



# **JACKSON CORRECTIONAL INSTITUTION**

**ANNUAL REPORT FY08**

Fiscal Year of July 1, 2007 through June 30, 2008

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**Jim Doyle**  
Governor



**State of Wisconsin**  
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*~From the Warden~*

"The Four Ps"  
Providing **p**rotection for the community;  
Providing **p**rotection for the staff;  
Providing **p**rotection for the inmates;  
And **p**roviding inmates an opportunity to succeed.

It is my hope that this annual report will give you some insight into the hard work and dedication of our staff at Jackson Correctional Institution.

As we continue to support our mission of "The Four Ps", JCI staff do a wonderful job assisting offenders in decision making techniques, planning for the future, and striving for a successful re-entry back into the community.

The operations at JCI would not run as smoothly as they do if it were not for the people who make up the work force. These employees embrace the challenges that are unique to the correctional institution setting. Managing the activities and behaviors of men who live in a place they do not want to be; Getting them to do things that they would not do on their own; Doing so in such a way as to recognize the individual differences in the men's abilities but not be so different as to be noticeable to others is an incredible feat yet one they do so well day after day.

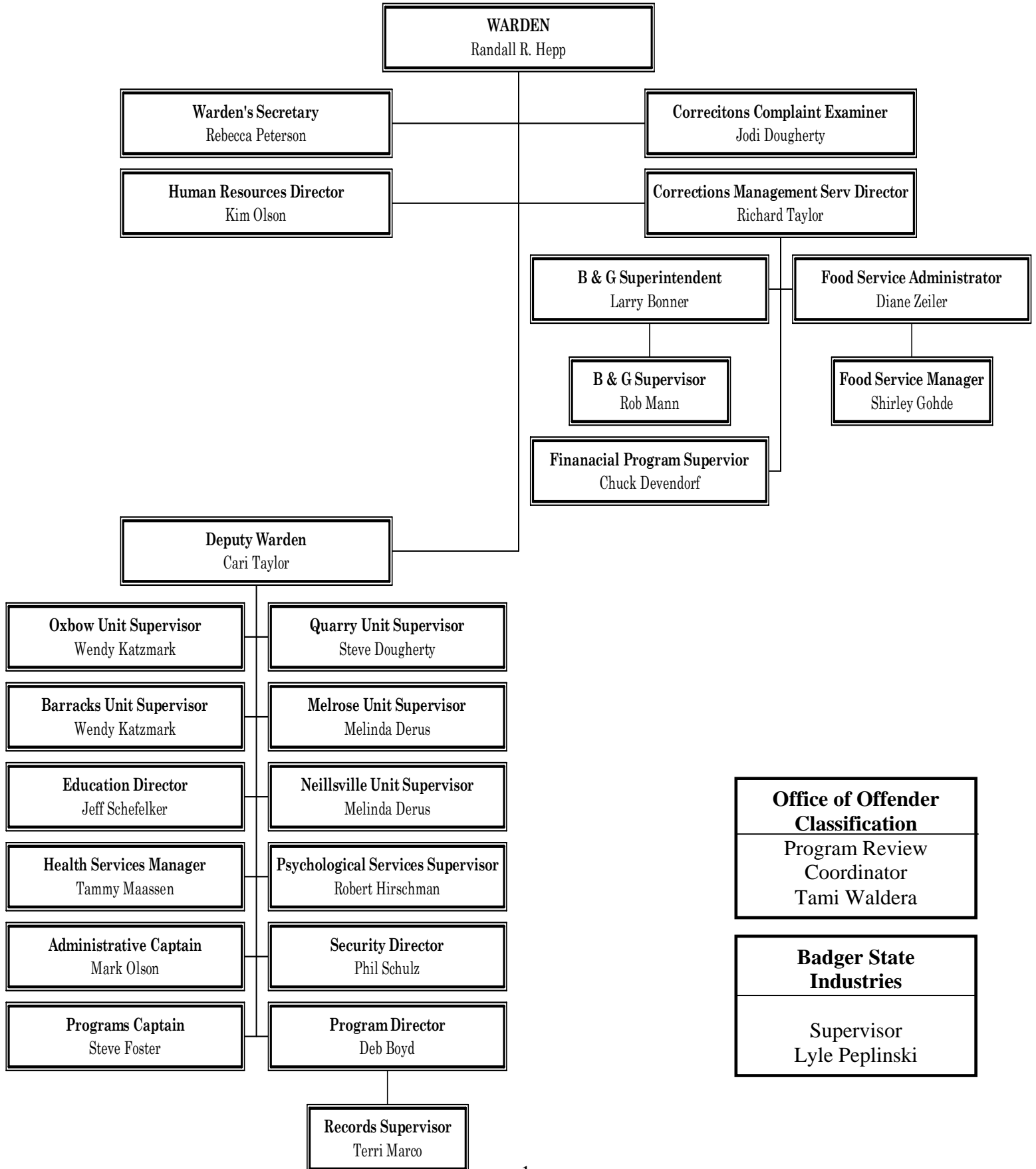
Through these daily efforts by our staff, the citizens of Wisconsin receive the peace of mind that offenders are not only being held securely during their incarceration, but also being provided opportunity to improve their chances of living crime-free, productive lives upon returning to their communities.

The staff that work at JCI do an incredible job of performing difficult tasks on a daily basis and do so with decreasing resources. At times they are asked to do more with less and yet they consider this to be "just part of the job." I feel I am part of the best correctional institution in the state and proud to work with these people *every single day*.

Randall R. Hepp  
Warden

# JACKSON CORRECTIONAL INSTITUTION

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## Jackson Correctional Institution

Randall R. Hepp, Warden  
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Black River Falls, WI 54615-0232  
Phone: 715-284-4550 Fax: 715-284-7335  
P.O. Box 233 - Inmate Mail  
P.O. Box 116 - Financial Deposits for Inmates (Money Orders Only)

### INSTITUTION MISSION STATEMENT

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

DATE OPENED: 1996

SECURITY LEVEL: Medium

OPERATING CAPACITY: 837 Males

CURRENT POPULATION: 987 Males (06/30/08)

Number of Uniformed Staff: 198

Number of Non-Uniformed Staff: 108

OPERATING BUDGET FY 2008: \$24,237,299

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

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

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

## INMATE PROGRAMS

### Education

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

### Community Service

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

### Work Assignments

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

### Other

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

## SECURITY DEPARTMENT

The Security Department provides a safe and secure facility for the public, staff, and inmates. Security staff provides positive role models so inmates can learn how to constructively deal with adversity. Inmates are held accountable for complying with Wisconsin's statutory laws, the Department of Correction's Administrative Codes, and the Institution's policies and procedures. Staff is given appropriate training and resources to effectively perform their job duties. Currently, there are 13 Security Supervisors and 185 Correctional Officers which make up the security department.

### JCI Movement from July 2007 through June 2008

	Intake	Outake	OCO	OWO /CSC	OWO /BRMH	OWO /Other	OCO /OWO Total
July 07	109	92	18	21	14	9	62
Aug 07	111	125	26	21	16	6	69
Sept 07	95	103	19	18	30	6	73
Oct 07	128	113	23	20	24	5	72
Nov 07	103	111	23	16	12	3	54
Dec 07	97	89	13	14	19	3	49
Jan 08	133	134	25	17	30	2	74
Feb 08	111	116	22	18	18	3	61
Mar 08	116	121	26	16	24	7	73
Apr 08	145	135	27	18	17	2	64
May 08	105	129	18	23	24	9	74
June 08	98	92	18	17	21	3	59
<b>Total</b>	<b>1351</b>	<b>1360</b>	<b>258</b>	<b>219</b>	<b>249</b>	<b>58</b>	<b>784</b>

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

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

**HUMAN RESOURCES DEPARTMENT**

**Employee Services Program (ESP):** The ESP program is a confidential program administered by Deer Oaks. This program provides the following services for employees and their family members:

- A 24 hour Helpline available 7 days/week for confidential telephone consultation and problem solving for both the employee and their family members.
- Professional assessment and goal-oriented problem solving for challenging situations with the ability to schedule an appointment with a counselor.
- Browse online health and wellness, Disaster Services, Violence Prevention, Work/Life resources and an online library...and more!
- In addition to interactive assessments, informative articles and relevant training topics, Deer Oaks provides national coverage for family member(s) needing services who reside outside of Wisconsin.
- Monthly newsletters and additional information distributed on a regular basis.

<b>Number of Positions by Department</b>	
Buildings and Grounds .....	15
Business Office.....	8
Education.....	14
Food Service .....	9
Health Services .....	14
Housing Units .....	14
Personnel .....	3
Program Services.....	9
Recreation .....	2
Security.....	201
Stores/Canteen.....	3
Warden's Office .....	4
Total Positions .....	296
<b>Staff Not Under JCI Hiring Authority</b>	
Bureau of Correctional Enterprises	
Badger State Industries .....	1
Office of Offender Classification	
Program Review Coordinators .....	2
Health Services-Physicians/Dental .....	4

The ESP Coordinator for JCI is Lt. Tim Burlingame.

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

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

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

**EMPLOYMENT AND RECRUITMENT:**

The HR Department continues to work with area universities and technical colleges to establish a recruitment base for a number of positions via internships and information sharing.

If you are interested in employment opportunities you may visit the State of Wisconsin job posting site at [www.wisc.jobs](http://www.wisc.jobs) or the Department of Corrections' website at [www.wi-doc.com](http://www.wi-doc.com) and click on employment. You may also contact the JCI Human Resources Department at (715) 284-7315.

The following chart labeled Expenditures FY-08 lists the amount of non-salary expenditures incurred by the institution during FY-08. The chart is broken down into two categories: Local Area, & Outside. Local area expenditures are payments made to various vendors and suppliers in Jackson County and the immediate area, Outside is for all other vendors. The intent is to demonstrate the direct impact the Institution has on the local economy.

<b>EXPENDITURE FY08</b>			
	Local + Area	Outside	Total
July	\$ 18,740.23	\$40,893.59	\$ 59,633.82
August	\$ 103,806.33	\$68,967.43	\$ 172,773.76
September	\$ 134,216.24	\$79,747.87	\$ 213,964.11
October	\$ 171,357.80	\$190,108.75	\$ 361,466.55
November	\$ 270,034.91	\$66,443.01	\$ 336,477.92
December	\$ 169,960.48	\$198,146.18	\$ 368,106.66
January	\$ 139,204.23	\$134,936.97	\$ 274,141.20
February	\$ 152,939.70	\$118,102.17	\$ 271,041.87
March	\$ 62,736.21	\$157,117.56	\$ 219,853.77
April	\$ 139,828.14	\$141,546.55	\$ 281,374.69
May	\$ 155,905.62	\$154,691.37	\$ 310,596.99
June	\$ 110,374.51	\$147,168.63	\$ 257,543.14
<b>TOTALS</b>	<b>\$1,629,104.40</b>	<b>\$1,497,870.08</b>	<b>\$3,126,974.48</b>

The following chart labeled Canteen Expenditures FY-08 refers to products purchased for resale to inmates at the institution Canteen. The terms Local Area and Outside are the same as for the preceding chart.

<b>CANTEEN EXPENDITURE FY08</b>			
	Local + Area	Outside	Total
July	\$ 11,956.08	\$ 58,786.75	\$ 70,742.83
August	\$ 13,462.38	\$ 31,019.51	\$ 44,481.89
September	\$ 18,901.72	\$ 50,495.49	\$ 69,397.21
October	\$ 24,991.81	\$ 36,564.18	\$ 61,555.99
November	\$ 9,255.84	\$ 27,699.59	\$ 36,955.43
December	\$ 8,501.98	\$ 17,877.08	\$ 26,379.06
January	\$ 25,375.78	\$ 46,867.85	\$ 72,243.63
February	\$ 14,444.59	\$ 43,382.38	\$ 57,826.97
March	\$ 22,325.96	\$ 19,260.02	\$ 41,585.98
April	\$ 16,177.43	\$ 42,832.17	\$ 59,009.60
May	\$ 35,580.73	\$ 41,952.87	\$ 77,533.60
June	\$ 14,564.89	\$ 40,900.31	\$ 55,465.20
<b>TOTALS</b>	<b>\$ 215,539.19</b>	<b>\$ 457,638.20</b>	<b>\$ 673,177.39</b>

The following chart labeled Inmate Expenditures FY-08 is a list of various court ordered or institution mandated costs that inmates are required to pay. The state and county sales taxes are collected from Canteen purchases.

<b>INMATE EXPENDITURES FY08</b>
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	Victim Witness Surcharge	DNA Surcharge	Restitution to JCI	Restitution to Courts, Ins.	Child Support	Reimbursement	Medical Co-pay Fees	State Sales Tax	County Sales Tax
July	\$ 2,403.38	\$ 2,076.27		\$ 768.11	\$ 3,011.27	\$ 2,279.00	\$ 630.50		
August	\$ 2,006.42	\$ 1,625.06		\$ 1,005.25	\$ 2,574.85	\$ 2,875.31	\$ 502.50		
September	\$ 1,542.31	\$ 1,072.85		\$ 767.92	\$ 2,455.36	\$ 2,028.60	\$ 590.00	\$ 3,066.53	\$ 514.40
October	\$ 2,170.69	\$ 1,569.15	\$ 24.45	\$ 1,195.06	\$ 2,544.13	\$ 2,873.30	\$ 387.50		
November	\$ 1,826.69	\$ 1,671.64		\$ 820.94	\$ 3,269.41	\$ 2,362.62	\$ 362.50		
December	\$ 2,115.60	\$ 1,681.99	\$ 29.28	\$ 1,142.93	\$ 2,241.50	\$ 2,239.77	\$ 390.00	\$ 2,890.32	\$ 714.37
January	\$ 1,341.33	\$ 1,264.48	\$ 27.55	\$ 1,644.64	\$ 2,618.46	\$ 2,358.38	\$ 397.50		
February	\$ 1,649.04	\$ 1,233.85	\$ 5.45	\$ 868.09	\$ 2,788.64	\$ 2,157.57	\$ 490.00		
March	\$ 1,157.48	\$ 1,393.32	\$ 4.20	\$ 827.18	\$ 2,577.94	\$ 2,727.34	\$ 247.50	\$ 2,799.21	\$ 630.53
April	\$ 1,407.41	\$ 1,435.42	\$ 50.50	\$ 1,137.04	\$ 2,230.58	\$ 2,618.67	\$ 307.50		
May	\$ 2,243.87	\$ 1,399.72	\$ 20.05	\$ 1,428.17	\$ 3,481.19	\$ 2,239.35	\$ 435.00		
June	\$ 2,091.41	\$ 1,111.63		\$ 1,215.23	\$ 2,158.02	\$ 2,303.28	\$ 375.00	\$ 2,709.25	\$ 645.89
TOTALS	\$ 21,955.63	\$ 17,535.38	\$ 161.48	\$ 12,820.56	\$ 31,951.35	\$ 29,063.19	\$ 5,115.50	\$ 11,465.31	\$ 2,505.19

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#### BUILDINGS AND GROUNDS:

- Completed work orders - 3053
  - Garbage equaled 367 tons at a disposal cost of \$25,335.00.
  - Electricity usage was 5,738,752 KWHs at a cost of \$234,869.05.
  - Water usage was 45,039,040 gallons.
  - Sewer charges \$218,102.00.
  - Natural Gas usage was 475,625 therms costing \$427,140.92.
  - Recycled aluminum and scrap metals of 6,179 lbs. sold for \$2,065.35.
  - JCI Garden produced 32,734 lbs. of produce with 2,458 lbs. going to area food banks.
  - Completed various projects for the Boy Scouts, Black River Schools, and the Boys & Girls Club.
  - Build Ten Command Boards for various DOC institutions.
  - Made twenty signs for the Black River Correctional Camp.
  - Made signage for the Gordon Correctional Center.
  - Installed a new asphalt parking pad for DOC bus along Franklin.
  - Installed a cement walk way around the Veteran Flag on the center yard.
  - Used extra cement from Food Cart Project to install shovel path ways to various fire hydrants.
  - Received \$758,780.00 dollars for request projects funded by the DOA/DSF.
  - Received \$30,825.00 dollars from the Facilities Management Council for request institution maintenance repairs.
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#### Food Service Department

From July 1, 2007, through June 30, 2008, the Jackson Correctional Food Service Department prepared and delivered 1,128,466 meals for institution inmates and eligible staff. Meals are planned

and prepared to be nutritionally adequate, favorably acceptable, and within budgetary guidelines. Standardized recipes and safe food handling guidelines are part of standard operating procedures.

July '07.....	96,166	Jan '08.....	95,076
Aug '07.....	96,070	Feb '08.....	89,062
Sept '07.....	92,682	Mar '08.....	94,761
Oct '07.....	96,572	Apr '08.....	92,687
Nov '07.....	92,734	May '08.....	95,587
Dec '07.....	95,128	June '08.....	91,941

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

The majority of food items are sent in bulk to each of the Housing Units where inmate workers serve the meal to the general population. These Food Service staff develop guidelines and rules for meal distribution in the Units and regularly monitor meal service for compliance. Approximately 6% of the Institution's meals are served on individual trays, which are prepared in Food Service and sent to inmate workers in various areas and Officer posts.

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

In May of 2008 the delivery method for food was significantly changed when the food truck was permanently eliminated and inmate workers began pushing the carts to various areas throughout the institution.

## HEALTH SERVICES STATS

- Offsite appointments.....480
- Offsite admissions..... 36
- Dental appointments... ....1,416
- ER Visits.....105
- Total HSU Contacts..... ...68,510

## PSYCHOLOGICAL SERVICES

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

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

- 30 inmates required clinical observation
- 5 inmates were referred/transferred to WRC
- 0 inmates for CCI-SMU referrals
- 2 inmates required restraints evaluation

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

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

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

- 64 - Sex Offender Treatment PSU
- 70 - Anger Management Treatment
- 70 - Domestic Violence Treatment
- 35 - Mood Group
- 30 - Re-entry Group

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

- About 300 referrals were made to the Psychiatrist
- There were about 6500 significant inmate contacts (60-70 % of JCI inmates).
- Weekly reviews of mental status of inmates in segregation are completed.
- Complex mental health issues and inmates are discussed at weekly mental health multidisciplinary meetings.

**In-Service Training for Staff:**

- 100% of JCI staff members received annual training in suicidality detection and suicide prevention

**Accomplishments:**

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

- Developed mental health and coping skills programs for inmates in segregation.

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## LIBRARY SERVICES

The JCI Library provides library service for staff and approximately 1,000 offenders. For FY 08, the library checked out 67,036 materials to patrons and had 46,226 visits to the library by offenders. This was an approximate 20% increase from FY07. The WI DAI Libraries this year merged their software and library catalogs into one system.

**Library ProLiteracy America Tutor Training (PLATT)** offers tutoring services for students enrolled in school and also for inmates in general population who wish to improve their math, reading, or writing skills. The JCI teachers trained thirteen inmate tutors during FY08. Staff provided thirty hours of training to inmate tutors under PLATT. The PLATT tutor-training program provides training for one tutor in Oxbow Unit, seven in school classrooms, and four tutors employed by the library. Teachers refer adult basic education inmates to the tutor program where one-on-one tutor/student learning occurs.

**LAW LIBRARY:** The Law Library was visited 7,676 times in 2008. There are six computers installed to access this database in the JCI Law Library, one computer in Granton segregation for access to courts and one computer in Oxbow program segregation. In addition to this core law resource, other print resources, many which are printed from government sources for free and not available on LexisNexis, are still available in the JCI law library.

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## CHAPEL SERVICES

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

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

In 2007-2008 there were a total of 7252 inmates that submitted requests for the Chapel Card Program. There were a total of 22,755 greeting cards that were handed out to inmates. Total inmate contacts for all programs and card requests in 2007-2008 were 25,795.

Volunteers are an important resource for the Chapel. In 2007-2008 there were 185 volunteers who invested 1535 hours in helping provide spiritual support to the inmates. There were 224 pastoral visits by pastors from the communities who visited with inmates in 2007-2008.

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

Two major projects for the Chapel have been the Angel Tree and Salvation Army Toy Projects. Angel Tree is a ministry of Prison Fellowship through which children of incarcerated parents can receive Christmas presents. Certain criteria must be met. Each inmate must complete an application before the process can begin. The Toy Project is similar to Angel Tree and run by The Salvation Army. Each

inmate must fill out an application and be approved to participate. This year 225 inmates participated in the Angel Tree Program and 151 inmates took part in the Salvation Army Toy Project.

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## EDUCATION

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

The primary goals for education programming at JCI are:

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

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

### ACCOMPLISHMENTS:

- Academic programming included testing abilities prior to school entry and skill assessment testing while in school which provides better academic tracking for students. We have a full range of academic programming including basic, intermediate, and HSED classes. Students successfully completed three-hundred ninety five High School Equivalency Diploma(HSED) components. JCI proudly presented fifty-nine high school equivalency diplomas. Twenty- nine students successfully completed the Vocational Food Production and Computer Specialists Programs.
- Inmates completed one or more of the three sections of our Parenting classes
- One hundred eleven students completed personal self-development classes in Computer and Financial Literacy.
- Students completed post-secondary academic correspondence courses.
- Incarcerated Youth Offender Program(IYOP) students completed College of the Air courses through Milwaukee Area Technical College.
- Career Planning provided transitional and employment support for many released offenders.

**TRANSITIONAL PARTNERSHIP:** Jackson Correctional Institution has a special project in operation to provide transitioning assistance to offenders being released. As such we are partnering with Aro Behavioral Healthcare. Participants meet with the case manager on a minimum of a monthly basis to assess additional barriers to successful reintegration upon release. Participants are required to attend their local job center weekly and maintain contact with the case manager at JCI until goals of their Individual Plan are accomplished. Networks and contacts have been established in most areas of the state with the Job Centers, Human Services, employers, and local vendors to provide comprehensive services.

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

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

- Academic programs are composed of three levels of Adult Basic Education (ABE).



Affirmed	46	26	41	35
Affirmed With Modification	3	5	3	3
Dismissed	245	230	267	225
Dismissed With Modification	15	21	24	21
Rejected (Moot)	42	40	48	26
Rejected (Outside the Scope)	33	35	24	29
Rejected (Time limits)	12	19	20	13
Rejected (Previously addressed)	20	10	12	8
Rejected (other)	4	7	17	9

Complaints Received per Housing Unit:

Granton	240	14.93%
Melrose	256	15.93%
Neillsville	229	14.25%
Oxbow	346	21.53%
Quarry	196	12.20%
X-Building (Barracks)	229	21.16%
Total	1607	

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## BUREAU OF OFFENDER CLASSIFICATION AND MOVEMENT

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

The following statistics show the types and amount of Program Review actions taken in FY08:

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

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## OFFENDER RECORDS OFFICE

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

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

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

**Accomplishments:**

- Calculated 640 sentence computations for new sentences, amended judgments and revocations.
- Coordinated 968 inmate transfers out of JCI
- Coordinated 736 inmate transfers in to JCI
- Processed 357 inmate releases
- Scheduled 187 JCI parole hearings
- Coordinated 303 off-grounds court trips
- Scheduled and facilitated 121 attorney and professional visits
- Scheduled and facilitated 42 LAIP visits
- Scheduled and facilitated 647 court and attorney/professional phone calls
- Scheduled and monitored 338 inmate file reviews
- Provided notary services to inmates on Monday mornings and Friday afternoons
- Scheduled and facilitated 53 video court hearings
- Served 76 papers on offenders for various court proceedings
- Processed 132 TIS (Truth in Sentencing) Petitions for sentence adjustments
- Processed 1942 minor conduct reports
- Processed 503 major conduct reports
- Closed out 357 files

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## **JCI REALITY PROGRAM DESCRIPTION AND BACKGROUND**

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

As part of the planning process for a similar program, staff members at the Fox Lake Correctional Institution gathered available information, on similar programs, from the National Institute of Corrections and the Wisconsin Department of Corrections. The research data indicated overwhelmingly that confrontative intimidation programs do not work. In fact, out of 112 available studies, not one presented positive results from the use of intimidation programs. Instead, the information suggests that an educational approach can have a positive impact on young people. The University of Hawaii at Manoa did a study in 1981 which showed programs that do not employ scare tactics with the youth who attended its sessions, but attempt instead to establish open and honest communication, appeared to have a positive effect both on attitudes that might prompt a youth to get into trouble and on the actual incidence of delinquent behavior.

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

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

The goals of the JCI REALITY program are as follows:

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

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

July 2007	No group
Aug 2007	13
Sept 2007	5
Oct 2007	9
Nov 2007	5
Dec 2007	3
Jan 2008	6
Feb 2008	No group
Mar 2008	11
Apr 2008	2
May 2008	5
June 2008	No group

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## **BADGER STATE INDUSTRIES (BSI)**

Badger State Industries employs 12 in our recycled sign silk screening program. We offer an opportunity for inmates to learn valuable work skills as well as develop a positive work ethic. We anticipate expanding to up to 18 total inmate workers. Workers wages begin at \$.20 an hour with the capability of earning up to \$1.00.

BSI opened its doors in Jackson Correctional Institution in May of 1996. First production included, Innerspring mattresses, inmate mattresses, various linen items, inmate uniforms, as well as working with a private sector company making gloves, hats, and scarves. In 1998 in cooperation with the Wisconsin DOT, 20 offenders were employed to stamp approximately 350,000 Wisconsin State maps.

The Computer Recycling Program began in November 1999, employing 25 offenders. The program went through many changes, from simply taking apart the various components to testing, re-programming, and distributing them to non-profit organizations

In mid 2007, our shop at Jackson Correctional Institution began the manufacture of recycled signs for the Wisconsin DOT and other local government agencies.

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## **CORRECTIONS PROGRAM SERVICES**

**Accomplishments:**

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

#### Goals:

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

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## RECREATION, HOBBIES AND COMMUNITY SERVICE PROJECTS

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

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

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

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

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

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

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

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

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## MELROSE HOUSING UNIT

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

Staff also counsel inmates on a variety of issues including the positive and negative consequences of their behavior. The Unit operates on a respect and appropriate treatment for everyone philosophy.

### **Cognitive Interventions Program, Phases 1 and 2 (CGIP)**

CGIP is a skill-based program that is aimed at achieving long-term change rather than short-term compliance in terms of the offender's behavior. The goal is to assist offenders to better understand themselves, teach skills that they can use to control direction of their life, and give them the choice to change or not to change. Help them understand how their old thinking patterns have brought them to prison and give them the tools needed to change those patterns.

Entry Requirements:

1. Identified need from A & E.
2. Willingness to participate in the group

Sessions: 2 times per week; sessions are approximately 1 1/2 hours

Duration: Approximately 12 -14 weeks

### **Re-entry programming**

As part of the re-entry initiative various re-entry modules (curriculum) are facilitated for offenders housed on the Melrose unit, including but not limited to, the Family Support module and the Transition Prep module.

Sessions: Timeframe varies depending on staff availability and offender participation.

Note: Programs are done periodically depending on staff availability.

### **Mental Health Counseling**

The Melrose Unit has a full time Social Worker, part time Psychologist and a Unit Supervisor who coordinate and perform counseling with inmates on the unit. Interventions, day-to-day living skills, as well as assisting those who cannot help themselves is a daily function of all Melrose staff. Inmates on Melrose are encouraged to discuss and work through their issues in a positive manner. Through their efforts they are given the opportunity to see positive results.

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## **NEILLSVILLE HOUSING UNIT**

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

Neillsville unit has two social workers who provide daily instruction for the AODA program and one additional social worker who provides general casework and reentry initiatives for the non AODA offenders.

The *New Beginnings AODA program* is a 16-week program. Participants are enrolled full-time and meet for six hours each day. The topics include cognitive process, AODA education and relapse prevention. This year the New Freedom curriculum was implemented into the AODA program. Other modules on Anger management, domestic violence, stress management, and communication are included during the 16-weeks.

Challenges for FY08 include:

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

## **OXBOW HOUSING UNIT**

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

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

### **Accomplishments**

- Implementation of programming for inmates in Program Segregation Status, in individual modules, and held on a weekly basis.
- Working as part of a multidisciplinary team more appropriately identifying needs and managing inmate population.
- On site unit psychologist seeing inmates on a regular basis and completing assessments as needed.
- Unit Supervisor regularly on unit helping defray inmate concerns and complaints.
- Updating unit POST Orders along with the addition of a secured med cart for inmates medications in Segregation Cells on A Wing, housed on the second floor.
- Offering components of the Re-entry curriculum for those inmates who choose to work on the materials on their own, volunteering to participate.
- Obtaining a multi-functional copy/fax/scan capable printer(MFD) for the unit.
- Identifying and preparing a location on the unit utilized for the MFD, staff/inmate meeting room, and area to utilize for maintaining collating and copying materials. Referred to as the Resource Room.

### **Challenges**

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

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## **QUARRY HOUSING UNIT**

During fiscal year 2008 the Quarry Unit was designated as the residential unit for the institution's Pre-Release program. The unit now houses inmates during their last six months prior to release as they participate in the program's Transition module. Pre-Release program inmates now typically occupy 170 of the unit's 202 beds.

The program provides inmates nearing release with an array of activities and opportunities to increase their chances of; obtaining employment upon release, improving healthy behaviors, reestablishing positive family ties, and enhancing their non-incarcerated living skills. This is accomplished through independent study, group sessions, and establishing connections with outside resources and assistance.

At 6 months from release the unit social workers facilitate a phone call between an inmate and his agent to address issues of housing, employment, transportation, and rules. This occurs again at 3 months from release.

### **Accomplishments**

A resource room was created in the unit with books, DVDs, pamphlets, and resources identified by county of release. Inmates are able to access job information via JobNet.

The group program sessions include:

- Child Support. Presented by Jackson county child support staff
- Credit Counseling. Presented by Consumer Credit Counseling staff
- Apprenticeship programs. Presented by Department of Workforce Development staff
- Personal Development. Presented by JCI psychologist
- First Aid. Presented by Quarry unit sergeant
- Health and Wellness. Presented by JCI nurse
- Probation and Parole. Presented by local probation and parole agent
- I.D. cards; social security and drivers licenses. Presented by Quarry unit staff
- Employment. Presented by JCI contract staff and Corrections Community Employment Program staff

During FY 2008 72 inmates completed the program and were released.

### **Challenges**

In FY 2009 unit staff will be experiencing the first full year of the Pre-Release program and anticipate over 300 inmates will participate and be released.

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## **X BUILDING – BARRACKS**

X Building is a 152-bed barracks style housing unit that serves as the reception and orientation unit for all inmates arriving at Jackson Correctional Institution. The Barracks temporarily houses minimum-security inmates waiting transfer to a northern center and Division of Community Corrections sanctioned inmates. It also houses the medium security inmates who are assigned to JCI awaiting bed space on one of the four general population housing units (Melrose, Neillsville, Oxbow or Quarry). Inmates are identified by their assessment and evaluation need and subsequently placed in the corresponding housing unit (i.e. -AODA need Neillsville, Re-entry - Quarry). Additional information is relied upon should a special need arise requiring a single cell, wet cell thereby restricting movement to the Oxbow Housing Unit.

### **Accomplishments**

- Maintain effective relationship with other DOC facilities, operating as the northern transportation

hub for inmates transferring to northern Correctional Centers and or Alternative to Revocation inmates, from Community Corrections.

- Together work as part of a multidisciplinary team to determine needs, streamlining the movement through units and programs. More effectively managing and identifying problematic inmates.
- On site unit psychologist seeing inmates on a regular basis and completing assessments as needed.
- Installation of 16 fans, four per pod enhancing the air flow/movement throughout the unit.
- Secure locking mechanisms designed and installed to regulate the units windows opening/closing for climate control and ventilation.
- 6 Additional Video surveillance systems installed throughout the unit allowing security to monitor all areas inside of the building and in entryways. The unit now has 8 video cameras total.
- Unit Supervisor regularly on unit helping defray inmate concerns and complaints.
- Worked with Program Services/Hobby to develop X Building specific list of hobby items allowed on the unit to help reduce inmate idleness.

### Challenges

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