



TCI



JBCC

WISCONSIN WOMEN'S CORRECTIONAL SYSTEM



MWCC



REECC

ANNUAL REPORT FY 08

Cathy A. Jess
Warden

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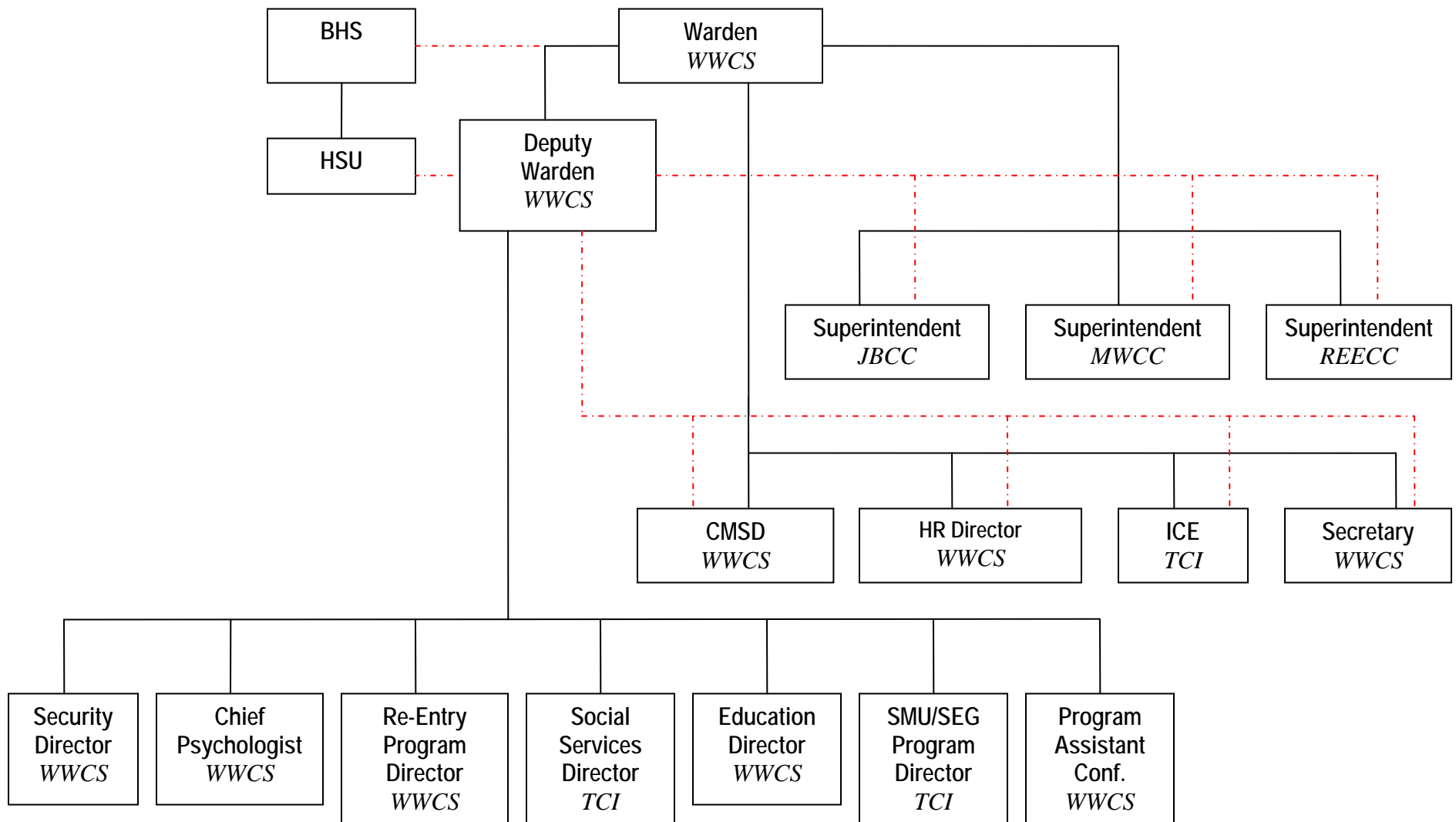
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Wisconsin Women's Correctional System

Organizational Chart

July 2007 – June 2008





Wisconsin Women's Correctional System

Mission Statement

The Wisconsin Women's Correctional System will provide female inmates safe and secure confinement in an environment which is gender responsive and utilizes gender specific strategies to assist in successful inmate transition and return to their families and communities

Guiding Principles

Acknowledge that gender makes a difference

Create an environment based on safety, respect and dignity

Develop procedures, practices and programs that are relational to children, family and significant others, and the community

Address substance abuse, trauma and mental health issues through comprehensive, integrated and culturally relevant services and appropriate supervision

Provide women with an opportunity to improve their socio-economic conditions.

Establish a system of comprehensive, collaborative services to assist in successful re-entry and community supervision

**MESSAGE FROM THE WWCS WARDEN
AND ADMINISTRATIVE TEAM**

Welcome to the Fiscal Year 2008 Annual Report for July 1, 2007 to June 30, 2008. This report acknowledges the hard work and dedication of all staff in the Wisconsin Women's Correctional System (WWCS) to provide a safe and secure environment for staff, offenders and visitors. Throughout the year, staff from all facilities and at all levels of the organization worked collaboratively, adjusting and modifying operations as needed, ensuring that we are maintaining positive institution living and work environments.

Fiscal year 2008 brought a number of challenges and changes to the Women's System that is outlined in this report. Some significant accomplishments, changes and events were:

- The departure of Warden Ana M. Boatwright and the appointment of Cathy A. Jess as Warden. Cathy had spent the last 3 years as Warden of Dodge Correctional Institution prior to her appointment at the Wisconsin Women's Correctional System in January 2008
- Remodeling of TCI Gower for Intake
- Closing of TCI Addams Hall 3rd floor due to population decrease in June 2008
- First Lady Jessica Doyle visits the TCI and REECC schools
- Expansion of Earned Release Program at REECC
- Improvements in services for the mental health and medical treatment of offenders with additional staff and modifying operations
- Re-established TCI membership on the FDL County Executive Law Enforcement Committee
- PREA female subcommittee formed to address gender specific issues
- Increase in cameras and facility improvements for better offender supervision
- Implementation of Pre-Release curriculum at all female facilities
- TCI Gatehouse expansion began
- ADA enhancements at all facilities
- Implementation of the Wisconsin Integrated Corrections System (WICS)

We have only highlighted a few events above that have occurred in WWCS this past fiscal year. As you read this report, you will find there are many more diverse operations that take place in the WWCS and the accomplishments are not all inclusive.

There are numerous day to day challenges and achievements that occur as a result of staff's commitment to their profession. WWCS continues to be an environment that is challenging, fast-paced and always changing. We continue to focus on community safety promoting offender rehabilitation, preparing for their re-entry into the community to become law abiding citizens. We strive to decrease our numbers of victims in the community and make our communities safe.

On behalf of the Wisconsin Women's Correctional System staff, we proudly present our Annual Report.

**Cathy A. Jess
WWCS Warden**

**Deanne Schaub
WWCS Deputy Warden**

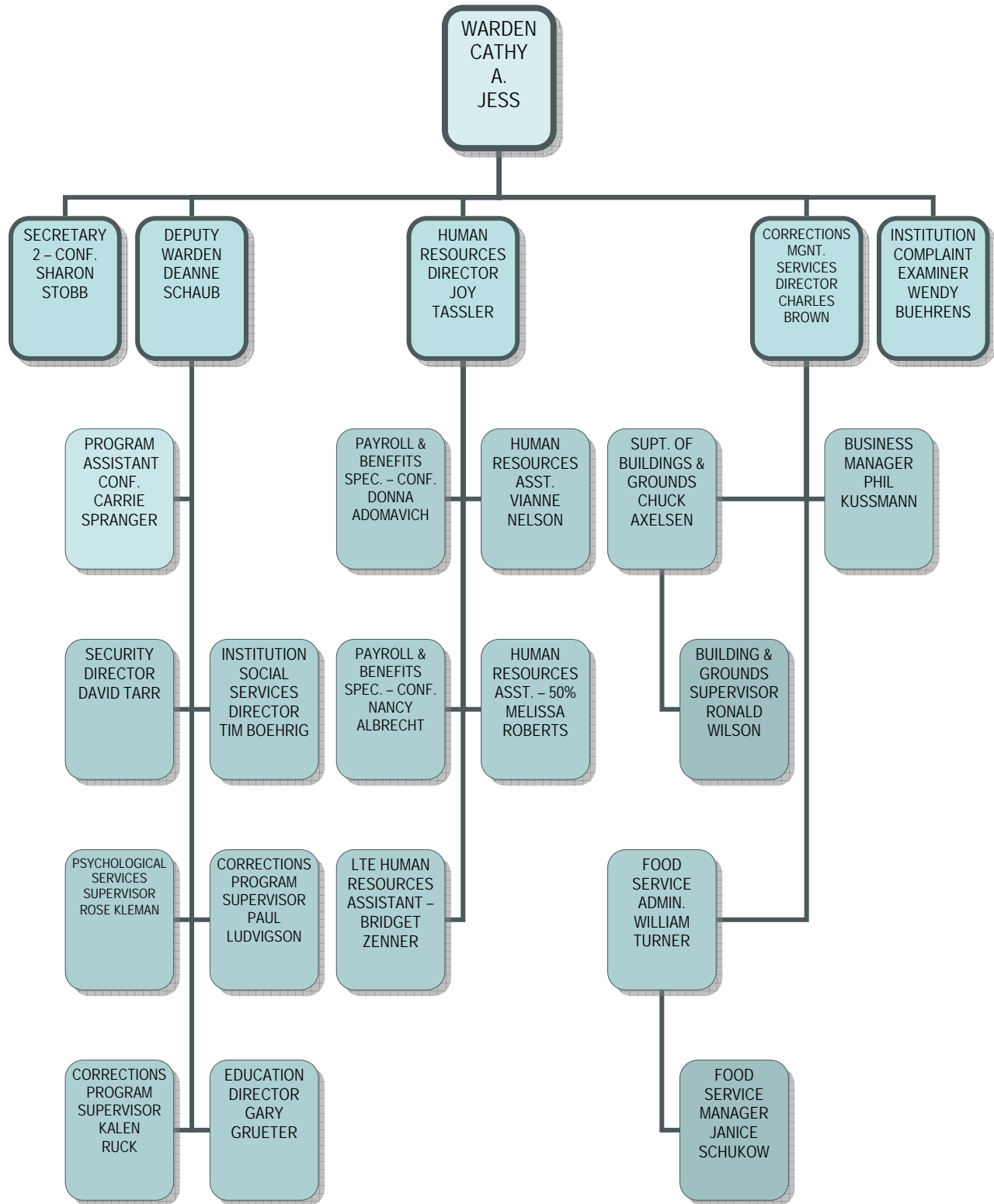
**Deborah Chambers
MWCC Superintendent**

**Susan Ross
JBCC Superintendent**

**Suzanne Schmitt
REECC Superintendent**

Taycheedah Correctional Institution Organizational Chart FY 08

Fond du Lac, WI



TAYCHEEDAH CORRECTIONAL INSTITUTION

751 County Road K, P.O. Box 1947
 Fond du Lac, WI 54936-1947
 920-929-3800

INTERESTING FACTS

TCI opened:	1921	Current Population:	733 (as of 06/30/08)
Number of Acres:	50	Security Staff:	177
Security Level:	Max./Medium	Non-Security Staff:	101
Operating Capacity:	684 Females	BHS/HSU/Agency Staff:	85

Annual Operating Budget:

General Operating budget (Including Salaries)	\$33,571,605
Fuel & Utilities	\$1,912,557
Maintenance & Repair	\$307,908
Goods & Services for Inmates (Variable Non-Food)	\$762,049
Institution Food	\$1,515,743
Purchase of Services (Programming)	\$429,375
Center Systems - General	\$581,888

Obligations/Collections:

Child Support	\$87,743
Court Ordered	\$164,967
VWS / DNA	\$80,896
Institution Restitution	\$6,968
Room	\$424,019
Board	\$80,756
Transportation	\$254,821

Offender Wages:

Institution	\$440,617
Project Crew	\$16,286
Work Release	\$2,758,640
BSI	\$66,276

(Budgetary statistics reflect TCI and 3 Centers)

A Little History:

Taycheedah's history began in the early 1800's, when Governor James Doty established a home in Fond du Lac, which to this day stands on the institution grounds. In the early 1850's, female offenders were housed in the Wisconsin State Prison, known today as Waupun Correctional Institution. Work began in 1912 on the creation of a female facility and in 1921 the Wisconsin Industrial Home for Women was opened. Those first women were mostly committed for so called "crimes against morality" while repeat and more violent or serious offenders were housed at the prison in Waupun. In 1931, work began on the Wisconsin Prison for Women, to be located adjacent to the Industrial Home. The facility was completed and opened in 1933, and the women who had been at Waupun were transferred here. There were two separate facilities operating on the same grounds. In 1945, the two facilities were consolidated and given the name Wisconsin Home for Women. In 1975, the Legislature changed the name to Taycheedah Correctional Institution.

In 1995, the first housing unit erected since 1933 was opened. The new unit almost doubled the institution's operating capacity. In August of 1997, a barracks unit was opened. The unit can house up to 150 offenders. In 2002, 2 new buildings were opened. One building houses offenders with Mental Health needs consisting of 64 beds and also the new Segregation unit with 68 beds. The other building is a general population building (McCauley Unit) consisting of

240 beds. HSU unit was remodeled and expanded to open in 2004. In December of 2004, WWCS/TCI took over all of the female intake Assessment and Evaluation (A&E) responsibilities from Dodge Correctional Institution (DCI), which consisted of 119 beds.

All female facilities officially became the Wisconsin Women's Correctional System (WWCS) on August 21, 2005, transitioning all female institutions and centers under the direction of one Warden. The 3rd floor of Addams Hall was renovated and opened in May 2007 to provide additional bed space due to an increase in population. Population soared over 800 offenders in December 2007. Remodeling construction began in February 2008 in existing Gower building to provide new A&E intake area for new admissions and a central location for all offenders processing for movement on/off grounds completed in July 2008. Addams Hall 3rd floor closed in June, with population averaging 750. Construction also began this year to expand the Gatehouse, which was completed in September 2008.

ACCOMPLISHMENTS

Addams Hall

- Closed 3rd floor Addams Hall in June 2008 with population averaging 750.

Buildings and Grounds

- Added South side parking lot addition
- Replaced drain lines in Prescott
- Installed 4 raised officer stations AB & MC
- Remodeled Gower A&E Intake
- Upgraded Gower Restrooms ADA requirements
- Lowered beds in Observation Cells for Segregation & MSMU
- Replaced fire tubes on Boiler #3
- Ellsworth ERP expansion project
- Replaced Sanitary Pit # 5
- Installed new playground equipment in visiting area
- Completed work orders:
 - Facilities Repair = 1,386
 - Mechanical/HVAC = 384
 - Plumbing = 840
 - Electrical/Electronic = 705
 - Grounds/Miscellaneous = 773

Business Office

During fiscal year 2008 Business office staff:

- Processed over 2,000 Request for Purchases and Purchase Orders.
- Processed over 5,800 invoices / transactions for payment.
- Processed over 400 staff Travel Vouchers.
- Processed over 8,800 disbursements requiring issuing checks on behalf of offenders.
- Processed over 24,000 transactions for state collections.
- Receipted over 22,500 money orders / checks for offenders.

Canteen

During fiscal year 2008 canteen staff:

- Processed 17,793 offender canteen orders.
- Sold over 650,000 items.
- Over \$540,000 in total sales to offenders.

- Processed 288 orders totaling over \$2,000 in sales for Holiday orders of cheese, fudge, and crackers.
- Processed 224 orders (816 boxes) totaling over \$2,800 in sales for Girl Scout Cookies.
- Researched and added 2 new major vendors to replace the loss of a main vendor and the products to replace items from that vendor.
- Added new items in canteen including electric shavers and many "clear" cased or packaged items.
- Assisted HSU staff with review of offender receipts to allow for better control/monitoring of diets.

Food Service

- Served over 792,749 meals at an average cost of \$1.02 per meal (\$808,105.67)
- 217 offenders were assigned to work in the Food Service Department in the 70 positions.
- As a community service, over 2600 lbs. of left over foods was packaged, labeled, and provided to a local food bank (Broken Bread, Food Distribution Program)

Store

- Processed, filled and delivered over 1200 department requisitions averaging over \$50,000 worth of supplies per month.
- Received over 2000 deliveries from vendors.
- Purchased institution supplies and maintained inventories to provide smooth, continuous operations of departments and the institution.
- Researched and/or purchased numerous non-inventory or new items for departments/institution as needed.
- Provided assistance to staff at the female centers in areas of purchasing or by providing supplies from TCI inventories.

Education

Completions Fiscal 2008

- # of GED Graduates = 5
- # of HSED Graduates = 51
- # of HSED Test Components Passed = 490
- # of Dental Laboratory Technician graduates = 6
- # of Building Maintenance and Construction program graduates = 0
- # of Office Software Applications program graduates = 16
- # of Financial Management Class Completions = 30
- # of Incarcerated Youth Offender Program (IYOP) Participants – unduplicated count = 18
- # of IYOP credits earned (during Fall, Spring, & Summer semesters) = 87
- # of IYOP classes taken = 32
- Two graduation ceremonies were held for students in FY08
- First Lady Jessica Doyle visited in March 2008.

Health Services Unit (HSU)

- Completed over 31,000 on-site healthcare appointments and sick calls (MD, NP, or RN).
- Responded to and provided urgent and emergent care on 590 occasions.
- Physicians and Nurse Practitioners performed over 850 new intake physical exams.
- Triageed over 30,000 Health Service requests.
- Dispensed over 48,000 medication prescriptions.
- Processed over 5,300 labs.
- Performed 450 onsite x-rays.
- Completed 460 Optometry examinations.

- Arranged and completed over 880 offsite specialty clinic visits.
- Provided nearly 400 digital mammograms onsite.
- Dental department performed nearly 2,500 dental exams and treatments.
- Dental Hygienist completed over 320 routine cleanings.

Human Resources

- Continue to enhance Employee Orientation Program.
- Continue to teach/train employees to accurately complete and submit HR/Payroll related paperwork in a timely manner. Enforce timesheet policy.
- Continue to stress importance of confidentiality and privacy of employee.
- Improved communications among supervisory staff and line staff.
- Piloting/Revising the performing of HR functions at the institution for BHS/HSU.

Inmate Complaint Examiner (ICE)

- Total number of accepted complaints filed at TCI for FY2008 was 1891, compared to 2329 total complaints in FY2007.
- In FY2008, TCI currently ranks 8th in complaints filed.
- Administrative Code dictates that offenders need to try to resolve issues prior to filing a complaint. The total number of **returned** complaints for FY2008 was 1883. The number of complaints returned to offenders per week is currently at a rate of 36 per week compared to 25 returned per week in 2007; hence, lower number of accepted complaints this year.
- The TCI complaint office was staffed with one full-time ICE and a 40% ICE PA position for calendar year 2008. Assistance was afforded from SCI ICE due to workload.

Monarch Special Management Unit (MSMU)

- Re-developed MSMU to increase privileges using a behavioral modification model often used at Mental Health Hospitals.
- Hold multi-disciplinary monthly meeting with WMHI to discuss offenders and participate in treatment planning meeting for our mutual clients.
- The AODA Dual Diagnosis STRENGTH program has been re-structured from 40-50 weeks to 27-30 weeks to maximize available slots and successful completion.
- Trauma services have been added.
- Psychologists are working with the Psychiatrist and the offender assigned to them on MSMU.
- 5 hours per week of out-of-cell structured therapeutic activity are being offered to offenders MSMU Wing One and designated mentally ill offenders in segregation.
- Participated in training of staff on Suicide Prevention practices.

Psychological Services Unit (PSU)

- Increased services provided on MSMU including trauma groups, self-esteem programs, and others.
- Increased services provided to offenders housed in segregation including anger management, self-esteem, and others.
- Added groups provided to general population offenders including trauma, stress, and other group activities.
- Initiated enhanced suicide prevention processes including reviewing all offenders placed into observation for a suicide threat or self-harm gesture within 24 hours, reviewing offenders removed from observation status within 24 hours and again within 7 days, and reviewing offenders placed into segregation quickly upon arrival.
- Provided quicker clinical evaluation of offenders entering the institution, offenders entering segregation, and offenders being considered for minimum facilities.

- Provided placement for 2 Doctoral Level interns placed at TCI under the DOC's APA approved internship program.

Records

- Eliminated backlog of sentence computations.
- Implemented WICS and provided WICS training to Record Office.
- Created database to track files and writs for offenders.
- Reorganized Records Office staff to become more functional.
- Improved organization within Records and Social Service Office areas.
- Became fully staffed and cross trained employees in job duties.
- Began processing Admission in the new Intake Center.
- Copied documents for ACLU class action lawsuit.
- Provided Detainer Module training for all institutions.

Security

- All Security Staff have received annual training by using a 3 day training block. Training consisted of Weapons Requalification, Incapacitating agents update, POSC, Suicide Prevention, Fire Science and Scott Air Pack.
- Suicide prevention drills were conducted monthly on rotating shifts.
- Fire Drills conducted monthly on rotating shifts.
- Assessment of locks and keys were conducted.
- Additional escorts provided in the segregation unit to meet the programming and medical needs.
- Conducted training for ERU, attended the joint ERU.
- Conducted training with the Crisis Negotiations Team.
- Reviewed and revised all security post orders.
- All staff have attended mandated training in PREA.
- Completed search of the institution with the assistance of CTC.
- Trained institution staff in use of Ultron II, REACT Band It and ICE Power Shield.
- Conducted 24 hour ERU Basic certification.
- All security supervisors attended the Supervisor's conference in Madison.
- WICS training completed and system operational.
- Training Calendar created.
- Implemented 2nd Shift Training Day.
- Bridges Training conducted with KMCI.

Social Services

- Continued internships with UW-Oshkosh, UW-Green Bay, and Marian College.
- Continued St. Rose monthly visits and Mothers Offering Mutual Support Group.
- Continued Family Connections and Family Connections added a literacy component.
- Continued with UW-Oshkosh "Inviting Convicts to College" and Independent Decision Making programs.
- Continued to work with Madison Urban Ministries and held simulations.
- Continued to work with Big Brother/Big Sister Amachi project.
- DCC liaison agent assists with pre-release and maximum discharge cases.
- Implemented standardized pre-release program.

COMMUNITY ADVISORY BOARD

Board meetings create an opportunity for those involved to learn more about prison operations and initiatives as well as provide a forum for community input regarding issues that impact the system as well as the community. These meetings are held bi-annually. Membership consists of local and state governmental officials, business leaders, and citizens. Information concerning changes or trends that are occurring within the agencies is presented in order to keep all members informed of new and on-going issues. The members provide us with input into community issues that may have an impact on our operations. Members and affiliations are:

Board Member	Affiliation
Brenda Schneider	Town of Taycheedah Clerk
Dan Klawitter	Fond du Lac County Dept. of Community Programs Board Chairperson
Eric Gross	Division of Community Corrections, Supervisor
Joe Reitemeier	Association of Commerce
Chuck Brendel	Moraine Park Technical College
John Townsend	Rep. 52 Assembly District
Kim Mooney	Department of Social Services
Maggie McCullough	Director Solutions Center
Penny Werner	Victim/Witness Services, DA Office
Peter Grimm	County Circuit Court Judge
Rene Firari Will	St. Agnes Hospital Domestic Violence Program
Sister Stella Storch	Congregation of St. Agnes
Tom Wonderling	St. Mary's Springs High School
Tony Barthuly	Fond du Lac Police Department
Josefina Castillo Baltodano, J. D.	Marian College, President
Ginny Duncan-Gilmore	Sophia Foundation
Mylan Fink, Jr.	Fond du Lac County Sheriff's Office
Erin Gerred	Communications & Emergency Management
Michael O'Rourke	Fond du Lac District Attorney

INSTITUTION PROGRAMS

SOCIAL SERVICES

TCI Social Services continued to offer a variety of management services affecting the unique needs of the female offender's incarceration, rehabilitation efforts, and successful return to the community.

Violence in Relationships: Violence in Relationships identifies the different types of domestic abuse and factors in our society what contribute to the problem of domestic violence. This program also covers issues including why the victims stay in abusive relationships and the impact of domestic abuse on the family.

Anger Management: Anger Management is designed to explore anger issues of the female offender. Historically, women's freedom to express their feelings and emotions has been limited by gender specific stereotypes. Through a cognitive approach, women are given the opportunity to learn and constructively direct their feelings and emotions through group discussions and role-playing.

Alcoholics/Narcotics Anonymous: 12-step self help groups staffed by community volunteers.

SMART: (Self-Management and Recovery Training): This program was included as an alternative to 12-step programming. SMART is a self-help program that emphasizes enhancing motivation, refusing to act on urges, managing life's problems in a sensible and effective way, and developing a positive, balanced, healthy lifestyle.

Parenting and Extended Visits: This program enables the incarcerated female to learn cognitive parenting skills and to actually put these skills into practice through daylong visits with her children.

The extended visitation portion is composed of seven-hour visits conducted in a pleasant home-like atmosphere that allows parent and child to interact in a relaxed, natural setting. Mothers are able to maintain their parental role throughout their incarceration, as well as practice the parenting skills learned in the Parenting Program.

Pre-Release Program: This is a ten module program consisting of Education, Employment, Family Support, Financial Literacy, Health, Housing, Personal Development, Transitional Preparation, Transportation and Wellness. These modules are facilitated by Education, Psychological and Social Services staff. The program includes detailed release planning, resume production, probation and parole supervision information, interviewing skill development and community resource utilization. This program is an identified A&E need.

Cognitive Interventions Program (CGIP): CGIP is a 30 lesson program designed as a pre-treatment program to help get the maximum benefit from other programs such as anger management, domestic violence counseling, or AODA programming. CGIP also has a strong relapse prevention component designed for participants who may have completed other programs without a strong personal commitment to change their problem behavior and find themselves in trouble once again.

St. Rose Family Reunification Program: This program from Milwaukee works with children affected by parental incarceration. The program facilitates parent-child prison visits, children's support groups, individual and family therapy, gender-specific programs for girls and mothers, MOM's groups, and a wraparound based aftercare project.

Family Connections Dane County: This program from Dane County seeks to help maintain and strengthen the bonds between incarcerated mothers and their children through the provision of transportation. In addition, the program seeks to help children cope with their parent's incarceration through a voluntary support group for children and their caregivers.

Family Connections Literacy Program: This program was initially funded by a grant awarded to Family Connections and the Dane County Library Association. Participants are allowed to select a book for each child and then read that book onto a DVD. This is supervised by Family Connections volunteers. The book and tape are then sent to the child/child(s) caregiver.

RELIGIOUS SERVICES/PROGRAMS

Taycheedah Correctional Institution provides a wide range of religious programming for all offenders.

Protestant, Catholic, Islamic, Wiccan, Buddhist, and Native American worship services are held on a regular basis. Average monthly worship attendance for all faiths in 2007-2008 was 1010.

In addition to worship services, 20 different studies and programs are held weekly, bi-weekly or monthly. Some of these programs are open to those of a particular faith and others are offered irrespective of religious preference. The average number of offenders participating in these programs at any given time was 429. More than 350 volunteers help to provide these services and programs.

The programs and studies offered through the Chaplain’s office include the following:

- Campus Crusade Weekly One-on-one studies
- Catholic Monthly Bible Study
- Community Baptist Monthly Bible Study
- Campus Crusade Monthly Christian Video
- Siddha Yoga Monthly Study
- Holy Family Catholic Basic Beliefs Monthly Study
- Rosary Prayer Bi-weekly Study
- Jehovah’s Witness Weekly Study
- Rev. Isles Clergy Weekly Study
- Fr. Sturm Monthly One-on-one visits
- Religious Choir
- Wiccan Weekly Circle and Study
- Assessment & Evaluation Inmate Weekly Bible Study
- Harris Hall Weekly Bible Study
- Lower Lake Bi-weekly Bible Study
- Islamic Monthly Study
- Buddhist Monthly Study
- Faith at Work Monthly Study
- Alcoholics Anonymous Bi-weekly Meetings
- Narcotics Anonymous Bi-weekly Meetings
- Grief Group: Experiencing the Losses in Life – seven week sessions

The offender population as of 6/30/2008 reflected the following religious preferences:

- Protestant = 66.6%
- Catholic = 15.3%
- Native American = 6.0%
- Wiccan = 5.9%
- Islamic = 4.7%
- Buddhist = <1%
- Other/no preference = <1%

In addition to religious programming, the Chaplain’s Office serves offenders’ religious needs through the following services:

- Provide Bibles, Qurans and other holy books.
- Maintain a 3,500-volume religious lending library.
- Provide free greeting cards monthly.
- Arrange outside clergy visitation, grief counseling, and marriage counseling.
- Oversee purchase of religious emblems and other religious property.

In fiscal year 2007-2008, the following materials were distributed to offenders at no charge to them. (All materials were donated by outside sources or purchased through funds donated by offenders to the TCI Chapel Fund):

- | | | | |
|-------------|-------|--------------------------|--------|
| • Bibles | 476 | • Religious Publications | 4,180 |
| • Rosaries | 57 | • Religious Books loaned | 2,384 |
| • Calendars | 1,244 | • Greeting cards | 13,487 |

PSYCHOLOGICAL SERVICES

Taycheedah Correctional Institution is entrusted with the challenge of providing treatment to incarcerated female offenders. Traditional treatment approaches often neglect issues unique to female offenders. Psychological Service Unit (PSU) staff attempt to provide female offenders with programs geared specifically towards women's issues.

Our mission is to afford meaningful opportunities for positive change to individuals with mental health needs.

Staffing Pattern

PSU staff consists of:

- 1 FTE – Psychologist Supervisor
- 3.5 FTE – Psychologists
- 5.0 FTE – Psychological Associates (non-licensed)
- 3 - .05 LTE – Psychologist Consultants
- 1 FTE – Crisis Intervention Worker
- 1 .5 FTE – Office Operations Associate

Psychology staff are fully integrated into housing units to ensure development and maintenance of a multidisciplinary approach comprised of all unit staff including psychologists, social workers, and security officers. Staff are present on the Abrahamson Unit (Medium security), the McCauley Unit (Maximum security unit that also house the institution A&E unit), the Harris Unit (mature offenders), and the Monarch Special Management Unit. A psychologist is also assigned to work with offenders in the Dorms and in the AODA unit which provides programming for all AODA levels except Dual Diagnosis services.

Offender Population Treated

TCI has the highest ratio of mentally ill offenders of all DAI institutions. At conclusion of fiscal year 2007-2008, 68% of offenders were identified as having a mental health need. Approximately 30% of offenders were identified as having a serious mental illness.

Interventions

Psychological Services provides inter/intra-institutional emergency intervention, as well as intake programming, clinical assessment, treatment, education, and emotional support to offenders. Cognitive restructuring and skill training are primary strategies of change implementation.

PSU Intake Programming

Assessment & Evaluation Processes: All offenders entering the institution are interviewed within 1 working day to identify any with special mental health needs. During that evaluation, records from community agencies can be requested, testing can be completed if needed, notice of confidentiality is given, and offenders are oriented to the process of requesting mental health services if needed in the future. Following that interview, or after a follow-up interview by a staff psychologist, a mental health code is assigned ranging from MH-0 to MH-3. Appropriateness for dual diagnosis program is determined. Need for evaluation for sex offender program is identified and an appropriate staff psychologist is assigned to complete that evaluation. A clinical case file is also created during the A&E process. Overall, offenders evaluated in the A&E process totaled more than 400 during this fiscal year.

Group Orientation: All new intake offenders are provided information on PSU services and programs. PSU orientation relays information about normal responses to incarceration. Offenders learn how to direct appropriate requests in order to meet their needs. Sleep techniques are also addressed to assist the offender to adjust to incarceration.

Treatment and Programming in General Population

Treatment typically occurs in a group format. Individual sessions with offenders are generally accomplished as a function of another PSU role, e.g., review of offenders for minimum placements, review of offenders for mental health codes, weekly reviews of offenders in segregation, screening of offenders for appropriateness for group programming, etc. Targeted short term individual psychotherapy can be provided as clinically necessary and is determined by unit psychological services staff or at the referral of psychiatrists. Groups offered in general population include:

- **Psycho Educational Class for Trauma & Abuse (PE Class):** A structured program to acquaint the offender with the basic terms, concepts and skills for cognitive self-counseling that will serve as a foundation for further services as well as meet the immediate needs of many offenders adjusting to prison life. The focus of the group is to address the impact of trauma and abuse on an individual's life. This group is provided to offenders by staff referral only.
- **Childhood Abuse Therapy Group (CAT):** This treatment program is designed to enhance offender's ability to process the emotional impact of childhood abuse on their lives, and relate that insight to their behavioral patterns and cognitive judgment.
- **Sex Offender Treatment (SOT):** SOT is a group psychotherapy treatment designed to assist sex offenders in living an open, accountable, and victim-free lifestyle by reducing and effectively managing re-offense risk factors. The SOT curriculum includes a complete Criminal Thinking (CGIP) component at the beginning of treatment, followed by intensive group psychotherapy focused on realizing the goal of an effective re-offense prevention plan. Appropriate psychological assessments are utilized to identify offenders' areas of strength and risk. The group is open-ended, completing when offenders have met specific criteria.
- **Other:** Other groups are provided as needed to general population offenders. During this fiscal year stress management groups and groups dealing with emotional regulation for offenders under age 21 were provided.

Other Services Provided by PSU

On-Call Crisis Management Including Observation and Restraint Placements: PSU staff are on call 24 hours per day, 7 days per week. Call is shared among all PSU staff with back-up call provided at all times by the Psychologist Supervisor or a designee. Staff are regularly called for incidents of offender self-harm or threats of self-harm or in instances of offender inability to maintain control which has required placement in restraints. PSU staff return to TCI within 24 hours of the placement to evaluate the offender. Offenders who require restraint placement as a result of a security need are to be reviewed face-to-face by a PSU clinician within 2 hours of being placed. As noted above, for fiscal year 2007-2008 there were 227 placements of offenders in Clinical Observation, the majority for threats of self-harm. There were also 24 placements of offenders in restraints during the same time frame.

Segregation and Transition Programming: Offenders placed into segregated status are interviewed by PSU staff upon intake to gather a baseline mental health status and determine if

additional mental health care is required. A brief segregation round is made on all offenders in segregated status on a weekly basis. Additionally, one quarter of all offenders in segregated status are interviewed more thoroughly every week, ensuring that all offenders in segregation receive contact with a psychological services staff person and multidisciplinary case review on at least a monthly basis. Offenders moving into transition status also are reviewed regularly by a multidisciplinary team that includes a PSU clinician, social workers, and security staff. Groups are also provided to offenders housed in segregation who have identified serious mental health needs with a goal of 5 hours of providing out of cell programming for each seriously mentally ill offender. Programs are provided by psychologists, social workers and other staff and are generally psychoeducational in nature.

MONARCH SPECIAL MANAGEMENT UNIT

Monarch Special Management Unit (MSMU) is a specialized management unit for offenders who have difficulty in adjusting to the prison environment due to mental or emotional problems and/or cognitive deficiencies or who have a special need identified by medical staff or via other means requiring specialized care. Program components are highly individualized and consider the offender's security, daily living, clinical, medical, educational, offense related, and rehabilitative needs. Each offender has an individual treatment plan that is reviewed periodically to ensure that goals are met. Multidisciplinary meetings comprised of psychologists, crisis intervention workers, social workers, health service representatives, educational staff, and security personnel occur twice weekly. Additionally, a psychologist or crisis intervention worker familiar with the offenders attends offender appointments with the unit psychiatrist each week to ensure comprehensive review of the offender's needs.

Psychology staff facilitate group therapy or individual therapy depending on the offender's needs, in collaboration with social workers, crisis intervention workers, health services staff, and appropriately trained security staff.

- **Anger Management:** Anger management is a cognitive program designed to address general principles and issues surrounding anger and anger management. The goal of the program is to present information that enables offenders to identify and effectively manage anger. The curriculum includes education on topics such as different types of emotions, physical effects of emotions, the impact of thoughts upon emotions and behavior, stress and anger reduction, and assertiveness skills.
- **Life Skills:** This group utilizes a cognitive program designed to improve awareness of self and others. The group covers topics of interest in daily life in the community including grocery shopping, financial management and budgeting, citizenship, finding housing, and adult health. It is co-facilitated by education and social work staff.
- **Childhood Abuse Therapy Group (CAT):** This treatment program, like the one offered to general population offenders, is designed to enhance offender's ability to process the emotional impact of childhood abuse on their lives, and relate that insight to their behavioral patterns and cognitive judgment.
- **Stress Management:** This program, like its general population counterpart, assists the offender in developing coping strategies and skills useful in managing routine life stressors and those specific to topics most pertinent to a correctional setting.
- **Other:** Other programming groups are offered as needed on the unit and include self-esteem, emotion regulation, and awareness of current events.

Dual Diagnosis/Strength Programming

MSMU houses the Strength program. Strength is a program for women with co-occurring AODA and mental health concerns began in late 2004 and have expanded during this fiscal year to include beds for women as Alternative to Revocation. Based on a modified therapeutic community model, the program utilizes comprehensive pre-screening, daily offender-led community meetings, individual and group treatment, and through homework to total more than 600 hours of programming that meets many A&E needs. The program is co-facilitated by a correctional social worker and a psychologist with consultation with other professional including psychiatrists, health services staff, other psychologists, and educational personnel. Programming occurs in four segments with a short break in between. Groups include AODA education, CGIP, Parenting, Problem Solving, Anger Management, Domestic Violence, Diversity, Women’s Issues, Grief and Loss, and others with a primary goal of long-term relapse prevention.

AODA

The Taycheedah Correctional Institution AODA Program is specifically developed for women in recovery and works towards empowering women to make healthier life choices.

About the program:

- 16 week residential program where offenders are housed on a unit dedicated to AODA programming. The unit is highly structured with offenders being held accountable for all inappropriate behaviors through the use of Program Sanctions.
- 12 group members assigned to each group.
- The program includes and meets the A&E recommended needs of the Cognitive Intervention Program, Anger Management, Violence in Relationships Counseling, Life Skills, Relapse Prevention, and Victim Impact.
- Group members learn to develop new skills through class discussion and process groups, videos, role playing, lecture, games, handouts, packets and community meetings.
- Along with AODA education, the program is designed to develop appropriate coping skills, social skills, assertiveness training, listening skills, feelings, codependency issues, relationship issues, boundary issues, stress management and relapse prevention.

EDUCATION

Educational programming at Taycheedah Correctional Institution reflects the needs of the female offender with the intention of enhancing basic education, providing practical job skills, and helping offenders acquire attitudes and self-direction needed to perform ethically and productively in the community upon release. Offenders can participate in academic and vocational education in Simpson Hall while at Taycheedah. Academic education is also available for students housed in Monarch. In addition, the school offers library services, correspondence education and computer assisted instruction.

Educational Enrollment and Completion Data: FY 2008

Average # Full and Part-time Students	198
Average # Academic Students	141
Average # Title 1 Students	11
Average # Special Education Students	6
Average # Vocational Students	33
Average # Students Taking Classes at Monarch	46
Total # HSED/GEDs Earned	56
Total # of Vocational Completions Fundamentals of Building Maintenance and Construction*	0

Dental Laboratory Technician	6
Office Software Applications	16
Incarcerated Youth Offender Program	
Total # of participants	18
Average # MATC credits earned	5
Total # of MATC credits earned (all participant combined)	87

**Includes graduates from previous Bldg. Maintenance and Care and updated Fundamentals of Bldg. Maintenance and Construction programs*

Adult Basic Education: The goal is to assist the offender in achieving a High School Equivalency Diploma (HSED). Classes are offered in Reading, Writing, Social Studies, Science, Math, Civics, Health and Employment Skills. Assessments are completed in career interest and aptitudes to assist the offender in job selection or continued education. Taycheedah averaged 141 adult basic education students during Fiscal Year 2008.

Title I: The Title I program specifically targets delinquent and neglected adult basic education students who are under 22 years of age and who do not have a high school diploma or HSED. Its emphasis is to enhance and reinforce all disciplines of learning with a focus on individual responsibility and accountability. The main goal of Title I students is to set their goals and then work through the process that leads to completing their goals. Taycheedah averaged 11 Title 1 students during Fiscal Year 2008.

Special Education: The Special Education program (SPED) provides additional learning opportunities for students under 22 years of age identified with educational disabilities which have delayed their educational progress including obtaining a high school diploma or HSED. Taycheedah averaged 6 special education students during Fiscal Year 2008.

English as a Second Language: The English as a Second Language (ESL) program provides assisted instruction to offenders whose primary language is not English. ESL students can take a Basic Reading/Communications classes, supplementing their instruction through computer assisted instruction and tutorial assistance.

VOCATIONAL

The Moraine Park Technical College (MPTC) certifies vocational programs offered at TCI. Credits earned are transferable to the Wisconsin Technical College System for continuing education. Offenders earn certificates from MPTC upon completing one of the following Taycheedah taught programs:

- Fundamentals of Building Maintenance and Construction Program
- Dental Laboratory Technician Program
- Office Software Applications Program

Fundamentals of Building Maintenance and Construction Building Maintenance and Construction is a competency-based diploma program certified through Moraine Park Technical College. This program prepares students for entry-level employment in the construction and building repair and maintenance areas. Students learn to repair and maintain physical structures of commercial and private establishments such as factories, office buildings, hospitals, apartment houses, and homes using hand and power tools. They learn the safe and effective use of hand tools, portable power tools and stationary power tools. They learn basic carpentry, electrical, plumbing and blueprint reading and on the job safety.

Dental Laboratory Technician: The Dental Laboratory Technician program is a competency-based certificate program certified through Moraine Park Technical College. Participants earn 15 credits with learning to produce and repair full and partial removable dentures students. Courses include Introduction to Dental Technology and Anatomy, Introduction to Removable Prosthetics, Advance Removable Prosthetics, and Removable Partial Dentures-Acrylic as well as Student Success and Occupational Communications. Taycheedah is also working with the Department of Work Force Development-Bureau of Apprenticeship Standards, allowing participants to also earn apprenticeship hours during the classroom and laboratory phases of the program. Program graduates could work at dental laboratories manufacturing full and partial removable dentures.

Office Software Applications: The Office Software Applications Certificate Program prepares the offender for various clerical and related office positions. This 4-6 month, self-paced course includes instruction in Beginning Keyboarding, Microsoft Office Suite including Windows XP, Word XP, Excel XP, PowerPoint XP, Access XP, and Integration, Pre-Employment Seminar, and Student Success. The offenders also learn core abilities that are transferable to any job: such as working productively, learning effectively, communicating clearly, acting responsibly, valuing self positively, and thinking critically and creatively. The offender receives 13 transferable credits and an Office Software Applications Certificate from MPTC upon completion.

INCARCERATED YOUTH OFFENDER PROGRAM

Eligible offenders at Taycheedah continued to participate in the DAI-wide Incarcerated Youth Offender Program (IYOP) during fiscal 2008. Students have to be under 26, within five years of anticipated release and have graduated with a high school diploma, GED or HSED to participate in the program. Eighteen IYOP participants earned a total of 87 associate degree credits while taking one or more of the following classes from the Milwaukee Area Technical College's (MATC) liberal arts transfer program during the fall 2007, spring and summer 2008 semesters:

- America Through 1877
- Environmental Science
- Introduction to Sociology
- Introduction to Ethics
- Introduction to Nutritional Science
- Introductory Psychology
- High Level Wellness
- Valuing Diversity

Taycheedah was one of five DOC sites that initially piloted the program during the second half of Fiscal 2006.

Other Services:

- College Correspondence is available at offenders cost with DOC/TCI approval
- Computer Aided Instruction: Keyboarding, Skills Bank, GED Interactive, Destinations, JobNet and other computer-based software applications.

HARRIS HALL COMMUNITY SERVICES

TCI has an offender Community Service Program in Harris Hall that has established a partnership with a number of community agencies throughout the state.

Community Service offenders knit, crochet, and sew clothing, stuffed animals, and blankets for many non-profit organizations. TCI does not sponsor any fundraisers, but donates goods to be sold, auctioned off or raffled to non-profit organizations for their fundraisers. A total of 10,050 offender hours were worked in FY 08 with 1,625 items donated back to 27 charities. A few community organizations reaping offender community service projects:

- | | |
|--|--|
| Fond du Lac Police | St. Agnes Hospital United Way |
| Free Spirit Riders | Rosita Fund |
| UW Hospital Madison | Loaves and Fishes |
| Beacon House | Family Connections |
| Restorative Justice | Windhover Art Center |
| New Beginnings Pregnancy Care Center | Marshfield Clinic |
| ARC | Victim Services, Rape Crisis Center |
| Service League | Fond du Lac Women's Fund |
| Volunteer Center of Fond du Lac County | WCASA |
| WCA | Milwaukee Crime Victims/Survivor's Resource Fair |
| Sigma | Special Olympics of Wisconsin |
| St. Agnes Hospital Domestic Violence Program | Seippel Homestead & Center for the Arts |
| Church of Our Savior | Susan G. Komen for the Cure/Madison |
| Heaven's Touch Ministry | |

SIMPSON BASED COMMUNITY SERVICE

Community service runs Monday through Friday approximately 21 hours per week. Organizations of the community donate materials to be assembled or created, once finished by TCI offenders the items are sent back to the organizations.

Projects included making quilts, hats, mittens, scarves, lap blankets and robes, quilts, baby items, afghans, crocheted purses, bears totaled 1,552 offender hours worked from July 2007 to January 2008 donated back to community organizations:

- | | |
|------------------------------|-------------------------------|
| Wisconsin Resource Center | St. Mary's Church in Mayville |
| Shop with a Cop | Head Start |
| Fond du Lac Christian School | Orphan Grain Train |
| Trinity Baptist School | Marquette University |

RECREATION

Recreational programming continued to be a valuable tool in the reduction of offender idleness, and to build self-esteem and a feeling of accomplishment. A healthy body contributes to a healthy mind and attitude. Simpson recreation area is accessible for all disabled offenders. Recreation periods are offered at various times Monday – Saturday.

Activities and programs included:

Weight training:

- Four stack weight training machine
- Eight piece weight training set

Team sports:

- | | | |
|------------|----------|-----------|
| Basketball | Softball | Badminton |
| Volleyball | Kickball | |

Exercise equipment:

- | | | |
|---------------------|------------------------------|---|
| Treadmills | Recumbent and up right bikes | High and low impact aerobic tapes and DVD's |
| Elliptical machines | Bo-Flex | |
| Stair steppers | | |

Individual activities:

- | | | |
|-----------------|-----------|---------|
| Walking/jogging | Ping Pong | Frisbee |
|-----------------|-----------|---------|

Hacky Sac
Fit balls

Double Dutch & Individual
jump ropes

Summer Softball Tournament consisted of 6 teams with approximately 70 offenders participating.

Adaptive Recreation offers therapeutic techniques for handicapped or special needs rehabilitation services to offenders.

HEALTH SERVICES UNIT

One HSU Manager and one HSU Assistant Manager provide management of HSU staff and health care services administered while reporting to Bureau of Health Services (BHS) and the Warden at TCI. The TCI HSU has undergone many positive changes during fiscal year 2008. TCI HSU provides both on-site and off-site specialty care for a wide range of clinical specialties.

Improvements

The number of direct patient care and support staff has been increased as part of the FY 08-09 Governor's State Budget. The table below lists the increases in HSU staff.

Classification	2007	2008
Nurse Clinician 2 (RN)	16.0 FTE	18.0 FTE
Licensed Practical Nurse (LPN)	1.0 FTE	10.5 FTE
Medical Program Assistant - Associate	1.0 FTE	3.5 FTE
Nurse Practitioner	2.0 FTE	2.5 FTE
Medical Assistant	0.0 FTE	2.0 FTE

- TCI now has 18.0 Nurse Clinician 2 (registered nurse) FTE's (full time equivalents) giving us 24 hour nursing coverage.
- Instituted a Patient Case Management system patterned after the community model for managing patients with multiple medical issues.
- Initiated on-site digital mammography services for routine breast cancer screening replacing routine x-ray type screening.
- Implemented Advanced Care Practice teams (MD + NP) for patient care which provide for increased continuity of care.
- Increased Psychiatry coverage hours to 100 hours per week.
- A Health Fair for offenders was held in May of 2008 – over 300 offenders participated.
- MSMU/Segregation pilot program continues to thrive with availability of unit nursing staff to meet the nursing needs of the patients 24 hours a day Monday-Friday and 6 AM - 10 PM on weekends. Nurses administer all medications in this unit as well as provide medication education.

Chronic Care Clinics

Chronic disease is identified during the intake process per patient self report, the Health Assessment Form completed on intake, and information received from Health Transfer

Summary Form. Chronic care clinics are designed to prevent exacerbations from chronic disease, provide consistent monitoring of patient's with chronic illness, and to provide education to patient's with or are at risk for chronic disease. The DOC has specific treatment care plans (guidelines) for the management of the various chronic illnesses. The specific treatment care guidelines, consistent with community standards, determine the frequency of lab monitoring and advanced care provider visits. The advance care provider determines follow-up on an individual patient need/basis. The chronic care clinics are also monitored by nurse clinicians. Nurses assigned to specific chronic care clinics plan educational opportunities twice a year for each chronic illness population. Individual assessments and education is provided.

The format of the Chronic Care Clinics has undergone a transition to improve efficiency and efficacy. The updated approach to the chronic care clinic places emphasis on initiation of chronic disease management based on the specific need of each individual patient. The MD/NP initiate chronic care clinic appointments and scheduled follow ups based on current chronic disease treatment guidelines and the patient's current condition. The benefits of this approach include minimizing duplication of costly labs tests that are ordered independently through the various Chronic Care Clinics, decreased duplication in appointments with providers, and early detection of complications/exacerbations of the disease process which ultimately reduce the need for hospitalizations.

Chronic Care Clinics Fiscal Year 2008

Chronic Condition	Number of Offenders with Diagnosis
Asthma	208
Cardiac	32
Hypertension	100
Diabetes	53
Seizures	35
HIV+	5
Hepatitis C +	59
Malignancy	5
Hyperlipidemia	60
Pregnancies/Deliveries	28

AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR

The Wisconsin Department of Corrections complies with the American with Disabilities and Rehabilitation Act. The ADA Coordinator at TCI is the Corrections Management Services Director (CMSD), Mr. Charles Brown. Mr. Charles Axelsen, Buildings & Grounds Superintendent, was appointed as back-up ADA Coordinator. The ADA Coordinator may be contacted in writing by using form DOC-761 (Interview/Information Request form). Additionally, offenders with disabilities are encouraged to contact their teacher, social worker, or housing unit sergeant in writing using DOC-761 for accommodations for specialized needs. The role of the ADA Coordinator is to assist the institution in accommodating those with disabilities. Health services requests still need to be routed through HSU, even if assistance from the ADA Coordinator is being sought.

CLASSIFICATION REVIEW COMMITTEE

The Classification Review Committee is responsible for reviewing the offender's rehabilitative status, recommending security classification, and institution placement recommendations.

The Classification Review Committee consists of a Bureau of Offender Classification and Movement Coordinator and TCI representatives from security and treatment disciplines.

ASSESSMENT & EVALUATION

The Assessment & Evaluation (A&E) Specialist is responsible for reviewing the offender's Judgment of Conviction, Criminal Complaints, Violation Information, and Pre-Sentence Investigations and then making recommendations for programs, security classification, and institution placement. The recommendations are then approved, altered or disapproved by another Offender Classification Specialist. The A&E staffing is conducted by the A&E Specialist.

SECURITY AND SAFETY

It is the mission of TCI's Security Department to provide a safe and secure facility for the public, staff, and offenders as well as being a role model while maintaining professional conduct for TCI and the Department. We want to enable the offenders to learn positive and constructive ways to deal with their issues.

Visits

As an institution, we encourage visits from family members and significant others. We feel this is an integral part of offenders' rehabilitation and reintegration into the community. For FY 08, there were 9,042 visits and 16,651 visitors.

Laundry

The laundry at TCI runs with one officer and employs six offender workers. The seamstress sews DOC patches and chevrons on officer uniforms, mend and repair offender clothing and institutional items.

Maintenance Officers

The Maintenance work crews, of 2 correctional officers and 36 offenders, are responsible for maintaining 27 acres of land inside the perimeter fence. TCI established utilizing medium-out and minimum custody offenders to maintain the outside perimeter grounds of TCI.

Transportation

TCI is responsible for transporting all offenders within WWCS. TCI staff transports a large number of medical appointments. For fiscal year 2008, TCI transported 361 emergency trips and 2003 scheduled medical trips.

Conduct Reports

There were 3114 total conduct reports: 1208 major and 1906 minors. 200 appeals were filed.

HOUSING UNITS

Addams Hall

Addams Hall was built in 1932, and occupied in 1933 as the Wisconsin Home for Women. Addams Hall now houses offenders involved in AODA Treatment. Addams Hall houses 3 separate AODA residential treatment programs. Offenders participating must be medium or

minimum security. Alternative to Revocation (ATR) offenders also participated in the program. All programs are 16 week closed sessions.

Dorms/Barracks

The Dorm, which is an open bay unit with bunk beds lined up against the walls, opened its doors on August 2, 1997. It has a capacity of 146 medium-security offenders.

Segregation Unit

The Segregation Unit is utilized as a means of providing security separation of offenders whose behavior substantially affects the safe and secure operation of the Institution. Placement within this type of housing will usually occur through an offender disciplinary process regarding the offender's violation of department and institution rules and regulations. The Segregation building facilities include: 68 cells, 4 of which are observation cells and eight secured recreation areas.

Abrahamson Unit (AB)

This unit was originally opened in 1995 and housed the maximum security offenders. In 2004 this unit was named the Abrahamson Unit and the medium security offenders were moved to this unit. It is a 96-cell unit with a maximum capacity of 184 offenders. Offenders are housed two per cell with the exception of eight handicap single cells.

Monarch Special Management Unit (MSMU)

The Monarch Special Management Unit opened January 2002, as a specialized housing unit for female offenders with mental health needs.

The MSMU is dedicated to providing quality mental health services for adult female offenders utilizing a multidisciplinary approach. The program blends psychological services such as psychotherapy groups, life skills, stress management, and trauma programming with crisis management, release planning, collaboration with community programs, and onsite medical and psychiatric care to provide a therapeutic milieu whose goal is long-term stabilization and effective evaluation and diagnoses so that offenders can continue to have their needs met when they are released into the community. Safety and security is maintained by correctional officers, who also participate in therapeutic interventions and are an integral part of the treatment approach.

MSMU has the capacity to house and provide on-unit treatment to 64 offenders. Three of these cells are reserved for offenders needing more extensive observation by security and treatment staff.

McCauley Unit (MC)

The MC Unit was transformed from the medium unit at the beginning of November 2004. The unit consists of 125 cells with a maximum capacity of 240 offenders. The north wing of the building houses A&E, ATR, and Probation and Parole (P&P) holds. The west wing of the building houses maximum general population offenders.

Harris Hall

Harris Hall was constructed in 1918 and opened in 1921. It was originally designed to house the superintendent and offices on 1st floor. The 2nd and 3rd floors were designed and built as offender living quarters. As described in the Daily Reporter on 11/4/1922, "The Taycheedah Home is not an industrial school for women. It is rather the stopping place of many girls who are headed on the downward path and who through kindness and love are once more headed straight."

Harris Hall currently houses “mature” offenders and has 2 floors of offender rooms, which house medium and minimum security offenders, with 1 to 4 offenders per room. Criteria for living in Harris Hall include; at least 40 years old and good behavior. This unit is less restrictive as offenders are not “locked in”.

RECORDS

The Records Office is responsible for the management of offender legal and social service files; the dissemination of legal and parole commission information; the facilitation of release, transfer and admission date; the maintaining and updating of sentence information; and the provision of notary services.

Race/Ethnicity:

White	61%
Black	33%
Asian	1%
American Indian	5%

Transfers:

In	1195
Out	1038

Age:

Under 18	2
18-20	23
21-30	235
31-40	238
41-50	193
51-60	42
61 & Over	4

Releases:

Parole	7
MR/ES	225
Max Discharge	9
Temps/ATR	35
Other	3

Numbers reflect general population & A&E

INMATE COMPLAINT REVIEW SYSTEM

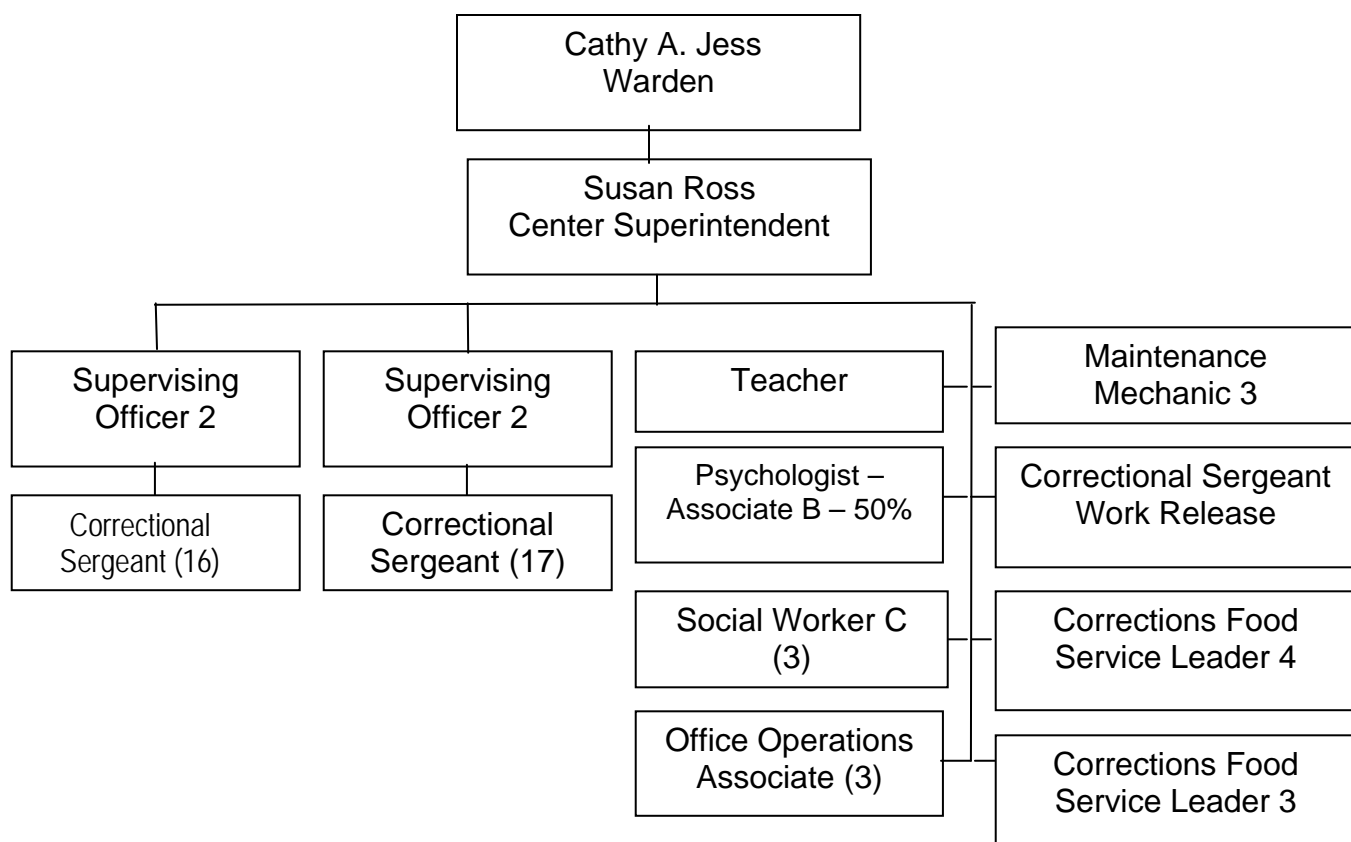
The Inmate Complaint Review System (ICRS) is established pursuant to the Wisconsin Administrative Code DOC 310. The ICRS provides a process by which grievances raised by offenders may be investigated and addressed. Under the direction of the Warden, the Institution Complaint Examiner (ICE) investigates the issues raised by offenders and makes a recommendation to the Warden regarding a decision on each complaint. The ICE is then responsible to ensure implementation of the Warden’s decision.

During the fiscal year 2008, Taycheedah Correctional Institution received and processed 3774 offender complaints. This total includes accepted and returned complaints.

COMPLAINT CATEGORY	NUMBER OF ACCEPTED COMPLAINTS
01 – STAFF	232
02 – CORRESPONDENCE	82
03 – DISCIPLINE	147
04 – MEDICAL	443
05 – PAROLE	0
06 – PERSONAL PHYSICAL CONDITIONS	119
07 – PROPERTY	546
08 – RULES	3
09 – RELIGION	4
10 – WORK AND SCHOOL PROGRAMS	41
11 – VISITING	68

12 – OTHER	84
13 – FOOD	44
14 – CLASSIFICATION	16
15 – COMPLAINT REVIEW SYSTEM	0
16 – DISCRIMINATION	1
17 – INMATE ACCOUNTS	56
18 – BCE	0
19 – HIPPA	3
20 – STAFF SEXUAL MISCONDUCT	1
21 – INMATE SEXUAL MISCONDUCT	1
TOTAL ACCEPTED COMPLAINTS:	1891

John C. Burke Correctional Center Organizational Chart FY 08 Waupun, WI



JOHN C. BURKE CORRECTIONAL CENTER

900 S. Madison Street
 P.O. Box 900
 Waupun, WI 54963-0900
 (920) 324-3460

Superintendent Susan Ross

Year Center Opened: 1990
Center Security Level: Minimum and Minimum-Community Custody
Number of Acres: Approximately 20

ACCOMPLISHMENTS

Buildings & Grounds

- Camera project completed.
- ADA enhancements completed.

Education

- 14 offenders received their HSEDs. 1 received their GED.
- Collaboration with UW-Oshkosh and MPTC communication, criminal justice, social work classes.
- Ongoing collaboration with Ries Driving School for behind the wheel classes and testing for eligible offenders.
- 13 students enrolled in IYOP completing 38 classes. One student self-paying.

Social Services

- ATR Group had 17 graduates.
- Pre-release program started.
- Parenting and CGIP contracted through Attic Correctional Services.
- Expansion of Employment Support efforts.
- Offenders participated on victim impact panels for Dodge and Sheboygan counties.
- Gamblers Anonymous offenders spoke at training conferences for new addiction counselors in Green Bay and Milwaukee.
- Offenders continue to volunteer for the Waupun Food Pantry.
- Voices program continues with groups from Beaver Dam, Door County, Waupun, and Horicon.

Work Release

- Work release continues with an average of 60 offenders.
- Offender project crews continue at numerous sites to include governmental, private and non profit.

PROGRAM PARTICIPATION AND COMPLETIONS

Program	Number of Participants	Number of Program Completions
Parenting	67	57
CGIP Phase I	75	71
CGIP Phase II	71	68

Independent Decision Making	46	46
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COMMUNITY RELATIONS BOARD

Board Member	Affiliation
DeAnn Thurmer	Waupun Memorial Hospital
Gary Rogers	Waupun City Administrator
Sharon Bos	National Bank of Waupun
Jay Laufenberg	Division of Community Corrections
Wayne Buteyn	Werner Harmsen Furniture
Mark Kastein	KFIZ Radio
Todd Nehls	Dodge County Sheriff
Honorable Daniel W. Klossner	Dodge County Circuit Court Branch 1
Carol Owens	Wisconsin State Representative
Gerald Heeringa	Citizen Member
Mylan Fink, Jr.	Fond du Lac County Sheriff's Office
Steve Bauer	Dodge County District Attorney
Jodi Stieger	City of Waupun Mayor
Carol Roessler	Wisconsin State Senate
Dale Herringa	Waupun Police Chief
Timothy Lundquist	Dodge Correctional Institution Warden
Susan Ross	John Burke Correctional Center Superintendent
Mike Thurmer	Waupun Correctional Institution Warden

RESTORATIVE JUSTICE

- Restitution Collected - \$113,847.93
- Child Support - \$45,047.47
- Victim/Witness and DNA Surcharge - \$12,414.56
- Room, Board and Transportation collected - \$322,540.34
- Community services projects included:
 - Beaver Dam High School Book Project
 - Locks of Love donations
 - 150+ hat/mitten sets
 - 35 dog blankets
 - 25+ blankets

PROGRAMS

Adult Basic Education

The center has one full time teacher who works with offenders, both enrolled in preparatory classes and on the school waiting list, to prepare them for High School Equivalency Diploma tests which are offered on-site.

Alcoholics Anonymous (AA)

ASHA Services for Women

Group allows for the exchange of ideas and experiences regarding women's issues to effect a change in their lifestyles.

Beaver Dam Book Project

Offender volunteers edit books that have been put on a laptop. The book is downloaded at the Beaver Dam High School and students with learning disabilities can access the books on the school computer and have them read to them.

Cognitive Interventions Program

Examines beliefs, attitudes and thinking patterns; provides tools to accomplish lasting self-change.

Community Service Crocheting

Offenders make products utilizing donated materials. The completed projects are donated to community organizations.

Gamblers Anonymous (GA)

Independent Decision Making

This course empowers offenders to utilize skills to make good decisions regarding a variety of subjects to include relationships, stress, work and leisure.

Narcotics Anonymous (NA)

Parenting

This program examines current practices and provides tools to effect appropriate parenting skills.

Religion

Opportunities afforded for offenders to participate in spiritual worship.

St. Rose Visiting Program

Family reunification program designed so that children and their mothers maintain contact.

VOICES

Reach out to youth in the surrounding communities to educate and deter the youth from participating in negative behavior.

Work Release

Community custody offenders may be considered for a work release opportunity.

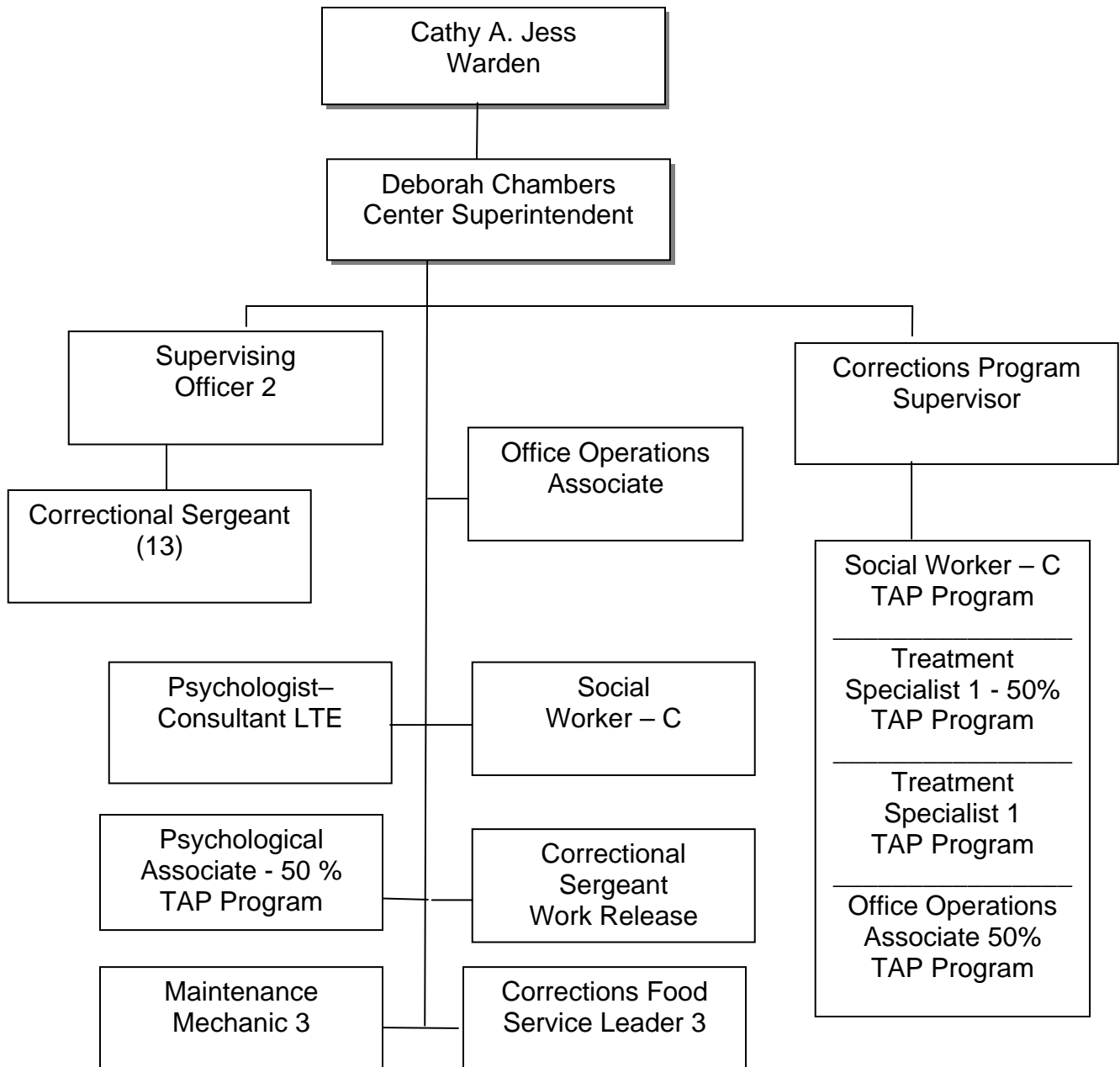
VOLUNTEERS

Alcoholics Anonymous
Assembly of God
ASHA Family Services
Brother Bob's Bible Study
Elmbrook Church
Gamblers Anonymous

Mentoring Connection
Prison Aftercare Network of Wisconsin
Stretcher Bearers Ministries
St. Rose Family Reunification

Milwaukee Women's Correctional Center Organizational Chart FY 08

Milwaukee, WI



MILWAUKEE WOMEN'S CORRECTIONAL CENTER

615 West Keefe Avenue
Milwaukee, WI 53212
(414) 267-6101

Superintendent Deborah Chambers

Opened in: 2003
Number of Acres: 1 acre
Center Security Level: Minimum and Minimum-Community Custody

ACCOMPLISHMENTS

Buildings & Grounds

- Bathroom remodel completed.

Education

- Resource Room – contains GED Prep materials, computers for developing resumes/cover letters and Job net; information regarding job seeking, employment related videos and basic legal resources.

Food Service

- Hired a full-time Food Service Leader.

Health Services Unit

- On site nursing services provided by agency contract with Country Nurses.
- Nurse Practitioner position filled.
- Psychiatrist is on site twice monthly to prescribe and monitor medications resulting in a tremendous decrease in off site scheduling.

Mental Health

- Current staffing of 1 LTE and 1-50% psychological staff at the facility.

Personnel

- 5-year AODA Plan on file for all treatment staff who needs it.
- New Intern for the TAP Program-graduated.

Security

- Established Bi-weekly staff team meetings to discuss offender progress/issues.
- Provided training to all staff in WICS and WITS Training.
- Provided training in Big Van Certifications.

Social Services

- Re-entry programming has been added to offender's curriculum.
- Offenders continue to participate on victim impact panels for Project Return, Marquette University and Wind Lake.
- St. Rose and the Family Reunification program continue.
- ASHA Family Services, Enhanced Wiser Choice, Milwaukee County Welfare Bureau, Word of Hope continued at the center.

- Continued participation in the Big Step Program (2) graduates from the program remain at the center.

Treatment Alternative Program (TAP)

- Continue to work towards stabilizing the daily TAP program participation numbers of 18 to 21.
- Staff recruitment and retention continue to be a challenge.

Work Release

- Work release continues with an average of 45-50 offenders per month.
- Offender project crews continue at MSDF.
- Offender drivers are continually approved and trained.

PROGRAM PARTICIPATION AND COMPLETIONS

Program	Number of Participants	Number of Program Completions
AODA – Harm Reduction	21	9
Treatment Alternative Program (TAP)	25	26

COMMUNITY ADVISORY BOARD

Due to a decline in membership, MWCC has joined the Community Advisory Board at Milwaukee Secure Detention Facility.

RESTORATIVE JUSTICE

- **Crochet group** – Donate various items (blankets, booties, sweaters, etc. for infants) to shelters.
- **Victim Rights Week** – Offenders participated in making posters displayed around the facility.
- **Domestic Violence Week** – General population offenders and TAP Participants made ribbons to be worn by various groups/individuals during the week.

PROGRAMS

Structured programming occurs at the facility from approximately 7:30 AM – 4:30 PM on weekdays. New Freedom curriculum is used for individual goal work and in groups.

A Psycho-Social Assessment and an Individual Treatment Plan are completed on each offender entering the TAP program.

TAP Group Topics include the following:

- Cognitive Intervention
- Victim Impact
- Relationships
- Conflict Resolution
- AODA Education
- Stress Management
- Parenting
- Life Skills

- Drug-Education
- Grief and Loss Relapse Prevention
- Problem Solving
- Goal Setting

ASHA Services for Women

Group allows for the exchange of ideas and experiences regarding women's issues to effect a change in their lifestyles.

St. Rose Visiting Program

Family reunification program designed so that children and their mothers maintain contact.

Education

- Tutoring (Offender volunteer tutors)
- GED/HSED preparation

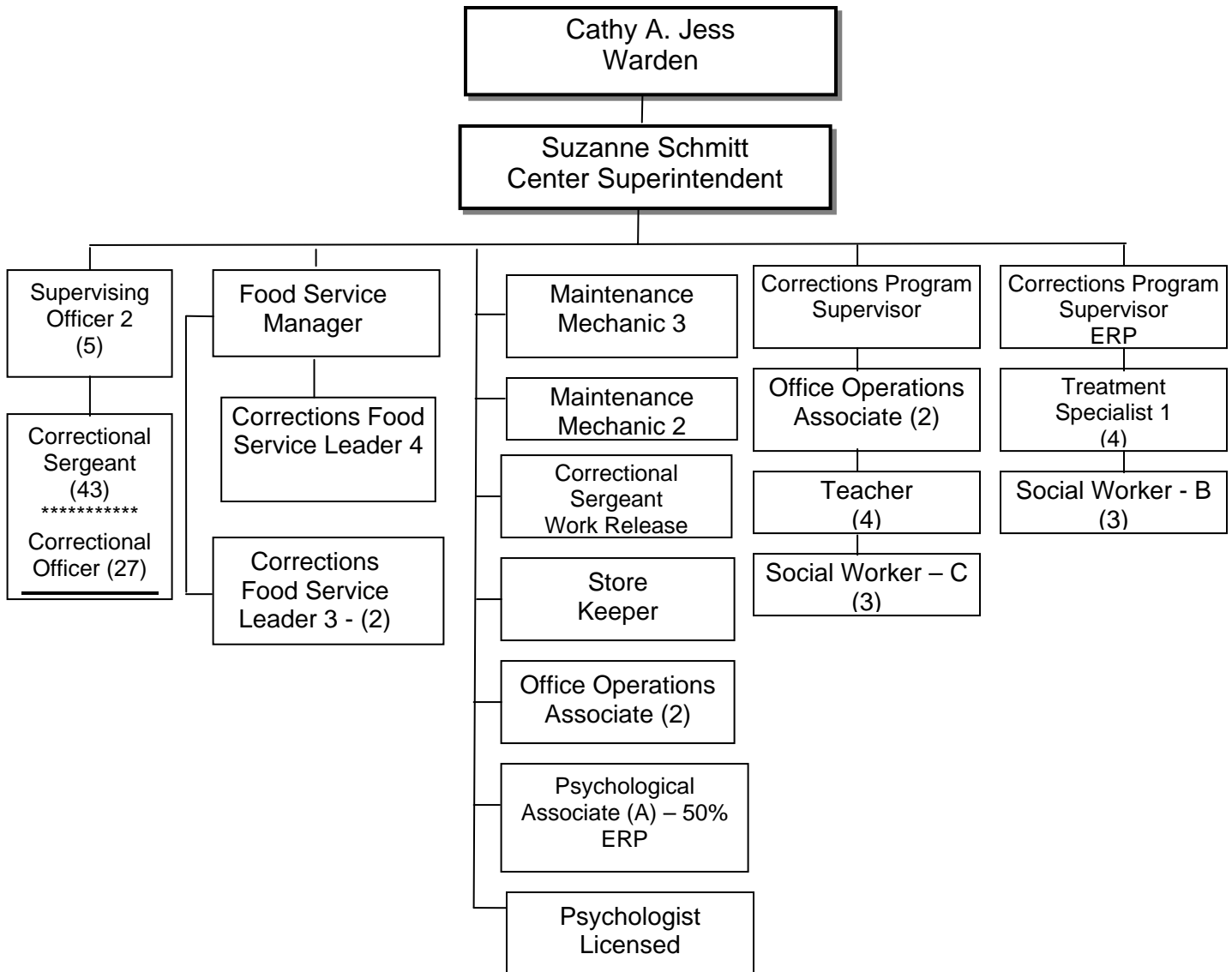
VOLUNTEERS

Parklawn Assembly of God
Prison Fellowship
Project Return

St. Marks A.M.E.
St. Rose
Word of Hope

Robert E. Ellsworth Correctional Center Organizational Chart FY 08

Union Grove, WI



ROBERT E. ELLSWORTH CORRECTIONAL CENTER

21425-A Spring Street
Union Grove, WI 53182-9408
(262) 878-6000

Superintendent Suzanne M. Schmitt

Opened in: 1989
Number of Acres: 27 acres
Center Security Level: Minimum and Minimum-Community Custody

ACCOMPLISHMENTS**Buildings and Grounds**

- Outside offender grounds crew mowed 27+ acres & maintained a large vegetable garden. Also continued with offender project crew job of mowing the SOGS grounds & upkeep of the flower beds.
- Completed unit expansion of the Earned Release Program (ERP) program increasing the capacity of ERP by 26 beds.
- Contracted with a tree service to remove dead trees and to trim the existing trees.
- Expansion of Canteen Department by removal of an existing wall and old servery equipment.
- Contracted to remove asbestos from 3 rooms.
- Completed renovations of a new education storage room.
- Replaced main steam valve.
- Waxed all hallway floors project was completed.
- Repaired plumbing in offender housing unit bathroom.

Health Services Unit

- Women's Health Week
- Weight loss programs
- Unscheduled BP checks on Fridays
- Calorie Counts on menu
- New Literature in HSU
- Patient painted Mural in HSU hallway
- Sinks and soap dispensers in hall way rooms
- Dental services provided to SOGS
- Staff training is continuous
- HSU partners with Gateway Technical College for nurse interns.
- HSU Computer and scheduling program instituted at TCI improves continuity of care and decreases errors.

Earned Release Program

The Earned Release Program has a group of offenders graduating every 2 months. Between 7/1/07 and 6/30/08, ERP had 49 Graduates. 25 beds were added by the State Legislator during FY 08. REECC also received approval to add one Program Supervisor, three Social Workers and one Treatment Specialist. REECC expanded services in May 2008 and expects to serve 100 offenders during FY 09.

Education Academic

- 103 HSED components completed
 - Averaged 39 Full time and 115 Part time students/month with 2 HSED teachers
 - Averaged 65 vocational students/month with 1 Vocational instructor
 - Averaged 4 IYOP students/month
 - 7 HSED students completed
 - 473 Vocational credits received
 - 2 students enrolled in correspondence courses
 - Supervised and trained offender tutors
 - Assisted students with the process of transition to post secondary education
 - Supplementary Educational Services Parenting in GP and ERP
 - Assisted in re-entry initiative in the following areas:
 - Family Support
 - Personal Development
 - Wellness
 - Education
 - Financial Literacy
 - Employability
 - CGIP in GP and ERP
 - Mother Read
 - Money Smart – Financial Literacy Class
 - WI Institution Literacy Council tutor training
- **Education Support**
 - Teachers provide all support for the library.
 - Teachers supervise DOT Junk Title Program and DOT Phone Projects
 - Teachers provide all of our own para-professional support for education:
 - Student scheduling
 - Student payroll
 - Student file maintenance
 - Supply ordering
 - TABE testing and scoring
 - HSED testing coordination
 - New student intake
 - Coordinates classroom cleaning
- **Institution Support**

Teachers contribute to the betterment of the institution through the following:

 - Computer staff training
 - EAP
 - New offender orientation
 - PRC team member
- **Offender Enrichment**

In addition to their regular duties the education staff at Ellsworth has undertaken the following special projects:

 - Diversity Circles
 - Started 2007
 - Facilitated by volunteers from UW-Parkside
 - Up to 12 offenders may participate in each 6 week session
 - Within My Reach

- Started 2007
- Facilitated by volunteers from the Center for Self Sufficiency
- Up to 15 offenders may participate in each 4 week session
- Helps offenders learn how to develop better relationships

- The Great Escape Book Club
 - Started 2004
 - New books selected approximately every 4 months
 - 5 author visits since its start
 - 1st Lady Jessica Doyle visited
 - Approximately 225 offenders, of all reading levels, have participated since its start

- Issue Awareness Weeks:

Involved in and planned activities for:

 - Domestic Violence Awareness Week
 - Crime Victims' Rights Week
 - Women's Health Week

- **Community/Organization Involvement**

The teachers are involved in a variety of community and DOC committees. They include:

 - Correctional Education Association WI
 - DOC EDNET Software Committee
 - Ellsworth Community Relations Board
 - Racine Reads
 - WI Institutions Literacy Council

We have also formed partnerships with the following organizations:

- AAUW
 - Barnes & Noble Booksellers
 - Center for Self Sufficiency
 - Children's Hospital of WI
 - Choral Arts Society
 - UW-Extension
 - UW-Parkside
 - Volunteer Center of Racine
 - Word of Hope Ministries
-
- **Donations/Community Service**

Offenders, with coordination from education staff, have donated the following items to the community:

 - Crocheted blankets and other items
 - Artwork
 - Activity books
 - Time spent wrapping gifts
 - Adopt a Highway

Food Service

This department serves meals to the Southern Oaks Girls School (SOGS) and at REECC. In 2007, 78,645 meals were served at SOGS and 377,109 meals were served at REECC at an average cost of \$.85 per meal.

Mental Health

- Chair of the Multi-Disciplinary Team meetings
- Pre-Release re-entry group sessions

Security

- Provided training to all staff on Principles of Subject Control, Incapacitating Agents, CPR/AED, WICS, Conduct Report Writing and Report Writing.
- Provided training to staff on Professionalism and Ethics.
- Provided training to all staff on Suicide Prevention, Blood borne Pathogens and cell entry.
- Obtained a Rescue Rachel to utilize in Suicide Prevention training and emergency drills.
- Revised the criteria for the placement of offenders on the housing units, added a dayroom on the largest unit in the Center.
- Security Supervisors areas of responsibilities changed in order to facilitate the reassignment of an Administrative Captain.
- Attended training on PREA, Security Threat Groups, Incident Command System and
- Security Supervisors attended one week of security cross training at TCI.
- Upgraded the cell entry uniforms with purchases of 2 piece Battle Dress Uniform.
- Provided tours and education on REECC to college student criminal justice classes and the Gateway Senior learner’s class.

PROGRAM PARTICIPATION AND COMPLETIONS

Program	Number of Participants	Number of Program Completions
Anger Management	45	36
CGIP (GP & ERP)	71	70
Parenting (GP + ERP)	136	85
Earned Release Program (ERP)	61	49
ATR Program “A Look Inside”	30	28

COMMUNITY ADVISORY BOARD

Racine County Combined Community Corrections Relations Board includes Racine Correctional Institution, Racine Youthful Offender Center, Robert E. Ellsworth Correctional Center, Southern Oaks Correctional Center, Racine County District Attorney Office, Racine County Public Defenders Office, Division of Community Corrections – Region 2, elected state and local officials, local law enforcement agencies and other community agencies that have an interest in the correctional offender. The combined board members are submitted by RCI.

TREATMENT PROGRAMS

Earned Release Program (ERP)

- The Earned Release Program addresses the needs of female offenders who require AODA treatment and who qualify for early release. This court initiated, voluntary, 6-month, gender-specific program promotes victim awareness and community service as well as AODA education, treatment and relapse prevention. The Earned Release Program works in cooperation with probation and parole to actuate successful community reintegration following completion of the intensive treatment program. The ERP program offers support groups in the area of:
 - AA
 - AI-Anon
 - SMART
 - CA
 - NA

ERP Treatment Program Components

A. Assessments

- Psycho-Social Assessment
- Individual Treatment Plan

B. Treatment Components

- | | |
|---|--|
| <ul style="list-style-type: none"> • AODA Education • AODA Relapse Planning • Beyond Trauma • Cognitive Interventions • Community Reintegration • Conflict Resolution • HSED & Vocational • Life Skills | <ul style="list-style-type: none"> • Organizational Skills • Parenting • Problem Solving • Release Planning • Victim Impact • Relationships (Domestic Violence, Healthy Relationships, Boundaries) |
|---|--|

"A Look Inside"

"A Look Inside" is a 90 day ATR program that uses a multi-faceted approach to help participants gain insight into one's own destructive behaviors and promote positive life skill void of criminal activity.

Parenting

The classes cover child development from prenatal to teens and beyond.

Cognitive Interventions Program – CGIP

CGIP is based on Cognitive Behavioral Theory and is offered in group format to offenders. Participants are encouraged to identify and evaluate belief patterns, thought patterns, and behavioral patterns.

Anger Management

Anger management is a group that addresses the causes and types of anger and encourages socially appropriate responses to anger and other related emotions.

Standardized Pre-Release Programming

In accordance with the Department of Corrections' initiative to offer a standardized pre-release curriculum to offenders to assist in facilitating their transition to the community, REECC staff was able to offer all 10 Pre-Release modules to offenders who were interested in participating by the end of FY '08. Teachers, PSU staff, and Social Workers provide the following ten modules on an on-going basis:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Wellness • Health • Personal Development • Family Support • Education | <ul style="list-style-type: none"> • Employment • Financial Literacy • Housing • Transportation • Transitional Prep |
|---|--|

EDUCATIONAL PROGRAMS

GED/HSED

Classes are offered to students who read above the sixth grade level as measured by the Test of Adult Basic Education (TABE). Students prepare to take the tests needed to obtain their High School Equivalency Diploma (HSED).

Adult Basic Education – ABE

ABE support services are offered to students who read below the sixth grade level as measured by the Test of Adult Basic Education (TABE).

Office Assistant – Technical Degree program through Gateway Technical College

The Office Assistant program prepares individuals to fulfill the role of an office generalist. Participants will develop skills in keyboarding, filing and records control, business mathematics, basic accounting, professional development, and customer service.

Incarcerated Youth Offender Program - IYOP

Incarcerated youths, under the age of 26 and having a HSED or High School Diploma, can enroll in courses through Milwaukee Area Technical College working towards a comprehensive Associates of Arts degree.

College Correspondence

Correspondence classes may be approved for any offenders with a High School Diploma or HSED and the ability to pay for their coursework.

Wisconsin Institutions Literacy Council – WILC

Offenders with a HSED/HS Diploma, 9th grade reading and math TABE scores, and good institution behavior can be trained to become tutors; One on one tutors are available for classroom or individual use to all offenders.

The Great Escape Book Club

The Great Escape Book Club is an open-ended group that promotes literacy. The group reads the same book and participates in discussion, and projects based on the book. There is communication made with the authors so they can provide feedback, and sometimes visit the institution.

Racine Reads

Robert E .Ellsworth Correctional Center partners with The Racine Public Library to be a part of a community wide reading effort. The mission of Racine Reads is for the community to read the same book at the same time, and have meaningful dialogue about the book. Offenders at Ellsworth read the book and participate in discussion groups and projects.

Diversity Circles

Diversity Circles are small groups of people talking together about an important public issue. They meet together over a period of six weeks to look at an issue from many points of view. No one leads Diversity Circles, but facilitators keep the discussion focused. This group is led by volunteers from the University of Wisconsin-Parkside.

COMMUNITY SERVICE/RESTORATIVE JUSTICE**Helping Hands:**

Helping Hands offers the offenders an opportunity to give back to the community. Children, with extended-stay patients or day-patient status, receive activity booklets and craft project packets created by these offenders. In addition to the packets and booklets, many of the offenders have sewn teddy bears and fleece blankets for the children. The teddy bears are given mainly to traumatized children.

Victims' Garden

This year a group of offenders designed and continued the development of the victims' garden located in the front of the center. Currently, there are four sections dedicated to various victim groups. Along the sidewalk- entrance is purple for domestic violence. The center of the garden area contains a pink ribbon for breast cancer victims and children's garden area in recognition for the children that are victims of their mothers' crimes. The last garden is for nature, which is a victim from many sources.

Motheread, Inc

Motheread offers literacy development from a parent involvement perspective. The instructional approach empowers parents and helps them become literacy role models for their children. The curriculum teaches parents, using a support group structure, how language skills can offer a new way to look at their own personal development while improving communication within their families. This program uses adult and children's literature to teach reading, writing, speaking, and listening skills.

WIGBAC Program

Offenders crochet items like blankets, sweaters, etc. for charity, nursing homes, hospitals, churches, schools, and other charitable events upon request.

Adopt a Highway Program

Offenders pick up litter along highways to maintain the environment.

VOLUNTEERS

Alcoholics Anonymous
Catholic Archdiocese of Milwaukee
Center for Self Sufficiency
Christian Faith Fellowship
Dress for Success
Education tutors: 3 Math Tutors
Elam Tabernacle
Gamblers Anonymous
Girl Scouts

Gospel Lighthouse
Halal Open Heaven
Jehovah's Witnesses
Joy Ministries
Narcotics Anonymous
Oasis Prison Ministries
Re-Entry Presentation
St. Rose
Survivors of Abuse

WORK RELEASE PROGRAM

Offenders who attain the minimum community custody security level are eligible for work release. The purpose of the work release program is to reintegrate offenders back into the community while teaching them job skills, work ethics and supplying them with the financial support they will need to succeed. In the past year, an average number of 79 offenders were on daily work release placement in the community, an increase of 7% from 2007. In comparison to 2007, the wages earned increased by 16% and the obligations (including room and board) paid by offenders on work release increased 19%.

The Center also provided offender work crews for a number of governmental agencies including the Federal Southern Wisconsin Veteran's Center, Southern Oaks Girls School and Racine Youthful Offender Center for FY 2008. On an average, 10 – 15 offenders were on the work crews.