

Green Bay Correctional Institution
Annual Report FY08



Wisconsin Department of Corrections
Division of Adult Institutions

William Pollard, Warden

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Message from the Warden

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

We were fortunate to obtain approval and funding to completely renovate our Control Center area of this facility during this past year. The Control Center area is the communications hub of the facility, and up until now it operated in a space comparable to a walk-in closet. Our new Control Center has been designed with state of the art controls. This open concept also includes integrated systems for fire alarms, door controls and video monitoring. The project has been needed for a long time at this facility, a special thanks goes out to the Sergeants and Officers that helped in the design process.

The Department of Corrections has expanded its efforts to foster the successful reentry of inmates from prison back into the community. As part of this effort the Department has developed a specific curriculum for inmates to take advantage of. Many of the programs for re-entry are self study, but also require staff contact and direction. GBCI is in the process of getting all of the required programs up and running, to provide those opportunities to the inmates we have in our facility. Our main goal is that of public safety, by providing these opportunities for inmates prior to their return to the community we increase their odds of success, their success in the community results in a safer public for you and me.

The programs will take some time to operate at 100%, but I am confident that the staff at GBCI will make every effort to get these programs fully operational.

William Pollard, Warden
Green Bay Correctional Institution

Mission

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

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

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

History of GBCI

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

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

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

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

The majority of the now 29-acre grounds is contained within the perimeter walls secured by 6 armed towers. GBCI's population of 1,097 offenders is housed in the two original 296-bed cell halls, two dormitory units (consisting of 112 and 54 bed units), Mainstream Unit (25 beds), Transition Unit, and one 150-bed segregation building. This Segregation Unit is utilized for offender protective, temporary, emergency, and disciplinary confinement. Other areas are a kitchen, two dining rooms, power plant, textiles facilities, school (academic and vocational), health service unit, chapel, psychological/social service areas, maintenance facilities (including yard and garden), indoor and outdoor recreation facilities, a visiting room, and administrative offices.

Institution Facts

- GBCI opened: August 31, 1898
- Security level: Maximum
- Operating capacity: 749 Males
- Current population: 1,097 Males
- Security staff: 254
- Non-security staff: 117.75
- Inmate to Staff ratio: 3:1
- Number of acres: 29
- Operating budget: \$29,290,736

- Inmate restitution: \$ 13,925.35 Child support
\$18,160.63 Court Ordered Restitution
\$43,517.73 Victim Witness Surcharge/DNA
\$ 1,538.12 Institution Restitution
\$ 5,325.00 Medical Co-pay
\$82,466.83 TOTAL

Education

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

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

Enrollment: Many students are enrolled in more than one level of classes due to differing scores and abilities in Math and/or Communications. Student enrollment statistics for 2008 are below:

Full or Part-time	618	Vocational Classes/Courses	188	Correspondence courses	19
ABE Basic	137	SPED Courses	27	Title I courses	130
Intermediate Level Classes	161	HSED level Classes	49		

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

Graduates: FY08 Program Completions. During FY08, our school had many students show achievement in small steps and also in total program completions:

1+ HSED Exam Tests passed (Entire set not completed).....	285	Barber/Cosmetology.....	4
Completed HSED-Diplomas.....	29	Masonry	7
Parenting Program.....	28	Office Assistant.....	14
Cognitive Intervention Program.....	0	Painting & Refinishing	6
Challenges & Possibilities	42	Printing/Graphics	4
SMART	0	Wood Tech/Cabinet Making.....	5

Additional Programs

1. **English as a Second Language Program (ESL)** has had approximately 27 student participants during this past year. This program is designed to meet the needs of students who have little or no English language proficiency (or limited English proficiency-LEP). Through participation in this program, inmate students are assisted in their attempt to develop basic English literacy skills. Many have moved from minimal English proficiency which has enabled them to successfully complete their high school diploma, vocational training, or college courses.
2. **Wisconsin Institutions Literacy Council Program (WILCS).** This program develops tutors who are able to work with our low ability level students in English on a one-to-one basis.
3. **Challenges & Possibilities Program** involves approximately 30 community leaders/professionals, including judges, counselors, crime victims, clergy, cultural group leaders, educators, parole agents, and health care professionals, who interact with select groups of inmates in a classroom. The goal is to give methods to improve offender's self-esteem, attitudes and means to be successful, while the inmate is in prison as well as upon release. A key element of this program uses the concept of Restorative Justice to educate the offender about their relationship to the victim and the impact of their crime in an intensive 20-hour program. Among other topics covered are: various coping skills, community resources, legal issues, conflict resolution, employment and personal growth skills. Each group has 25 to 30 inmates.

4. **Cognitive Interventions Program** focuses on the individual thinking processes. Examination of personal thinking style is part of the process, along with presentation of educational material. The goal is to have each participant become aware of his personal thinking patterns, obtain skills to make changes in the thinking patterns, and integrate the changes into the behavior. Each group is facilitated by both a teacher and social worker. Students are selected based their assessed need.
5. **Parenting Program** is a 40-hour course, which focuses on four main areas: effective communication, discipline without physical contact, self-esteem and character, and non-violent conflict resolution methods. The program also emphasizes child growth and development, nutritional needs and issues of parenting while incarcerated. Community professionals (child support attorney, Family and Consumer Extension economist, and support services people) speak to the class on their areas of expertise. People who have a family member who is or was incarcerated also speak to the group about life for those who are left behind while someone is incarcerated, and on how to keep parenting while incarcerated.
6. **SMART (Self Management and Recovery Training)** is an AODA level 1 class (7 weeks in length) focusing on issues of addiction. It is an alternative to A.A. In SMART inmate participants learn about the consequences of addictive behavior, alternative coping strategies, and relapse prevention.
7. **BRICK** is a program designed to deter at-risk youth from participation in negative behaviors that could ultimately lead to incarceration. Under the guidance of staff advisors, inmate participants present personal testimonials to at-risk youth. It is hoped that they will be able to recognize in themselves the faulty decision-making skills demonstrated by the inmate participant and see how they, too, could easily end up incarcerated.

Additional Community Projects. GBCI was actively involved in community service through the following projects undertaken by students enrolled in vocational education programs: 1) Masonry and Painting & Refinishing students made, painted and stained numerous birdbaths and planters which were donated to local church, civic organization and institutional raffles. Proceeds from these raffles went towards supporting these non-profit entities. 2) Wood Tech and Painting & Refinishing students completed projects such as wooden trains, wooden boats, chessboards, fire trucks, and birdfeeders, etc., for donation to multiple non-profits also. 3) Graphic Arts students provided printing services to many local churches and non-profit agencies. 4) And, finally, Wood Tech and Painting & Refinishing students have constructed and are painting and finishing a second full set of kitchen and bathroom cabinets. These cabinets will be installed in a home constructed by troubled young adults participating in the Fresh Start Program in Wausau.

Treatment Services

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Psychological Services

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

The following groups have been developed by PSU staff at GBCI. Each group is run by a single therapist, meets once a week, and lasts from 12 -16 weeks.

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

Mind Over Mood. This group provides inmates with instruction on the basic concepts of cognitive-behavioral therapy. Participants learn to recognize maladaptive thoughts that lead to excessive or unnecessary emotional distress and to develop alternative ways of thinking that promote improved emotional adjustment. Specific attention is paid to the cognitive components of depression, anxiety, guilt, and anger.

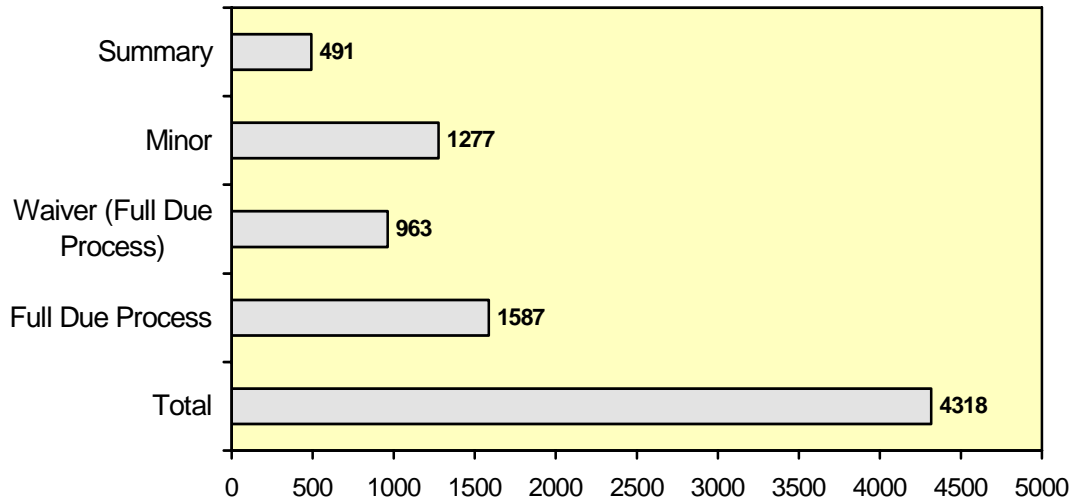
Adjustment to Prison Life. This group is oriented toward intervening with younger inmates who are recently, and perhaps newly, incarcerated. The group aims to help such inmates recognize some of the typical challenges of being incarcerated and to help them make better choices regarding how they will respond to these challenges. A wide range of potential problem areas is covered, including maintaining contact with family, developing a positive support network, and finding meaningful and pro-social activities.

Security

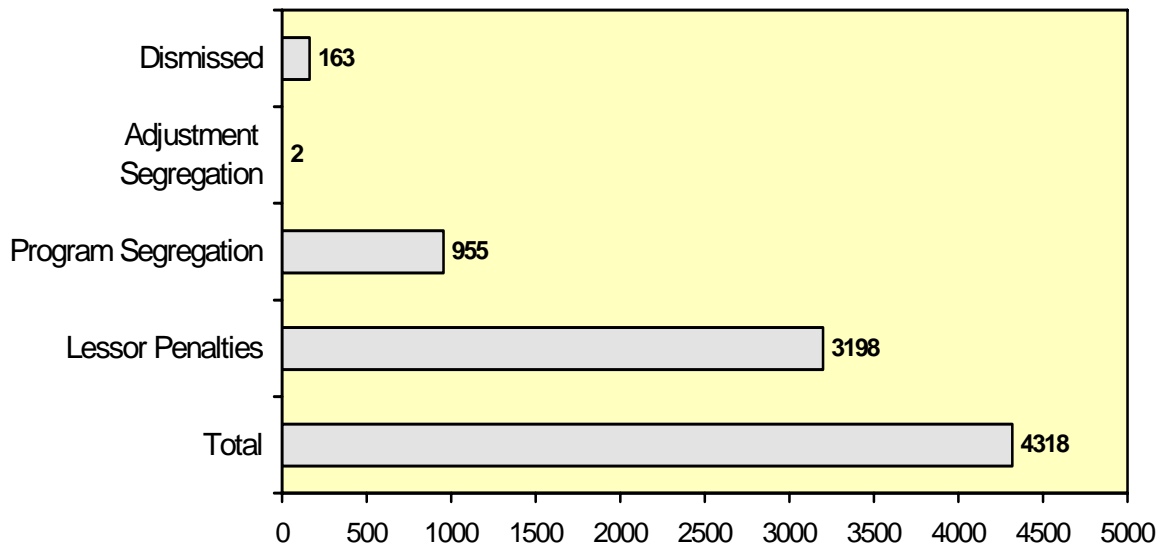
Inmate visits numbered 9,128 and totaled 16,155 visitors for the fiscal year.

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

Conduct Reports by Hearing Type



Conduct Reports by Disposition Type



Appeals of the above conduct reports were 399 (approx. 9.2%)

GBCI Accomplishments

- Narcotics Anonymous Group continues to meet bi-monthly with 12 inmate participants and from 1-3 outside presenters. Group is one hour in length and staff supervision is provided by social workers and other support staff. A social worker screens and monitors group participants.
- Alcoholics Anonymous Group continues to serve as the longest lasting program here at GBCI spanning over five decades. Group meets for two hours per week with staff coverage provided by a social worker and community Alcoholic Anonymous volunteers present for each meeting.
- Saint Rose Family Reunification Project continues with monthly meetings in the visiting room between incarcerated fathers and siblings. Sessions are two hours in length and serve to provide support and direction to fathers and siblings with the focus on helping the child cope with issues they face daily due to lack of a parent in the home.
- Veterans Group meets monthly to provide support, guidance and information to all interested incarcerated veterans. Facilitated by a veteran social worker, this group has established contacts in the community and is active in providing support of current Iraqi War soldiers as well as prior war veterans. Veterans Day celebrations include a memorial wreath as well as veteran-related movies for inmates to view.
- Student internships continue through the Social Services Department with Social Services Director as internship facilitator. A UW-Milwaukee graduate student, enrolled in the Helen Bader School of Social Welfare, successfully completed a 130-hour "field education in direct practice" and is pursuing a career in corrections. The internship covered a wide range of social services related to current practices of Department of Corrections Social Workers. Internships have been arranged for the current summer session with students from UW-La Crosse and St. Norbert College of De Pere, Wisconsin.
- Angel Tree Program was provided through Chapel services for the fourth consecutive year, supplying gifts for children up to the age of 17 years for incarcerated men. By all reports, this is a very successful program with approximately 250 inmates giving 700-800 gifts.
- Gary Stanton, an active community volunteer, presented some Christmas sermons for several hundred inmates and handed out Christmas cards to inmates. This has become an annual event.
- Anger Management group begins with 12 inmates participating in 2-hour, 12 week sessions. The group is facilitated by a social worker and is made available for inmates who are nearing release.
- Re-entry Program continues to expand with corroboration with outside agencies increasing to include Vestica Healthcare which provides case management services for inmates returning to the community with mental/physical health needs. Goodwill of North Central Wisconsin also provides cash vouchers for indigent inmates and their dependents.
- PREA (Prison Rape Elimination Act) signed into law on September 4, 2003 has been fully implemented with all staff being trained. Cases involving non-consensual inmate-on-

inmate sexual acts, abusive sexual contact between inmates, staff sexual misconduct and staff sexual harassment of inmates are subject to a clearly defined investigative process under the charge of the Security Director and the Regional Chiefs.

- CGIP1&2 Group resumed for select inmates. This is a 15-week program with 2 weekly lessons lasting 2 hours each. This group is facilitated by a social worker and a teacher.
- American Disabilities Act programming has been established with staff designated to insure compliance with the guidelines established by this law.
- PSU staff developed two new treatment-oriented groups for inmates at GBCI, to accompany the Coping Skills group that had been previously developed. The new groups, named “Mind Over Mood” and “Adjustment to Prison Life” expand the scope of mental health services available to GBCI inmates.
- PSU staff at GBCI continued to participate in DOC’s Pre-Doctoral Internship in Professional Psychology by providing a supervised training experience for one intern in FY07. The psychology intern trained at GBCI in FY07 completed the internship program (in 8/08) and went on to full-time employment with DOC by joining the PSU staff at Stanley Correctional Institution. Since FY05, all three psychology interns who have been trained at GBCI have accepted full-time employment in DOC.
- Select PSU staff and security supervisors participated in a “Train the Trainer” session on DOC’s Suicide Prevention program. These staff subsequently provided several joint presentations of both mental health and security aspects of suicide prevention to the rest of the staff at GBCI.
- Maleah Cummings, Psy.D., a PSU staff member at GBCI since 2005, completed all requirements for licensure as a psychologist during FY07.
- Updated cells in the Treatment Center so they all have electrical outlets.
- Converted the empty unit to a Transition Unit.
- Added an officer to staff the Transition Unit.
- Developed individual transition plans for inmates leaving seg going to general population via the Transition Unit.
- Donated hundreds of items from the sewing project in the Mainstream Unit to charities in the community.
- All uniformed staff and Administrative Duty Officers received training in the Use of Force and were re-qualified in the use of the rifle and shotgun. Selected staff were also qualified with the handgun. The Emergency Response Unit (ERU) and Sniper Teams conducted monthly training sessions. Training for the Crisis Negotiators was given. The GBCI ERU also hosted a regional training exercise with RGCI, OSCI and DCI.
- Mandatory training in Infectious Disease Control, Suicide Prevention and First Aid/CPR/AED was given. Update training, related to Restraints, POSC, Scott Air Pack, Security Threat Groups (STG’s) and Tornado Procedures, was offered to all staff.

- All ICS related training was completed. GBCI is 100% compliant with these training directives.
- All PREA related training was conducted for all staff. GBCI is 100% compliant with this training directive.
- The DOC Field Training Officer program continued on and new security staff hires were trained on a variety of job-related modules.
- Selected security staff received certification in the pepper ball system, Taser and Electron Immobilization Shield.
- Sixteen staff were certified in Armed Escort procedures.
- A significant amount staff received training related to the initial roll out of the WICS computer system. Training is on-going.
- With the opening of the new Control Center, security staff took part in the Control Center Operations as well as updated CCTV training.
- GBCI expanded the number of staff advocates we have available for Adjustment Committee Hearings. As part of that initiative, we conducted Advocate training for the identified staff.
- Shift Commanders concentrated on Housing Unit Officer Safety as part of their routine shift training. This was accomplished by using a DVD and pre-printed lesson plan.

Brown County Corrections Relations Board

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

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

Mission Statement

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

This Board will strive to:

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

Americans with Disabilities Act

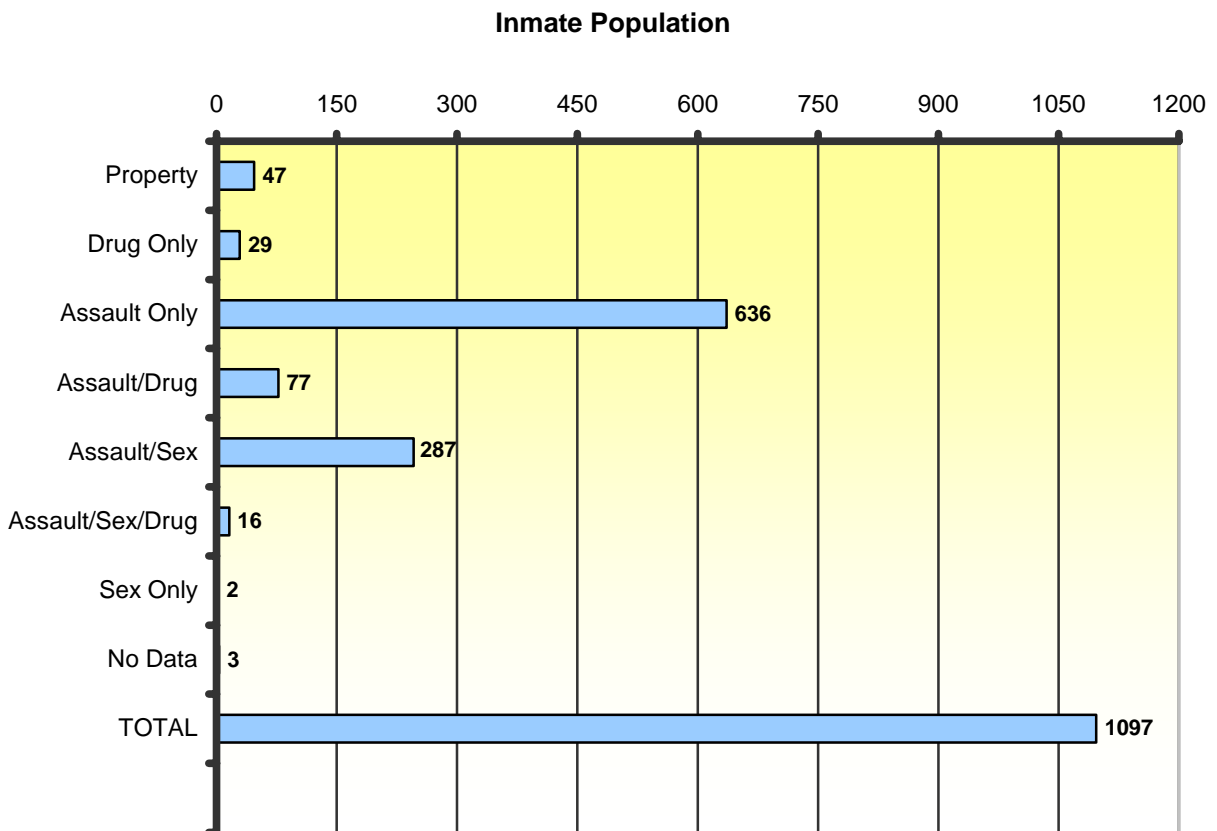
The Americans with Disabilities Act applies to staff, offenders, and visitors to GBCI. The primary coordinator for offenders with disabilities is Dennis Mosher, Social Services Director, 432-4877, ext. 401. The back-up coordinator is Sarah Cooper, Program Supervisor, 432-4877, ext. 524.

The Green Bay Correctional Institution is committed to compliance with all of the standards as set out in the Americans with Disabilities Act and will continue to provide services to all who qualify under the provisions of this Act.

Records – Fiscal Year 2008

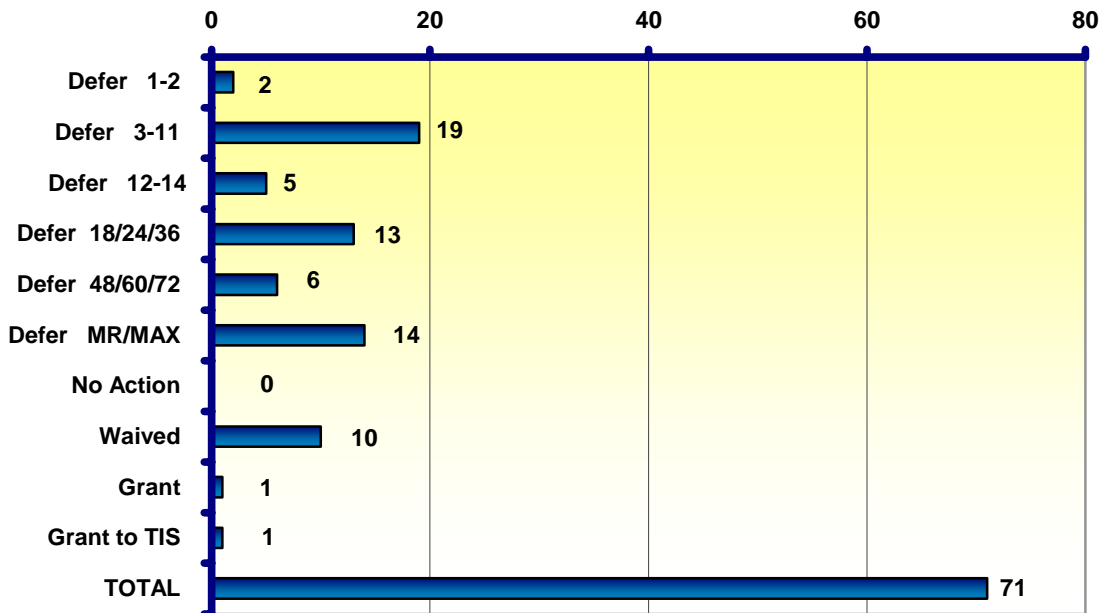
The GBCI Record Office is responsible for maintenance of accurate inmate records involving lawful custody and release of inmates as directed by the Wisconsin Statutes, Department policy, and court rulings. This includes management of inmate legal and social service files, coordination of parole hearings,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

Statistics for the Inmate Population. Life sentences numbered 137 (or 12.5%) in a population of 1,097 inmates. Types of offenses are listed in the following graph:



RACE/ETHNICITY as of 6-30-08		AGE as of 6-30-08	
White	429	Under 18	6
Black	598	18 – 20	96
Asian	12	21 – 29	472
American Indian	56	30 – 39	304
Other	2	40 - 49	147
		50 – 59	54
		60 & over	18
Total	1097	Total	1097

Actions Taken at Parole Board Hearings – July 1, 2007 to June 30, 2008



Transfers In		Transfers Out	
601		413	
GBCI Court Pick-ups			
Milwaukee	127	Dodge	18
Brown	91	Outagamie	17
Winnebago	39	Columbia	15
Kenosha	31	US Marshalls	12
Racine	23	Other Counties	89
Total: 462			
Releases at GBCI			
29 Released on MR		16 Released on Max Discharge	
126 Released on ES		2 Court Order	
1 Sentence Vacated		1 Probation/Parole	
1 No WI Sentence		1 Parole	
0 Death			
Total: 177			

Health Services Overview

Staffing. The Health Services Unit (HSU) has on-site RN coverage from 6:00 a.m. – 9:45 p.m., Monday through Friday. On weekends and holidays, there is an on-site RN from 8:00 a.m. to 8:00 p.m. When there is not an on-site RN, there is a RN on-call. LPN staff, both permanent and agency, are on-site daily assisting with medication activities. Other staff include the Health Services Director, Physician, Dentist, Psychiatrists, Medical Program Assistants, Dental Assistant and Dental Hygienist, who work Monday through Friday with varying hours depending on operational needs.

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

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

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

HSU Staffing Level	
HSU Director	Physician
Nurse Clinicians (5— 1.0 FTE and 2— 0.5 FTE positions)	Licensed Practical Nurses (3—0.5 FTE, and 6 LTE positions)
Medical Program Assistants (1— 1.0 FTE, 1— 0.5 FTE, and 1 LTE positions)	Dentist
Dental Hygienist (0.4 FTE)	Dental Assistant
LTE Psychiatrists (28 hrs/wk)	Agency Staff (as needed)

HSU Statistics: Medical and Dental On-Site		
Type of Treatment	No. of Patients	% of Change
Medical On-Site:		
Appointments/Sick Call	11,713	+ 28.91%
Controlled Medications ¹	355	
Chronic Conditions ²	353	
Laboratory ³		
Medication Activity ³		
X-ray	527	+ 18.96%
Dental On-Site:		
Dentist	2,255	+ 19.38%
Dental Hygienist	736	+ 30.27%

¹This is a new category that will be included in HSU statistics as the number of patients prescribed a controlled medication including medical and psychotropic contributes to a team effort between Health Services and Security.

²Number of patients diagnosed with at least one chronic condition (i.e., Asthma, Diabetes, Dyslipidemia, HIV, Hepatitis C, Hypertension, and Seizure Disorder).

³The annual report will no longer track medication activity and laboratory appointments. These numbers are tracked by Central Pharmacy Services and DynaCare, the DOC contracted laboratory provider.

HSU Statistics: Treatment Off-Site		
Type of Treatment	No. of Patients	% of Change
Off-Site Treatment Appointments		
<i>Emergency Room/Admissions - Local</i>		
St. Vincent Hospital ER trips ⁴		
St. Vincent Hospital admissions ⁴		
<i>Non-emergency, pre-scheduled appointments</i>		
Local (Green Bay area) ⁵	68	+ 88.89%
DCI (ortho, optometry) ⁵	22	- 69.44%
Waupun Memorial Hospital (affiliates) ⁶	30	- 11.76%
UWHC-Madison ⁶	168	- 4.00%

⁴The number of patients sent to the local ER, including admissions, are maintained and available through the DOC Third Party Administrator—Vestica and will no longer be cited on the annual report.

⁵There is a significant increase in the number of local appointments as DCI no longer provided services to patients with oral surgery needs.

⁶The UWHC-Madison and Waupun Memorial Hospital (affiliates) appointments decreased again this fiscal year due to an increase in the number of Telemed appointments, and as BHS continued with the Therapeutic Committee that determines the most appropriate plan of care for patients after reviewing specific information as prepared by the physicians.

Offender Classification

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

GBCI has an average of 50 inmates awaiting transfer, primarily to medium custody institutions.

The PRC continues to screen and code all inmates for the Earned Release Program (ERP) and Challenge Incarceration Program (CIP). Pre-release programming is being added as a program need for all inmates.

Institution Complaint Examiner Department

A Summary Report of Complaint Decisions by Race for GBCI inmates is listed below:

Current Population Breakdown

White: 40.72%
 Non-White: 59.18%
 Unknown: .09%

<u>Filed Complaints</u>	<u>Percent of Filed Complaints</u>	<u>Number of Filed Complaints</u>
White	37.35%	1,555
Non-White	62.62%	2,607
Unknown	.02%	1

<u>Dismissed Complaints</u>	<u>Percent of Dismissed Complaints</u>	<u>Number of Dismissed Complaints</u>
White	37.11%	940
Non-White	62.85%	1,592
Unknown	.04%	1

<u>Affirmed Complaints</u>	<u>Percent of Affirmed Complaints</u>	<u>Number of Affirmed Complaints</u>
White	43.91%	173
Non-White	56.09%	221
Unknown	0%	0

<u>Rejected Complaints</u>	<u>Percent of Rejected Complaints</u>	<u>Number of Rejected Complaints</u>
White	35.88%	451
Non-White	64.12%	806
Unknown	0%	0