administrative Rules, and Division of Adult Institutions (DAI) policies and procedures.
6. To plan, coordinate, and administer a complex, multi-disciplinary workforce. To provide leadership that is proactive, innovative, and responsive.
7. To ensure that health care is provided to inmates at the institution consistent with professional, community, and correctional health care standards.
8. To manage resources in the most efficient, effective, and practical manner consistent with the attainment of institution goals.

AMERICANS WITH DISABILITIES ACT (ADA)

DCI is committed to providing a facility that is compliant with the Americans with Disabilities Act of 1990, which took effect July 26, 1992. No qualified individual with a physical and/or mental disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the DOC or be subjected to discrimination on the basis of disability. All DOC programs, services, and activities, when viewed in their entirety, will be readily accessible to and usable by individuals with disabilities. It is not required that DCI make accommodations that would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. The ADA Coordinators for DCI are Pat Toutant, Corrections Management Services Director, and Joanne Bovee, Inmate Complaint Examiner. Joanne replaced Ron Wilson, Assistant Superintendent of Buildings and Grounds, as back-up ADA Coordinator upon Ron's move to Taycheedah Correctional Institution.

FAST FACTS

July 1, 2007, through June 30, 2008

<i>Category</i>	<i>Fast Fact</i>
Date institution opened	1978
Number of acres	57
Security level	Maximum
Supplies and Services Budget	\$6,411,121
Monies collected	
Restitution	\$10,359.92
Child support	\$30,209.67
Victim/witness	\$ 9,071.53
DNA surcharge	\$18,709.21
Medical co-pay	\$ 7,532.94
Operating Capacity	
Males	1,165
Females (Infirmary)	8
Current population as of 6/27/08	
Males	1,495
Females (Infirmary)	4
FY08 Intake—Males	7,742
Females	15
Correctional Officers/Sergeants	390
Non-uniformed staff and Security Supervisors	179.75
Non-uniformed outposted staff	100
Offender to staff ratio	2.2 : 1
Inmate complaints	2,618
Conduct Reports	2,840
Female Summary	0
Male Summaries	915
Female Minors	0
Male Minors	566
Female Majors	0
Male Majors	1,359
Transportation	
Inmate transfers	22,722
Emergency medical	351
Medical	1,086
Miles	290,729
Other notable efforts	
Restorative Justice participants	250
Releases	230

NOTE: Offender participation and completion—education, work, and treatment programs. DCI is an intake and assessment facility with minimal treatment programs offered. Programs offered include: Victim Impact, AA and NA. DCI has approximately 282 inmates in general population work status to maintain the facility.

WAUPUN COMMUNITY & CORRECTIONS RELATIONS BOARD

In December 1991, the Wardens of Waupun Correctional Institution and Dodge Correctional Institution and the Superintendent of the John C. Burke Correctional Center met to establish guidelines for the community relations board for the three institutions located in the City of Waupun. The focus of the Waupun Community & Corrections Relations Board is to promote positive communications between the institutions and the local community. It serves as a forum for providing public information and education, sharing issues and concerns, and dealing with items of mutual interest. The first meeting of the board was held on January 27, 1992. The board meets three times per year or as concerns arise.

DeAnn Thurmer, President
Waupun Memorial Hospital

Cathy Jess, Warden
Tim Lundquist, Warden (as of 1/20/08)
Dodge Correctional Institution

Sharon Bos, Vice President
The National Bank of Waupun

William Buchholz, Co-Chair
Attorney at Law

Wayne Buteyn
Werner-Harmsen Furniture

Todd Nehls, Sheriff
Dodge County

John Hartman, Coordinator
Dodge Co. Victim/Witness Assistance

Gerald Heeringa
Interested Citizen

Mark Kastein
c/o KFIZ Radio

The Honorable Daniel W. Klossner
Circuit Court Branch #1

Representative Carol Owens
WI State Assembly

Jay Laufenberg
Division of Community Corrections

Mylan Fink, Sheriff
Fond du Lac County

Steven Bauer
Dodge County District Attorney

Jodi Steger, Mayor
City of Waupun

Senator Carol Roessler
18th Senate District

Gary Rogers, City Administrator
City of Waupun

Susan Ross, Superintendent
John C. Burke Correctional Center

Dale Heeringa, Chief
Waupun Police Department

John Zegers, District Administrator
Waupun School District

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

Mike Thurmer, Warden
Waupun Correctional Institution

Joe Meagher, Director
Dodge County Emergency Management

TRAINING

MONTH	TRAINING/DRILL	RESULTS
JULY 2007	CPR/AED POSC for Non-uniform Staff Suicide Prevention 2007	34 staff trained 24 staff trained 54 staff trained
AUGUST 2007	Weapons Re-qualification Infectious Disease Control	All security staff 97 staff trained
SEPTEMBER 2007	POSC Update/Use of Force CPR/AED Report Writing-Infirmery Mock Suicide Drill	21 staff trained 24 staff trained/22 certified 18 staff trained All affected staff
OCTOBER 2007	Health Fair Taser Instructor Updates Weapons Re-qualification Report Writing	All staff 2 staff trained 7 staff trained 16 staff trained
NOVEMBER 2007	Grip Bed & Restraint Chair Suicide Prevention 2007 Infectious Disease Control	20 staff trained 65 staff trained 53 staff trained
DECEMBER 2007	CPR/AED PREA	6 health care providers trained 191 staff trained
JANUARY 2008	Suicide Prevention	58 staff trained
FEBRUARY 2008	Crisis Negotiations Training CPR/AED GRIP Bed & Restraint Chair	8 staff trained 18 staff trained 54 staff trained
MARCH 2008	PREA SCBA/Fire Response	419 staff trained 49 staff trained
APRIL 2008	PREA GRIP Bed & Restraint Chair Van Driver	12 staff trained 34 staff trained 6 staff trained
MAY 2008	CPR/AED ERU Weapons PREA for Volunteers	20 staff trained 19 staff trained 41 staff trained
JUNE 2008	Van Driver Professionalism/Ethics EMT Weapons Crisis Negotiations	10 staff trained 66 staff trained 10 staff trained 11 staff trained

WICS Training was conducted at DCI throughout the fiscal year. This training was provided in a number of methods:

- WICS general overview sessions were offered to staff throughout the year.
- Formal classroom training sessions were conducted for job specific duties.
- In coordination with Local 178 Executive Board members, WICS on-post peer training was developed and provided to staff on shift.

All of these efforts along with the dedication of the staff involved insured that the WICS Pilot and production of the WICS Program were a success.

SECURITY

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

- Manage the institution beds for transient population.
- Process Conduct Reports and conduct disciplinary hearings (Waivers/Full Due Process and/or Minors).
- Process Incident Reports, distributing to appropriate staff/departments.
- Conduct investigations as needed.
- Control and manage contraband—processed over 2,100 pieces.
- Supervise the Centralized Transportation Unit.
- Provide emergency medical trips and transfers.
- Oversee the Security Threat Groups Program.
- Train staff monthly.

Security faced ever-increasing challenges during this fiscal year. At times, high intake warranted opening up to four dayrooms and the need for unscheduled transportation trips to relieve overcrowding. County Jail admissions play an integral part in easing population pressure; however, at the same time, it contributed to the rising cost of transportation expenses.

The Security Department conducts investigations into necessary separations between inmates, alleged violation of institution rules and staff misconduct. Investigations, at times, parallel with law enforcement investigations when criminal activity may be present. Investigations may be generated by staff incident reports, inmate information, or outside sources of information. Penalties can range from informal counseling to written Conduct Reports and up to, and including, criminal prosecution. The Security Department makes itself available to provide mutual aid to law enforcement in the form of equipment, utilization of transport vehicles and staff for movement of inmates.

SECURITY THREAT GROUPS PROGRAM

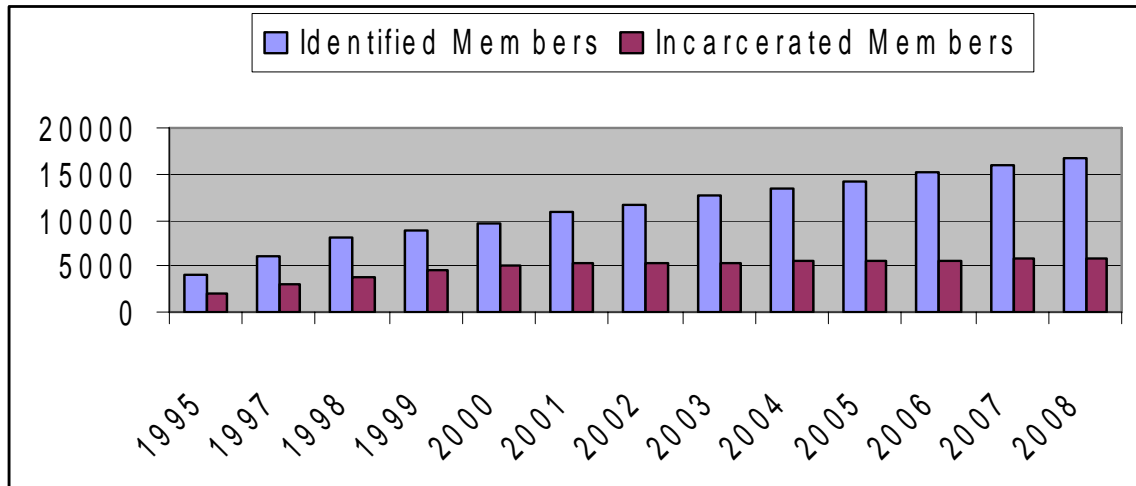
Security Threat Groups (STG), referred to as gangs by WI DOC, are defined as groups or an individual acting on behalf of a “gang” of individuals who threaten, coerce, or harass others and/or engage or encourage illegal or illicit activities on the part of group members or others. STG, by definition, are a threat to the public, as well as staff and inmate safety, both within the institution and in the community.

The Department of Corrections staff began to recognize the formation of STG in the late 1970’s. At that time they were known as Disruptive Groups within the DOC. The single event that heightened the DOC’s awareness in STG activity was the admission of inmate Jerome (“King Shorty”) Freeman into the DOC in December 1977. Inmate Freeman was the leader of the Black Disciples street gang in Illinois.

In 1991, an Administrative Directive was written outlining how the DOC identifies and monitors STG members. Dodge Correctional Institution was designated to serve as the clearinghouse for

all gang information for the DOC and in 1994 funds became available for a full-time Security Threat Groups Coordinator.

DCI being the headquarters for the DOC Security Threat Groups Program has the responsibility of identifying STG members upon Intake in order to alert other institutions when these members enter the system. As of the end of June 2008, the DOC was maintaining 16,639 confidential ongoing investigative files on inmates who have been identified as or are strongly suspected of being gang members. These numbers have increased since June 2007 at which time we had 15,894 files. Of these 16,639 files, 5,778 files are for identified inmates currently incarcerated in state facilities, a decrease from the 5,801 that were incarcerated in June of 2007.



In April of 2005 the DCI Security Threat Groups office started to track re-offending STG members. The numbers through June 2008 are as follows:

	2005		2006		2007		2008	
	Confirmed	Suspects	Confirmed	Suspects	Confirmed	Suspects	Confirmed	Suspects
JAN			79	20	99	13	83	22
FEB			68	14	64	18	82	17
MAR			104	15	90	14	90	16
APR	61	13	78	15	87	17	96	14
MAY	88	15	86	18	87	14	90	9
JUNE	86	18	108	32	71	11	68	9
JULY	75	15	87	20	69	12		
AUG	105	19	120	11	81	19		
SEPT	82	9	95	10	95	13		
OCT	102	17	102	15	93	22		
NOV	94	29	94	9	97	17		
DEC	96	15	79	11	63	11		
Total	789	150	1100	190	996	181	509	87

Between June 2007 and June 2008 there were 155 newly suspected members identified, 590 newly confirmed members identified, for a total of 745 new STG members identified.

Maintenance of these records involves entering information on newly identified gang members and updating information on members currently in the correctional system. Regardless of where an inmate is housed, the Security Threat Groups Coordinator at DCI completes entries of changes, corrections and updating of records in the WITS database.

There continues to be an increase in the requests for information from outside law enforcement agencies. The importance of networking and the sharing of information between the DOC and outside agencies have been proven to be beneficial to both. There are currently four law enforcement agencies helping in the identification of STG members. They are Kenosha, Madison, Milwaukee and Racine. The DOC Security Threat Groups Coordinators throughout the state have worked closely with these outside agencies on numerous investigations. Most involve dealing with gang activity being conducted between gang members on the streets and members that are incarcerated. Thousands of phone calls are monitored and reviewed along with thousands of incoming and outgoing letters when assisting with outside law enforcement investigations and within the institutions. These combined efforts between the WI DOC and outside law enforcement have led to convictions regarding different crimes. These same agencies are notified when members are released so the monitoring can continue. The DCI STG Office has recently begun to supply an anticipated three month release report to the Division of Community Corrections as well as select law enforcement agencies.

In July of 2002, a Disruptive Groups Certification Program was created, now referred to as the Security Threat Groups Certification Program. This program is providing training to staff that is responsible for the identification, control, and management of STG activity. The program utilizes three levels of certification: DOC STG Agency Coordinators, STG Coordinators, and STG Specialists. To successfully complete the Certification Program participants need to pass a final written exam. Results of the training are maintained in a database developed by the DCI STG Office.

- This year's focus was to train institution staff. A total of 27 DOC staff members attended the 24-hour STG Specialist training that was held at Jackson Correctional Institution.
- Currently:
 - There are 6 DOC STG Agency Coordinators that provide training.
 - All adult and juvenile institutions currently have a certified STG Coordinator on site.
 - There are 129 certified STG Specialists within the institutions.
 - Of the 16 WCCS facilities, there are 2 certified STG Coordinators and 11 of the facilities have a certified STG Specialist on site.
 - 35 DCC agents are certified as STG Specialists.

As in the past the communities in Wisconsin continue to see an increase in violence and homicides that have direct ties to street gangs and their criminal activities. With these increases the Wisconsin DOC will also see a continued increase in our gang or STG membership/population.

This program continues to grow and take on new challenges in the ever changing world of STG and has been extremely beneficial for the WI DOC in maintaining a safe and secure setting for staff and inmates as well.

SOCIAL SERVICES

- DCI has 2 General Population Social Workers, 2 A&E Social Workers (located in the Barracks), and 1 Infirmary Social Worker (supervised by the Program Director).
- Offered AA programs for General Population inmates. Approximately 51 sessions were held for General Population inmates; 5 – 7 GP inmates per week participated.
- Established approximately 230 release plans.
- Coordinated the Holiday Food Purchase Program.
- Coordinated guardianship and Power of Attorney paperwork.
- Provided 710 Program Review recommendations and 175 Parole Summaries.
- Assisted inmates housed in the Barracks with release and pre-release needs.
- Prepared Social Security Applications for replacement Social Security cards.
- Assisted inmates with Social Security and Medical Assistance filing.
- Liaison work with the on-site Probation/Parole Reentry Agents, working in collaboration on inmate releases.
- Participate and assisted with Due Process hearings for inmates on a weekly basis.
- Assisted with planning and implementation of the Reentry Initiative.

RESTORATIVE JUSTICE

- Dodge Correctional Institution's Restorative Justice Committee strives to restore broken relationships caused by crime to the victim, offender, families, and the community.
- 22 staff participated in the Dodge County and Fond du Lac County Shop with a Cop Program over the 2007 Christmas holiday season.
- Inmates participated in National Restorative Justice Week in November of 2007 by writing essays entitled "What would I tell my victim if I could?" essays were shared in an award ceremony.
- DCI completed the process of developing and implementing a Hospice Program in the Infirmary. The Restorative Justice Committee is assisting in raising money through donations to purchase items not included in the program budget. Staff and inmate contributions received press coverage in the *Fond du Lac Reporter* and the *Beaver Dam Daily Citizen* newspapers for their involvement in the DCI Hospice Program.
- The week of April 13 – 19, 2008 was National Crime Victims' Rights Week. During this week, inmates participated in a poster/essay contest in which they represented their victim's rights by identifying how their crime impacts the community. Karen Falk was our guest presenter. Karen's teen-age son was killed using drugs sold to him by another teenager, whom she is now working with in a unique way, to spread the message about how this crime impacted her family, and impacts our community. We heard about Karen's story via WBAY news station in Green Bay.

- In early 2007, a newly implemented program, “The Father Read Program,” made it possible for five men to be videotaped reading a children’s book for their children. The books and videotapes were mailed to the children. Four more inmates participated in this program this year.

INMATE DONATIONS

Project Description	Hours/Year	Funded by	Presented to
2 Blankets	50/2007	Inmate/Community	WCA Raffle
2 Blankets	50/2007	Inmate	DCI Hospice Program
3 Blankets	100/2007	Inmate/Community	RCC-Rape Crisis Center
29 Sets Markers 30 Paint Sets 13 Paint Cakes	40/2007	Staff/Inmate Community	WCA Conference
2 Blankets	60/2007	Inmate	DCI Hospice Program
5 Blankets	300/2007	Inmate/Community	SECC-Silent Auction
30 Hats 4 Scarves	250/2008	Inmate/Community	FAVR/Solutions Center Shelter & Support Services Inc
10 Blankets	500/2008	Inmate/Community	Project Linus
30 Winter Hats 9 Blankets	430/2008	Inmate/Community	Kingdom Come Inc.

CHAPEL

- The Chapel has two locations: East Chapel and West Chapel/Multi-Purpose Room.
- 2 Full-time Chaplains.
- 100+ volunteers, including bi-lingual volunteer service providers.
- Offered 9 different religious (denominations) services, 10 religious studies, and 3 advanced studies for GP inmates.
- Distributed over 3,000 Bibles/Qur’ans.
- Counseled 1450 inmates individually.
- Conducted Prison Fellowship Seminars and special services.
- Hosted annual Volunteer Appreciation and Training Banquet.
- Involved in holiday activities including Prison Fellowship’s Angel Tree, Salvation Army’s Toy Project and greeting card distribution for inmates.

- Provided weekly Infirmary devotions and memorial services for Hospice inmates.
- Coordinate training for Hospice inmate volunteers.
- Involved with Hospice Committee, Religious Advisory Committee, Restorative Justice and American Correctional Chaplain's Association.

CHAPEL ATTENDANCE

Service	Attendance
12:00PM Bible Fellowship	1484
7:30AM Protestant Service	6494
9:00AM Protestant Service	6532
A&E Catholic Bible Study	7781
Angel Tree	136
Buddhist Service & Study	72
Catholic Choir Practice	110
Catholic Servers Choir	241
Catholic Worship	3177
General Population Catholic Bible Study	348
General Population Disciple Bible Study	230
General Population Jesus In the Gospel	289
Infirmary Devotions	24
Islamic Study	0
Islamic Worship	831
Issues and Answers Study	863
Jehovah Witness Study	317
Jesus & The Gospels Study	897
Lutheran Bible Study	564
Miracles Recovery Study	400
Native American Sweat Lodge	375
Pagan Worship	412
Pastoral Inmate Counseling	1448
Pastoral Visits	206
Permanent Volunteer Total	N/A
Property Distribution	2387
Protestant Choir	415
Salvation Army Toy Project	34
Spanish Bible Study	505
Spanish Catholic Service	946

LEISURE TIME ACTIVITIES

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

Hobby:

Hobbies are leisure time activities for inmates in the Hobby Department and/or in their cells. Hobby crafts and music are offered exclusively to General Population inmates. The Hobby Department includes a canteen where inmates may purchase a variety of hobby materials. For FY08:

- Approximately 4,230 hours were invested in various projects/fund raisers.
- Hobby is open two days per week, afternoon and evening, to accommodate work schedules. Transaction periods are established to purchase supplies, without requiring inmates to remain in Hobby.
- There were significant reductions in allowable hobbies and supplies which have resulted in less participation and fewer supplies sold. There has, however, been an increase in musical instruments, prompting reassessment of the Hobby schedule.
- Hobby projects, completed by inmate volunteers as a part of the DCI Community Service Program, were donated to several organizations including the WCA Raffle, Rape Crisis Center, WCA Conference, SECC-silent auction, FAVR/Solutions Center Shelter & Support Services Inc., Project Linus, People Against a Violent Environment (PAVE), Locks of Love, DCI Hospice Program, and Dodge County Shop with a Cop Program.
- Items donated include blankets, hats, scarves, mittens, and artwork.

Music:

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

- Guitars
- Keyboards
- Harmonicas

RECREATION

The purpose of the DCI Recreation Department is to provide a positive means for inmates to pursue fitness and to build self-esteem through intramural athletics. The provision of recreational service is consistent with the Wisconsin Administrative Code DOC 309.36.

Recreation Activities:

- | | |
|------------------------|----------------------------|
| -Basketball | -Softball |
| -Volleyball | -Gardening |
| -Soccer | -Weight lifting |
| -Stationary bicycles | -Stair steppers |
| -Track running/walking | -Various board/table games |
| -Kickball | -Hobby crafts and music |

Opportunities for Recreation:

A&E Units

- Five 50-minute periods of off-unit physical recreation per week.

GP Units

- Twelve 50-minute periods of off-unit physical recreation per week.

Approximate Inmate Attendance:

Averages per period in the following recreation areas:

Gymnasium – 80 inmates per period
7 days a week averaging 560 weekly

Outside Recreation – 150 inmates per period
7 days a week (weather permitting) averaging 1,050 weekly

5–B Weight Room – 30 inmates per period
4 – 5 days a week averaging 500 – 750 inmates weekly

Special Activities:

- Formed softball and volleyball leagues and tournaments for General Population inmates.
- Provided a Brother Bob Outreach softball tournament for General Population inmates.
- Held Cribbage and Scrabble tournaments for General Population inmates.
- Inmates/staff maintained a Restorative Justice Garden and produce was donated to the Central Wisconsin Community Council for food pantry distribution.
- Conducted a successful General Population basketball tournament.

Other: Gymnasium floor and ceiling resurfaced, outdated equipment removed, new handicapped accessible elevator was installed near 5-basement, and inmate restroom was upgraded to meet ADA standards.

LIBRARY

The Library/Law Library program at DCI serves the inmate population through the provision of general materials, a legal collection, a reference collection and professional reference services, interlibrary loan services, and unit satellite collections. There are two full-time Librarians. Nine inmate clerks assist the Librarians.

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

Listed below are notable accomplishments and highlights of the aforementioned span of time.

- Continued migration to the Accent centralized computerized circulation system.
- Continued upgrade to the Lexis Nexus online legal research system in the Law Library thus reducing the need to spend thousands of dollars annually to maintain collections of law books.
- Enrolled four general population inmates in college correspondence courses through the Library proctoring and academic advising service.
- Remodeled the Library to make it ADA compliant. Remodeling also enhanced security and inmate supervision by creating an improved line of sight into the Law Library.

- Remodeled general Library area to make more efficient use of existing space and enhance security and inmate supervision.
- Installed the Jobnet database to assist inmates in finding jobs and supporting the Reentry Program.
- Former Law Library facility was reallocated to the Social Services Department to house the Reentry Program.

Library/Law Library Usage Statistics:

- Circulated 216,123 items.
- Processed 874 inter-loan requests.
- Received 86,413 requests for services (A&E 71,052; General Population 15,361).
- Issued 59,265 passes (A&E 43,904; General Population 15,361).
- Served 42,965 inmates (A&E 34,545; General Population 8,420; Library 30,846; Law Library 12,579).
- Served 5 female inmates (unit 25).
- Served 648 special management inmates.

ASSESSMENT & EVALUATION

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

During the initial classification, cases are reviewed individually by assigned Offender Classification Specialists. Throughout the process, information is compiled from a staff of Office Operations Associates as well as other portions of the Criminal Justice System including Probation and Parole Agents, Circuit Court records, and prior criminal background information. Elements considered within the process that are unique to each individual include, but are not limited to: sentence structure, nature of offense, medical classification, dental classification, mental health classification, programming recommendations, detainers, inmate concerns and requests, security and placement concerns, offense history, adjustment history, and attitude toward the offense.

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

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

The initial classification unit creates the electronic initial visiting list, processing up to 4 adult visitors and minor children for 8,000 inmates as well as an electronic visitor log for security staff. The unit also creates electronic pre-release folders for each inmate admitted to A&E.

The unit creates education files and social service files for all new inmates.

While processing over 8,000 inmates, A&E modified operational practices to more fully implement reentry strategies to reduce recidivism. This has included updating the A&E Inmate Handbook to include reentry mission within the daily living rules. A&E staff created and implemented the Accountability and Goals process that focuses on A&E being at the forefront of the reentry initiative. The unit has also worked very closely with other departments within the DOC to ensure proper procedures with the implementation of the new WICS software programs.

Since December 2007, the unit has averaged 610 transfers per month. Approximately 215 of those monthly transfers are sent to one of our 19 jail contracts.

Since December of 2007, the unit initiated the assignment of Reentry Portfolios to all inmates meeting the timeframes set by the Reentry Steering Committee.

RECORDS

- Scheduled admissions, completed computations, created and/or updated inmate legal files, captured and electronically transferred fingerprints to CIB and submitted Social Security information to the SSA on approximately 8,000 admissions to DCI.
- Converted to and captured PICS photos and created inmate ID cards for all inmates residing at DCI and for all intakes.
- Served and processed an average of 30 detainers per week.
- Processed approximately 25 releases per month.

SUPPORT SERVICES UNIT

The Support Services Unit provides word processing and clerical support to all DCI departments. It is the copy center for the institution and also receives many requests for printing projects for various departments.

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

- Process visitor questionnaires and maintain the General Population visiting lists for DCI.
- Process and schedule pastoral visits for the institution.
- Maintain WITS entries for institution.
- Entered WICS entries with the WICS conversion on June 23, 2007.
- Generated and distributed transfer notifications to all affected units and departments several times a day.
- Produced in excess of 490,609 copies.
- Entered data on all internal inmate transfers and movements.
- Maintain the institution *Weekly Bulletin*, an internal electronic media communication piece.
- Maintain DCI forms.
- Back-up for professional visits and phone call schedules.

HEALTH SERVICES

PRIMARY CARE

- Processed 458,469 medication orders.
- Completed 28,943 labs.
- Performed over 7,880 physical exams.
- Completed over 58,735 healthcare appointments and sick calls (MD, NP, PA, Psychiatrist and RN).
- Responded and provided emergency care and treatment on 2,194 occasions.
- Completed 12,745 optometry appointments.
- Performed 1,430 X-rays.
- Total off-site specialty clinic visits – 652.
- HSU staff reviewed approximately 940 medical files monthly for medical clearance for County Jail placement.
- Provided 1,246 Hepatitis B Vaccinations.
- Initiated a secure temporary hold area for records/medications and initiated review of all temporary hold files.
- Total number of Dental visits at DCI in 2008 – 12,092.
 - Dental exams and treatments – 11,067.
 - Dental cleanings/hygiene – 1,025.

HEMODIALYSIS UNIT

- Dialysis services moved under the supervision of the Bureau of Health Services in February 2008.
- Operational hours of the Hemodialysis Unit are Monday, Wednesday, Friday from 5:00 a.m. – 7:00 p.m.
- The Hemodialysis Unit operated with 1 full-time Nursing Supervisor, 3 part-time NC2's and 1 full-time Hemotechnician.
- Occasional relief staff from various resources were utilized for unit coverage, as needed. DCI Dialysis has a cross-trained RN and a Hemotechnician from other departments. LTE staff are also utilized to cover scheduling needs.
 - The unit maintained a census of 16 – 18 patients consistently. Community dialysis units were utilized intermittently when the census exceeded 18 patients.
 - Nursing staff initiated an Anemia Management Quality Assurance Role, Urea Reduction Quality Assurance Role, an Access Nurse Coordinator Role and a Hepatitis B Nurse Coordinator Role.

- DCI Dialysis consulted with Fox Valley Nephrology Partners & Surgical Associates, Mercy Medical Center, UW Hospital & Clinics, Waupun Memorial Hospital and area community dialysis units for the provision of nephrology and dialysis services, transplant services, and dialysis access referrals.
- Participated in the preliminary planning for a potential dialysis unit at FLCI.

Unit Statistics: Admissions: 10
 Discharges: 8
 Deaths: 4
 Successful kidney transplants: 0
 Total hemodialysis treatments: 2,623

INFIRMARY UNIT

STATISTICS:

- Average daily census – 51.68
- Admissions – 135
- Deaths – 31
- Physical therapy (LTE) – 1,238 patients seen
- Occupational therapy (Agency) – 955 patients seen
- Speech therapy – 0 patients
- Telephone consultations – 18

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

In April 2007, the Infirmary instituted the MESH (Management and Education Services for Healthcare) program to assess the acuity of our patients and how it relates to staffing requirements needed to care for our patients. In 2008, staff continued to collect data utilizing the MESH program to determine appropriate staffing levels. MESH staff conducted a work sampling analysis which started in June. This will help identify how we may be able to better utilize staff and facilities, including updating and changing policies, procedures and practices.

Hospice has now been in operation for over a year since its start in 2007. There have been 18 Hospice patients during the past year. Agnesian Health Care staff continued in a consultant role for the Infirmary. The volunteer base for Hospice from the inmate population remains strong at 22. Donations, both monetary and care items such as quilts, continue to be received from inmate fund raisers at other institutions and from other private donors.

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

An Advanced Directives Team (ADT) was created in 2008 to aid in providing education to patients and promote creation of a Power of Attorney for Health Care (POAHC). Often patients were admitted to the Infirmary without the capabilities of making reasonable decisions for themselves. Without a POAHC, a guardianship is needed. In the past, only 35% to 50% of the patients have had a POAHC while in the Infirmary. This number has now risen to 65% to 85%.

The Infirmary has successfully handled some very difficult cases over the past year. Most of the

patients admitted have multiple medical issues when arriving. Our successes included patients with severe psychological illness, large decubitis, left ventricular heart device, MRSA, hemodialysis, orthopedic joint replacements, hospice care and non-compliant behaviors.

PSYCHOLOGICAL SERVICES UNIT

The mission at DCI is to identify and assess mental health issues in order to provide information to A&E Classification Specialists, Security, PRC, Social Workers, and HSU regarding placement and treatment recommendations. Psychological services are also provided to inmates who are in emotional crisis. Treatment to address program recommendations is provided in the form of Sex Offender Treatment.

- Screened 7,950 men.
- Completed approximately 227 full evaluations to determine mental/emotional stability and need for special placement and treatment.
- Completed approximately 9 WSPF evaluations to determine appropriateness for WSPF placement.
- Provided ongoing clinical monitoring for roughly 612 inmates, with 204 on high monitoring at any one given time.
- Request for crisis intervention averaged 16 per day; 4,154 for the year.
- Placed approximately 195 inmates in observation and 28 in restraints.
- Placed 200 inmates on Special Management Unit (SMU).
- Involved in 8 guardianship processes, 2 Chapter 51 processes, and 9 POA processes.
- Provided internship for 2 Psychologist interns.
- Dispersed 33 records to appropriate parties after proper release of information was obtained.
- Scheduled 27 court-ordered and Social Security Disability evaluations for outside Psychologists.

SEX OFFENDER ASSESSMENT PROGRAM (SOAP)

- Performed 801 SOAP assessments. Reviews of SOAPs not needing full assessments – approximately 70.
- Provides comprehensive assessment of specific treatment needs of inmates convicted of current or past sex offenses.
- May also assess treatment needs of inmates allegedly involved in criminal sexual behavior of which they have not been charged or convicted.
- Identifies specific treatment needs by addressing sexual pathology, AODA issues, dangerousness, mental status, risk of sexually re-offending.
- Components of SOAP include: orientation, sexual history and interest survey, Shipley (to measure intelligence level), individual interview.
- SOAP report contains description of offense, inmate's arrest history, substance abuse/mental issues, history of sexual acting out, significant background information, SOAP testing results, and programming recommendations.

BUSINESS OFFICE

- Processed approximately 150 purchase orders, as well as over 1,560 purchasing card transactions.
- Purchasing staff conducted 5 simplified bids.
- Accounts payable staff processed 2,258 regular DCI invoices; 990 BHS invoices; 462 Canteen invoices; 463 employee travel vouchers; and 53 requests for employee safety glasses.
- Inmate accounts staff processed approximately 65 inmate account closeouts daily, or 16,900 annually. They handled over 20,802 receipts in excess of \$1,675,260 and processed more than 13,412 inmate disbursements for over \$81,804. In addition, they processed the regular bi-weekly inmate payroll of over \$253,927.
- Canteen staff processed 60,863 inmate sales orders for a total of \$714,412. Profits from the sale of canteen items were used to purchase supplies and equipment for the recreation, visitor, and religious programs. Canteen staff consists of two Inventory Control Coordinators and nine inmate workers.
- Business Office Secretary scheduled 1,259 special business visits/dispositions, 109 court video conferences, 60 LAIP visits, and 288 Bureau of Immigrations Customs Enforcement hearings for inmates. Staff telephones and inmate phone problems are resolved through the Business Office.
- Stores/Warehouse staff consists of one Inventory Control Coordinator, one Correctional Officer and two inmate workers. They maintained an inventory of over \$300,000 processing orders from all departments and housing units on a weekly basis.
- ID cards and pictures for all DCI employees and temporary visitors were processed by the Business Office.
- Assistance was provided for training institution staff in the use of the new WICS computer system.

FOOD SERVICE

- The Food Service Department consists of a Main Kitchen, Dining Room, Bakery, and five unit serveries. Food is served by cafeteria style, tray line feeding on insulated trays, and bulk delivery feeding by cafeteria style at unit serveries. Food Service prepares approximately 180 various medically prescribed and religious diets.
- Food Service operates from 4:00 a.m. to 6:00 p.m., 7 days a week for 365 days a year with 18 staff consisting of Managers, Correctional Food Service Leaders, Officers, and 130 inmate workers. Every Food Service Leader and Manager is certified in food sanitation and safety with the State of Wisconsin.
- Food Service serves approximately 5,589 meals per day; 2,040,000 meals a year. 105,300 hamburger patties; 93,600 pieces of chicken; 19,175 pounds of fresh carrots; and 146,250 apples were served during FY08.
- Food Service implemented menu modifications according to the *USDA Dietary Guidelines for America*. Inmate health and nutrition changes emphasize reducing fat, sodium, and sugar

calories, while increasing fruit, vegetables, and soy protein consumption, along with increased physical activity.

- Food Service is planning the renovation of the bakery, coolers and freezers. By renovating the bakery we will become less reliant on purchasing bread at \$.75 per loaf. We will be able to make our own bread at \$.30 per loaf. This will also give us much needed cooler and freezer storage.
- The Dining Room dish machine was replaced.

MAINTENANCE

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

- Completed over 5,900 work orders for institution general repairs.
- Completed installation of security window coverings in units 23 & 24 cells.
- Replaced steam and condensate lines in East Dodge tunnel and steam valves and pressure reducing stations in West Dodge.
- Repaired and replaced housing unit security glass door windows.
- Replaced trash compactor and concrete base by Kitchen dock.
- Replaced Maintenance shop heating and air system and installed welding area venting hood.
- Upgraded staff phone PBX system and added auto-attendant answering system.
- Installed concrete patch insert for motorcycle parking.
- Install bars and gate for Segregation unit 18 strip search cells.
- Installed bolts and reinforcing hinges for trap doors and replaced Lexon/laminate windows and metal door strips on Segregation unit 18 doors.
- Cleaned institution air handling housing unit ductwork for better heating and air circulation.
- Installed Segregation unit 18 and Infirmary unit 25 group door release controls.
- Replaced entry doors by Central Control entrance and Laundry entrance.
- Repaired DCI Warehouse dock plate, overhead and service doors.
- Repaired water damage in unit 9 Basement caused by leaking water lines.
- Replaced unit 5 Basement vertical platform lift for ADA access to recreation.
- Installed institution Guard 1 timekeeping system for monitoring Intake, Infirmary, Segregation cell checks and fire system checks.
- Replaced dish machine in Food Service Dining Room.
- Remodeled Librarian workstation and circulation desk for adding JobNet and Reentry areas.

ACRONYMS

A&E	Assessment and Evaluation (located at Dodge Correctional Institution)
AA	Alcoholics Anonymous
ADA	Americans with Disabilities Act
AED	Automated External Defibrillator
ATR	Alternative to Revocation (Parole)
CCI	Columbia Correctional Institution
CGIP	Cognitive Intervention Program
CIB	Crime Information Bureau
CPR	Cardio-Pulmonary Resuscitation
CVCTF	Chippewa Valley Correctional Treatment Facility
DAI	Division of Adult Institutions
DCI	Dodge Correctional Institution
DOC	Department of Corrections
ERU	Emergency Response Unit
FLCI	Fox Lake Correctional Institution
FMCI	Fox Lake Minimum Correctional Institution
FY	Fiscal Year
GBCI	Green Bay Correctional Institution
GP	General Population
HSU	Health Services Unit
JBCC	John Burke Correctional Center
JCI	Jackson Correctional Institution
KMCI	Kettle Moraine Correctional Institution
LPN	Licensed Practical Nurse
MSDF	Milwaukee Secure Detention Facility
NA	Narcotics Anonymous
NLCI	New Lisbon Correctional Institution
NC2	Nurse Clinician 2
OCI	Oakhill Correctional Institution
OSCI	Oshkosh Correctional Institution
PDCI	Prairie du Chien Correctional Institution
PICS	Photo Information Collection System
PRC	Program Review Committee
RCI	Racine Correctional Institution
RGCI	Redgranite Correctional Institution
RN	Registered Nurse
RYOCF	Racine Youthful Offender Correctional Facility
SCI	Stanley Correctional Institution
SOAP	Sex Offender Assessment Program
SSA	Social Security Administration
STF	Sturtevant Transitional Facility
STG	Security Threat Group
TCI	Taycheedah Correctional Institution
WCCS	Wisconsin Correctional Center System
WCI	Waupun Correctional Institution
WICS	Wisconsin Integrated Corrections System
WITS	Wisconsin Inmate Trust System
WSPF	Wisconsin Secure Program Facility