

New Lisbon Correctional Institution



ANNUAL REPORT

JULY 1, 2007 – JUNE 30, 2008



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MESSAGE FROM THE WARDEN'S OFFICE

On January 20, 2008 I joined New Lisbon Correctional Institution as the new Warden. Upon my arrival I found that in spite of the numerous changes in its leadership, institution operations continued to run smoothly and safely each and every day. NLCI is successful because Union and Management alike, individuals and groups serve the public, the inmates and each other with honor and commitment. I am very proud to have been given the opportunity to lead such a great group of correctional professionals.

Expansion of programming opportunities, to include vocational, academic and treatment continued to be the focus during FY 08. This Annual Report reflects the accomplishments and progress attained. Some examples are the Re-Entry Program in A building; the expansion of services to the mentally ill inmates; the creative manner in which recreational activities are provided, etc.

Of importance is the working relationship with the surrounding communities. NLCI's Community Service Program has been one of the links. "Bear Hugs" is an example of this effort. Early January inmates made 350 teddy bears which were donated to the 350 Air National Guards from the 115th Fighter Wing in Madison deployed to Iraq. The troop member hugged a teddy bear/s and gave one to each of his/her child/children to keep. This was a small way NLCI could express gratitude to the men & women serving our country, some of which are our own staff members.

Fiscal year 09 will likely bring many challenges, however I am confident NLCI will rise to the occasion and have another successful year. I look forward to working with Deputy Warden Lizzie Tegels, Administrators, Managers, Union Officials and all staff to continue with our tradition of "EXCELLENCE"

On behalf of NLCI staff and inmates we respectfully present FY 08 Annual Report.

Ana M. Boatwright
Warden

Lizzie Tegels
Deputy Warden



INSTITUTION MISSION and GOALS

Mission Statement

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

Goals

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

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

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

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



ACCOMPLISHMENTS and HIGHLIGHTS

- WICS went live on June 23, 2008
- NLCI held its second Health and Wellness Fair. Staff donated food items and \$100.00 in cash to the New Lisbon Food Pantry as part of the fair.
- Second year nursing students in the Associate Degree-Nursing Program at Western Technical College are doing a 5-week clinical rotation in the Health Services Unit.
- May 2008 LeRoy Butler visited inmates at NLCI. Butler gave an inspirational talk about his life and making good decisions.
- The Education Department continues to work with the Necedah National Wildlife Refuge in a Prairie Plant Seed Propagation Program which has “blossomed” into a certified vocational program in Horticulture. In addition, 2 new WTCS certified math courses are being offered as vocational related course work.
- NLCI has again partnered with Workforce Connections and Western Technical College to offer a fully certified course in Small Engine Maintenance.
- NLCI held its 3rd Annual Volunteer Dinner in March 31, 2008. We were privileged to have Rev. Tonen O’Conner as our guest speaker.
- A School Supply drive was held and staff provided many items to New Lisbon Elementary School to ensure children in need had enough supplies for the school year.
- Two inmate fundraisers were held. In October 2007 inmates raised \$274.00 for the National Day of Remembrance. May 2008 inmates raised \$392.00 for the LeRoy Butler Foundation for Breast Cancer
- NLCI held two Blood Drives through the Blood Center of Wisconsin.
- Concrete safety maneuvering platforms were poured around all the housing units.
- A permanent repair of the underground leak on C and D Units.
- Modification of the boiler controls for energy savings.
- Replaced flush valves, faucets throughout the Institution and flow restrictions on kitchen faucets for water savings.



FAST FACTS

Dedicated: **April 2, 2004**

Opened: **April 4, 2004**

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

Security Level: **Medium**

Operating Capacity: **950**

Current Population: **1007**

Number of Acres: **100**

DEPARTMENTAL INFORMATION

BUSINESS OFFICE

Operating Budget: \$21,240,157.90

Inmates Income and Obligation Report:

YEAR-TO-DATE SUMMARY	
Offender Wages	
Institution Pay:	270,026.11
Project Crew Pay:	-
Work Release:	-
Bureau Corr Enterprises:	13,614.89
Total:	283,641.00
*Work Release Placements	
Obligations / Collections	
Obligations:	73,881.16
Medical Co-pay:	3,731.00
Total:	77,612.16



Inmates Income and Obligation Report (continued):

OFFENDER WAGES					
Month	Year	Institution	Work Release (Gross)	Bureau Corr Enterprises	Totals
July	2007	20,528.07		896.15	21,424.22
August	2007	21,004.64		927.03	21,931.67
September	2007	20,581.06		977.60	21,558.66
October	2007	20,855.04		1,098.03	21,953.07
November	2007	31,045.16		1,329.02	32,374.18
December	2007	20,864.58		1,027.17	21,891.75
January	2008	19,690.42		1,045.04	20,735.46
February	2008	20,415.03		1,128.28	21,543.31
March	2008	21,216.16		1,139.09	22,355.25
April	2008	21,242.97		1,201.92	22,444.89
May	2008	31,689.60		1,712.86	33,402.46
June	2008	20,893.38		1,132.70	22,026.08
Totals:		270,026.11	0.00	13,614.89	283,641.00

OBLIGATIONS/COLLECTIONS							
Month	Years	Child Support	Court Ordered	VWS/DNA Surcharges	Institution Restitution	Medical Co-Pay	Totals
July	2007	1,250.13	1,465.83	3,025.48	81.59	473.00	6,296.03
August	2007	1,222.81	991.78	2,595.46	32.35	217.50	5,059.90
September	2007	1,303.20	908.18	2,995.34	30.69	167.50	5,404.91
October	2007	1,601.19	2,098.92	3,060.61	35.76	415.00	7,211.48
November	2007	1,714.34	1,248.34	3,234.29	59.23	392.00	6,648.20
December	2007	2,162.59	1,047.31	2,956.80	206.80	257.50	6,631.00
January	2008	1,402.35	1,092.77	3,095.13	102.08	417.00	6,109.33
February	2008	1,926.70	1,128.93	3,327.11	148.08	394.00	6,924.82
March	2008	1,968.81	1,621.86	3,000.94	138.57	202.50	6,932.68
April	2008	1,813.52	2,383.07	3,497.73	100.82	292.50	8,087.64
May	2008	2,547.12	1,461.06	2,750.28	102.31	240.00	7,100.77
June	2008	1,404.05	1,016.55	2,498.35	23.95	262.50	5,205.40
Totals:		20,316.81	16,464.60	36,037.52	1,062.23	3,731.00	77,612.16

* Year to date WR Placements equal the number of new placements for the current year.

** Number on Work Release equals the number of inmates on work release at the end of the previous month plus the number of new placements for the current month.

Note: With the exception of Work Release Placement Data which is entered for a specific month, data reported is based on date posted to WITS.



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

Month of	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Segregation	45	42	32	44	36	43	45	47	42	39	39	47
BSI	7	9	9	8	8	8	8	8	8	8	8	8
Vol Unassg	98	103	91	92	78	127	134	129	116	112	105	88
Total on Payroll	866	853	881	862	890	830	811	831	834	853	843	864
Invol Unassigned	406	379	398	368	572	578	362	366	350	353	270	387
Assigned/Working	460	474	483	494	318	252	449	465	484	500	573	477
Total Population	1016	1007	1013	1006	1012	1008	998	1015	1000	1012	995	1007

PROGRAM ASSIGNMENTS

Education*	151	165	161	163	176	169	170	184	166	165	160	152
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*Students taking only one class are not included in the Education figures.

Unassg = Unassigned

EDUCATION

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

Academic Programming consists of **Adult Basic Education (ABE)** and **HSED studies**. ABE is divided into Basic Math and Reading classes which cover students with reading and/or math levels from 0.0 to 5.9, as measured by the Test of Adult Basic Education (TABE,) and HSED (High School Equivalency Diploma) studies, students with scores of 9.0 or higher as measured by the TABE. The past year saw an average of 200 students enrolled in academic classes (ABE/HSED) with 49 HSED completions.

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



Integrated Software Applications. Horticulture is a 15 credit certificate program that gives students a solid foundation in basic horticulture, soils and plant care.

In addition to our regular offerings, we were fortunate this past year to have had **Workforce Connections Inc.**, a private non-profit organization, partner with NLCI and WTC to offer a unique program called Small Engine Maintenance. We had 14 students successfully complete this program.

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

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

The **IYOP** Program provides inmates post-secondary educational classes leading to an Associate of Arts degree. In order for inmates to enroll in the program, they must be less than 26 years old, be eligible for release within 5 years, and have a High School diploma or HSED, and minimum reading and math levels. NLCI has had 8 students enrolled for the Fall 2007 semester, 9 enrolled in the Winter 2007/2008 semester and 8 for the Summer 2008 session.

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

Personal Development (PD) opportunities include Financial Literacy, Parenting classes, Basic Keyboarding, and working with the new DOC Re-Entry initiative, education is offering the following modules: Transportation, Housing, Family Support, Education and Personal Development. From July 2006 to June 2007, we had an average of 79 inmates enrolled in PD classes including Re-Entry.



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

Low Level classes: Designed for those with very limited English ability and very little or no formal schooling. Goals are to reach medium ability in math such as addition, subtraction, multiplication, division, fractions and possibly decimals, or percents based on how fast their English skills improve also.

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

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

Library Services

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

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

FOOD SERVICE

The Food Service Department had (1) Food Service Administrator, (1) Food Service Manager and (8) Correctional Food Service Leader 2's (CFSL2) employed during this reporting period. Food Service employed 66 inmates. Coverage in Food Service by CFSL2 is 4:30 a.m. to 6:30 p.m. daily. Total meals served were 1,155,990 which was an increase of 9,830 from last year. The average meal cost was \$1.03.



HEALTH SERVICES UNIT (HSU)

The Health Services Unit (HSU) is staffed 24 hours per day, from 6:00 am Monday through 6:00 am Saturday. Weekend and holiday hours are 9:00 a.m. to 5:00 p.m. with a nurse on-call during non-nursing hours. The Health Services Unit is managed by (1) Health Services Manager, (1) full-time Physician, (3) part-time and (5) full-time nurse clinicians. The part-time dental staff consists of (1) Dentist, (1) Dental Assistant and (1) Dental Hygienist. A Psychiatrist and physical therapist provide services 2 days per week. Support services are provided by (1) full-time Medical Program Assistant.

The HSU provides treatment for acute and chronically ill patients. On-site services provided through the HSU include physician and nursing appointments, emergency care, medication administration and delivery, laboratory, dental, optical, x-ray and physical therapy. Technological upgrades include digital electrocardiograms (EKG) and digital x-ray exams. Comprehensive specialty treatment is provided off-site at medical facilities in Black River Falls, Waupun, Beaver Dam and the University Hospital and Clinics – Madison. We also conduct on-site telemedicine visits with specialists at University Hospital and Clinics – Madison. Urgent and emergent specialty care is provided locally at Hess Memorial Hospital in Mauston.

HUMAN RESOURCES

The Human Resources Department consists of (1) Human Resources Director, (1) Human Resources Assistant and (1) Payroll and Benefits Specialist. Department responsibilities include direction, administration and monitoring of the recruitment and selection of staff, employee and labor relations, payroll and benefits, policy administration, investigations/disciplines, health and safety management, employee training/development, record maintenance and Affirmative Action/Equal Employment Opportunity compliance. There are currently 310 allocated staff positions.

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

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

Total Staff: **310**

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

INMATE COMPLAINTS

The Inmate Complaint Review System (ICRS) ensures NLCI inmates a process by which grievances may be addressed. The Institution Complaint Examiner (ICE), under the supervision of the Warden, investigates concerns regarding rules, living conditions and



staff actions affecting institution environment. Inmates and staff have the opportunity to review and better understand correctional policy and to correct any errors or deficiencies.

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

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

Complaints Processed by Subject	# of Complaints	Complaints Processed by Subject	# of Complaints
01 Staff	161	12 Other	45
02 Correspondence & Publication	110	13 Food	80
03 Discipline	96	14 Classification	17
04 Medical	220	15 ICRS	8
05 Parole	0	16 Discrimination	2
06 Personal Physical Conditions	72	17 Inmate Accounts	105
07 Personal Property	392	18 BCE	0
08 Rules	162	19 HIPPA	2
09 Religion	7	20 Staff Sexual Misconduct	5
10 Work & School Programs	64	21 Inmate Sexual Misconduct	1
11 Visiting	37	Total	1586

Method of Disposition	Number
Affirmed	23
Affirmed With Modification	15
Dismissed	443
Dismissed With Modification	66

Rejected Complaints	Number
Beyond 14 Calendar Day Limit	63
Inmate Does Not Allege Sufficient Evidence	3
Inmate Does Not Raise A Significant Issue	7
Inmate Submitted Complaint Solely To Harass	9
Moot	61
Previously Addressed	18
Scope	46
Issue Raised Does Not Personally Affect Inmate	0
Total	207

Complaints Referred Into NLCI:	41
Complaints Returned to Inmate:	732



MAINTENANCE

The Maintenance Department's operating hours are from 7:15 a.m. to 4:00 p.m. Monday-Friday. Maintenance staff include: (1) Building and Grounds Superintendent, (1) Electronic Technician, (1) HVAC Technician, (3) Maintenance Mechanics, (5) Facility Repair Workers and (1) Office Operations Associate. There are also (2) Correctional Officers and (1) Tool Room Sergeant regularly assigned to Maintenance posts. The Maintenance Department employs 32 inmate workers.

PROGRAM REVIEW COMMITTEE (PRC) STATISTICS

PRC HEARINGS:

Total of 1,120 Conducted; 0 Referred for Second Step
148 Early
969 Scheduled
3 Program Change
818 Appeared
233 Waived

TRANSFERS IN:

724 INMATES
604 from Maximum/Unclassified
112 from Medium
7 from Minimum
1 from Minimum-Community

TRANSFERS OUT:

495 INMATES
89 to Maximum
186 to Medium
89 to Minimum
31 to Minimum-Community

DEATHS:

0 Deceased

CORRESPONDENCE:

414 Responses to Correspondence
94 Requests Received for Early PRC Review



PROGRAMMING

Religious

Religious activities began immediately when NLCI opened in April of 2004 and have continued to expand and be strengthened through the addition of new volunteers. Weekly opportunities for worship and/or study groups continue to be offered for Protestant, Jehovah's Witness (Watch Tower), Catholic, Islamic (including Jumah and Taleem study), Pagan, and Native American inmates (including Pipe and Drum ceremonies as well as Sweat Lodge). Buddhist inmates typically meet with their spiritual leader once a month. Inmates are offered the opportunity to indicate their religious preference upon arrival to NLCI. The religious reference information for all NLCI inmates as recorded on DOC 1090 is entered into the new Wisconsin Integrated Corrections System (WICS). Inmates meet with the Chaplain to complete a DOC 1090 on the computer signing the form using an electronic signature pad. This allows for individual meeting with Chaplain over any issues related to religious preference and religious opportunities at NLCI.

Volunteers

At the end of June 2008, NLCI had 150 approved volunteers for religious activities and/or pastoral visits. Volunteers represent all DOC umbrella religious affiliations as well as Alcoholics Anonymous and "A Way Out" Twelve (12) step spiritual recovery program. A highlight in March of this year was the third annual volunteer banquet. Volunteers were invited for a program with a dinner prepared by NLCI staff and inmates. Our guest speaker was Rev. Tonen O' Conner, resident priest and director of the Milwaukee Zen Center. Certificates were presented to the volunteers on behalf of NLCI by Deputy Warden Lizzie Tegels.

Recreation

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

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

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



Fitness Classes continue to be very popular. Classes offered included: yoga, step aerobics, weightlifting instruction, exercise ball (core training), and boot camp. The boot camp is a very popular activity and has received a lot of positive feedback from the inmates. We also offer a low impact aerobics class for individuals with special physical needs (i.e. severely obese, asthmatics, physical injury rehab). In addition to these classes, the Recreation Department also provides body fat monitoring for those inmates who wish to track their progress toward weight loss and better fitness and health levels.

The Recreation Department also oversees inmate hobbies and music opportunities, which includes providing music lessons for guitar and keyboard during the winter months. During this fiscal year, DAI 309.36.01 "Leisure Time Activities" Policy was implemented which streamlined allowed hobby and music property for all DOC Adult Institutions. Although some modifications at NLCI were necessary, this policy helps provide consistency for all institutions. As a result, inmates are assured they will be able to keep all their hobby and music property when they transfer to another institution.

Community Service Program (CSP)

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

Some of the projects completed this fiscal year include: Donating 334 blankets/quilts and 3895 stuffed animals, 514 backpacks, hats and mittens, to area nursing homes, health care facilities, schools, fire and police departments, the Children's Miracle Network and toy drives. Other projects include donating refurbished TVs that were abandoned by inmates to area food pantries, completing 3 hand-made wood strip canoe and providing various other woodworking items crafted by our Maintenance Department to area non-profit organizations. NLCI also continues to coordinate efforts with a local sports club to raise and release over 1,000 pheasants in the Juneau County area.

NLCI also donated a vast amount of school supplies for New Lisbon School District and \$754.00 in cash donations to non-profit organizations.

Work Assignments

Industries: Bureau of Correctional Enterprises-Badger State Industries; Hydro-stripping, which includes the remanufacture, repair and reconfiguration of highway, and all types of informational signs. Materials may vary from Aluminum to Plexi-glass. Duties range from Janitorial to high tech Hydro-stripper operation, maintenance and repair. Shear and



Punch Press set up and operation along with blue print reading, are also part of the operation.

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

PSYCHOLOGICAL SERVICES (PSU)

Over the past year, the NLCI PSU has expanded the SO-2 Program. The program is currently serving 16 inmates who meet in two different groups, two times per week for Advanced Primary Treatment. Sixteen inmates have successfully completed the treatment program and have volunteered to meet in an Aftercare Group until they are moved to other facilities or released. Five inmates were moved to Minimum Custody, one inmate was released to Extended Supervision and one inmate moved to a Residential AODA program. In the next 4 to 6 weeks, a new group of 15 inmates will begin SO Treatment with the three month educational component. When that component is completed, they will move into the current advanced groups.

Psychological Services has provided needed mental health services to the 250 inmates (25% of our population) who are considered to have on-going mental health issues. Services are also provided to inmates that do not have significant mental illness, but seek services for situational stressors or grief reactions. Segregation rounds are done weekly with all inmates in Segregation. Inmates are provided with reading material and homework, and individual counseling is provided as needed. PSU staff continued the Segregation Therapy Group, conducted on the Segregation range. There was good inmate interest and participation, and the program proved quite successful for inmates, staff, and security.

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

Psychological Services staff participates in re-entry programming as an element of the DOC initiative "Reentry: A Bridge to Success". An eight session mental health module explores mental health issues relevant to offenders returning to the community. Topics



include mental health overview, stigma of mental illness, addictions, and identification of community resources to support reentry. Psychiatric services, counseling, medication, health coverage, and support groups are among the resources considered. Individual contacts with psychologist are also available to support the above.

The Psychological Services Unit of NLCI has recently developed and implemented a transitional Unit. The purpose of the transitional unit is assist inmates in developing skills that will help them make a successful transition to a general population. NLCI has successfully made it a phase process rather than a program. Inmates are moved upon successful completion of course work and demonstration of positive behavior.

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

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

RECORDS

	<u>FY06</u>	<u>FY07</u>	<u>FY08</u>
Scheduled Phone Calls (attorney, court)	448	647	740
Scheduled Professional Visits	197	261	341
Scheduled Court Pick-ups	347	450	442
Releases from NLCI	188	263	287
Transfer IN to NLCI	721	826	755
Transfer OUT of NLCI	531	467	468
Parole Hearings	297	273	204
File Reviews	289	319	274
Scheduled Video Hearings		48	49

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

Records had a large section of the new computer WICS system that went live on June 23rd. CIPIS was shut down on June 19th.

SECURITY

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



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

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

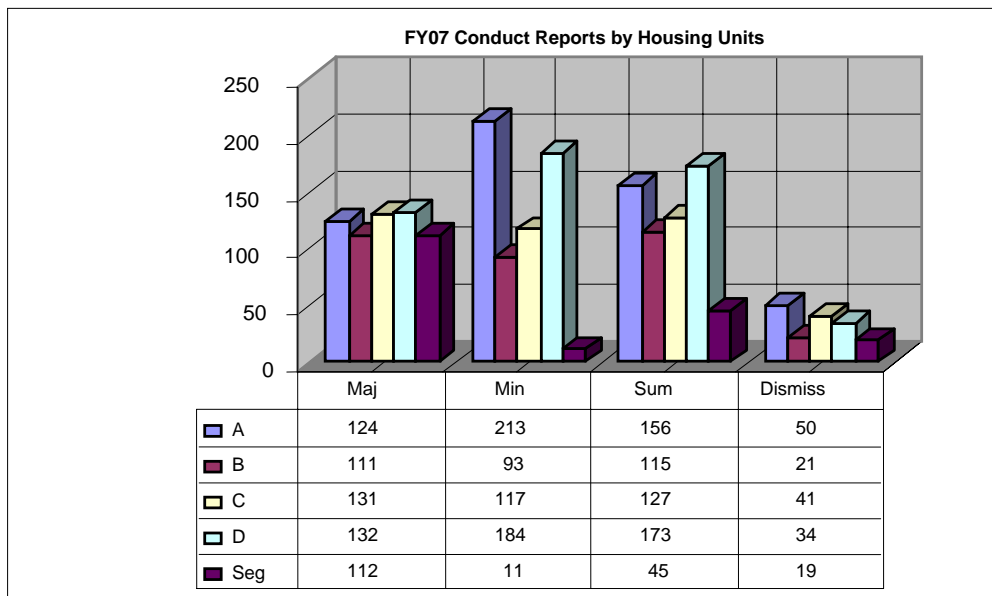
Field Training Officer Program (FTO) continues to improve as staff gain favorable experience in their roles as the FTO. We currently have 6 staff trained as FTOs. We look to increase this number to 8 in the near future.

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

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

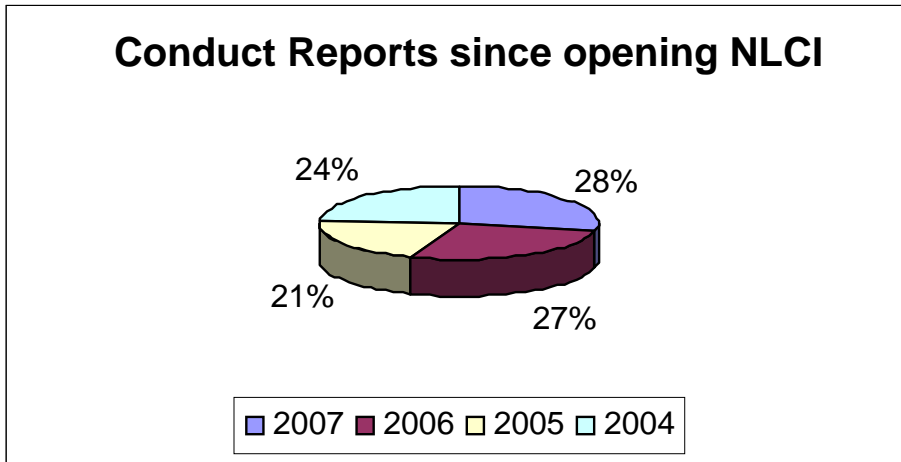
Transportation Department - As scheduled medical trips increased, and as a way to reduce transportation cost, NLCI received two 15 passenger vans. The vans were equipped with a towing package, as they will also be used to pull the ERU trailer.

Conduct Reports –

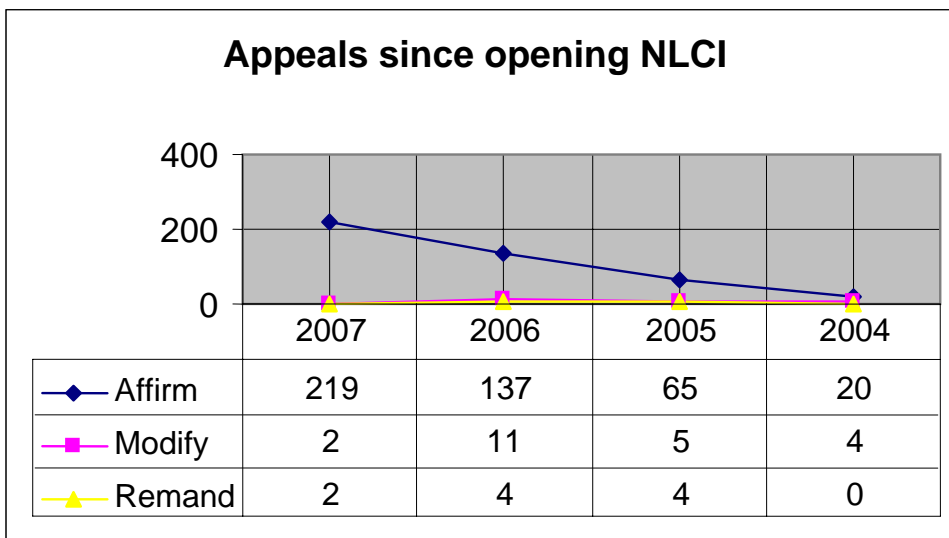




Conduct Reports (continued)–



Appeals –



TREATMENT

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

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

CGIP Aftercare Program – Thirteen (13) inmates completed the program during this fiscal year. The Aftercare Cognitive-based continued Care Support Group is designed



for inmates who have successfully completed CGIP Phases 1 & 2, and strives to promote positive psycho-emotional and behavioral change using Cognitive Intervention educational skills & techniques during continued interaction and integration within the institutional setting.

MISCELLANEOUS INFORMATION

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

H.O.P.E. PROGRAM is a Youth Diversion program designed to raise awareness in youth from our surrounding community and provide a crime prevention service aimed towards at-risk youth. They are introduced to a panel of inmates who talk about the impact their choices have had on their lives, as well as those of their family, friends and community. Selected inmates are given an opportunity to acknowledge mistakes they have made and use their stories to help youth recognize the direction their actions have taken them and hopefully help them to make better choices and avoid criminal action. Through prevention and awareness we seek to touch the lives of each child that comes through these gates at NLCI. The inmates are carefully chosen and of their own free-will use their lives as living examples to assist our youth in making positive choices that will better our communities.

RESTORATIVE JUSTICE

The goals of Restorative Justice are to restore and respect each individual needs, repair broken relationships and contribute to the common good. People impacted are victims, offenders, their families and communities. This requires hard work which leads to accountability and long term healing. Thoughtful reflection and deliberation is needed to fully understand the crime and individual needs. Restorative Justice allows offenders and victims to meet or communicate with each other.

Two inmates at NLCI completed Restorative Justice/Offender Dialogue. Restorative Justice strives to directly address the needs of all persons affected by crime or harm, by bringing together victims, offenders and community members in some form of structured mediation or dialogue.

COMMUNITY ADVISORY BOARD

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



REENTRY

Reentry is a Department-wide initiative focused on preparing offenders for success in the community. It means that for most offenders, we start focusing on their opportunities for success in the community from the first day they come in contact with the corrections system.

The reality, however is that the vast majority of prisoners will one day return to communities across Wisconsin. This is what we call prisoner reentry.

The public is best served if offenders are not only held accountable for their actions, but also have the opportunity to become law abiding and successful members of the community. By improving reentry, our goal is crime reduction, fewer new crime victims, reduced state and local criminal justice costs, and most importantly, safer families and communities.

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The program consists of ten modules.

Education: In our adult prisons, 47 percent of inmates lack either a high school diploma or its equivalent. 49 percent read below the ninth grade level and 74 percent perform math below a ninth grade level. The Education Module is to help inmates who have not received their HSED or GED for academic refresher. This module also helps inmates with obtaining those certificates as well as teaching them how to apply for financial aid. This course is geared towards giving inmates resources who are interested in furthering their education upon release.

Employment: DOC educators are working hard to address these needs and increase the chances of productivity and employment following release. Inmates take mock interviews, apply for jobs, use Jobnet to look for employment, and complete an up to date resume and cover letter. One of the biggest factors for recidivism is unemployment.

Family Support: Maintaining positive family relationships is essential to assist inmates with reentry. To further improve family ties, DOC is enhancing parenting education for male and female inmates and expanding fatherhood programs. Maintaining these connections is important for kids, and also can give incarcerated mothers and fathers hope, and a reason to be successful upon their return to the community. The reentry initiative seeks to foster family relationships to help break the intergenerational cycle of crime and incarceration.

Financial Literacy: This module focuses on many topics related to budgeting, credit, how to re-establish credit, checking and savings accounts, banking dos and don'ts, and how



to save for the future. It touches on investments, insurance needs, check cashing services, and loans. Inmates have found this module to be one of the most informative and most beneficial. NLCI uses a power point and handouts created by M&I bank to teach this module.

Health: This module is to make inmates aware of their physical health. This module addresses areas such as STD's, AIDS, high blood pressure, cholesterol, negative effects of stress, dental care, and many other topics to keep inmates thinking about a healthy life style upon release. It also covers the importance of a good diet, exercise, and healthy leisure time activities.

Housing: Offenders with stable housing and support systems are more likely to stay gainfully employed, and less likely to commit new crimes. Stable housing, coupled with a strong system of community supervision, helps DOC probation and parole agents hold offenders accountable. Ultimately offenders are expected to support themselves and maintain stable residences.

- Prior to reentry, agents work with law enforcement agencies, local organizations and families to help offenders locate suitable housing locations close to employment, treatment and support systems.
- If a suitable housing placement cannot be identified prior to release, temporary housing options are explored to avert homelessness. Offenders who are homeless are more difficult to monitor, more likely to go underground, and more likely to engage in high-risk or criminal behaviors.

Personal Development: Personal Development centers on a number of topics that engage the inmate in taking a good look at who he really is. This module focuses on victim impact, understanding perspectives of others, understanding and dealing with personalities, and character flaws.

Transitional Preparation: Individualized case planning that begins six months prior to release. This focuses on needs the inmate has upon release. Needs might be food, clothing, shelter, medical appointments, a list of community resources, Social Security cards, Birth Certificates, etc.. It is also during this module that the inmate makes contact with probation agents to develop a realistic release plan.

Transportation: Lacking a driver's license or state ID is a common barrier to employment for many offenders following release. To address this, DOC has developed programs to remove these barriers, and facilitate the transition back to becoming productive, law-abiding citizens. DOC has developed the Inmate ID program, a partnership with the Department of Transportation (DOT) to streamline the process of obtaining a state ID card for inmates nearing release. Offenders who need to get their driver's licenses reinstated can access DOT instruction to help expedite the process of reinstatement, including paying fines and getting insurance up to date.



Wellness: 70 percent of inmates entering our adult prison system have alcohol or drug abuse (AODA) treatment needs. 8 to 10 percent are seriously mentally ill, with conditions such as bipolar disorder, schizophrenia and major depression. 24 percent of inmates are on clinical monitoring for mental health needs. Because these problems do not disappear when inmates return to the community, Reentry works to ensure that a continuum of treatment is available for offenders. This module is to help inmates identify signs and symptoms of mental health illnesses. This also focuses on options and resources for treatment in the community.

Reentry has many purposes. If the inmates are applying themselves and use the resources and skills provided in the pre release program, they are less likely to return. This is a cost saving measure for tax payers. And most importantly, if inmates are not committing new crimes, there will be fewer victims and safer communities.

ADA COORDINATORS

Carol Garceau, Program Director, (608) 562-7301



ACRONYMS

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