



FISCAL YEAR 2009 ANNUAL REPORT

**COLUMBIA CORRECTIONAL INSTITUTION
PORTAGE, WISCONSIN**



Department of Corrections

STATE OF WISCONSIN GOVERNOR JIM DOYLE



Department of Corrections, Division of Adult Institutions
Rick Raemisch, Secretary
John Bett, Administrator (through 12/08)
William Grosshans, Administrator (1/09 to Present)

COLUMBIA CORRECTIONAL INSTITUTION

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Organization Chart as of June 30, 2009

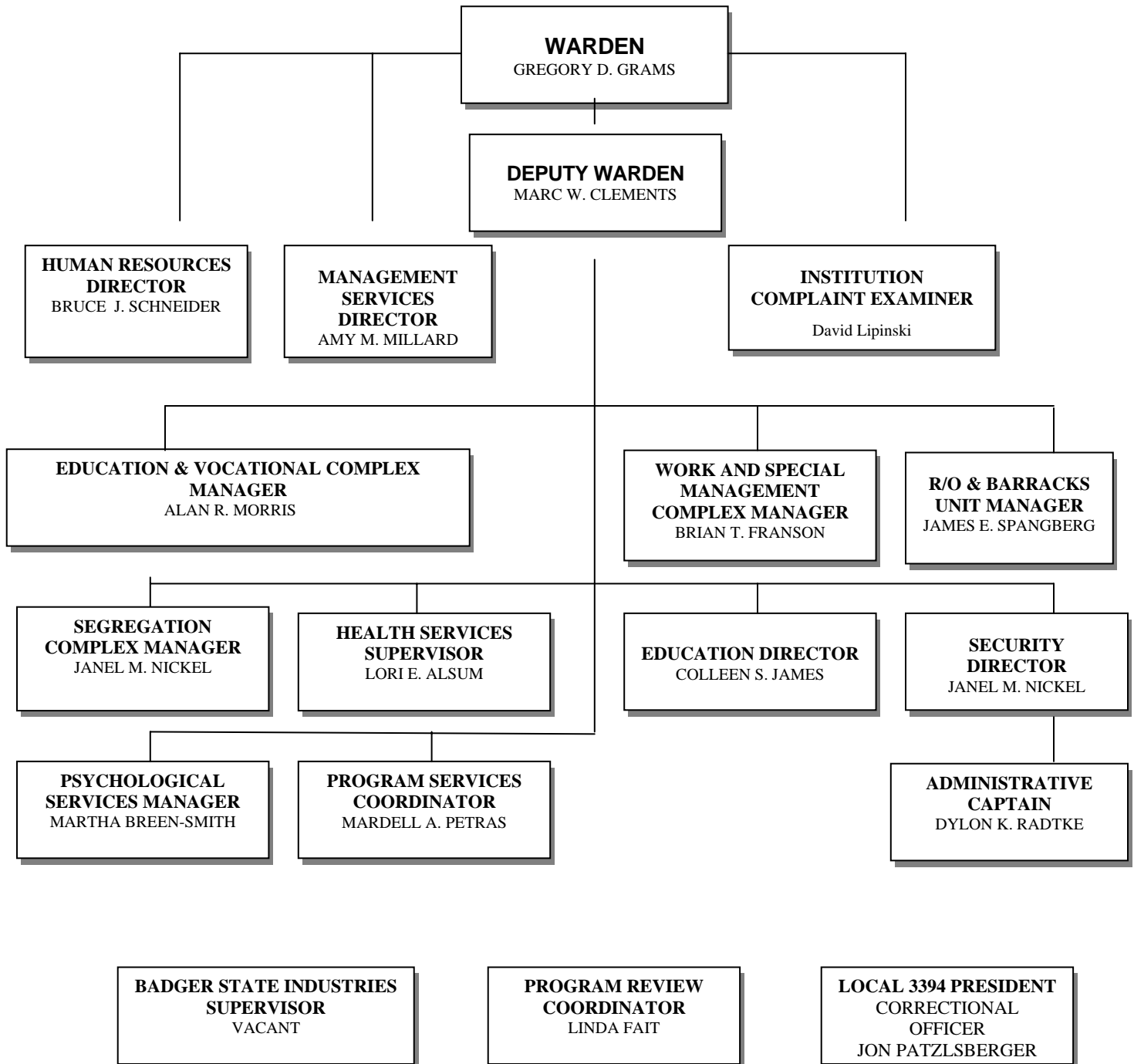


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Message from the Warden...

Fiscal year 2009, which started on July 1, 2008 and ended on June 30, 2009, proved to be another period of stability in the face of challenge, due to the diligence and professionalism of the staff at Columbia Correctional Institution (CCI). Staff turnover at all organizational levels and limited budgets are always major challenges to the desired consistency and stability needed to manage an overcrowded maximum security correctional institution. Despite these challenging times, institution staff continued to perform their duties in an efficient and effective manner to meet our mission of operating a safe, secure, and humane facility. Staff stepped up to meet each unique challenge during the year. Labor and management worked together with the common goal of operating CCI as a safe and secure place for staff to work and inmates to live.

Several events of note occurred during this fiscal year and should be recognized for their impact on our operations:

The 5th Annual CCI Golf Tournament and Charity Fundraiser was held on August 14, 2008. Participants enjoyed the golf activities and the fundraising activities were a success. The event raised \$3,000 for two area charities: Portage High School Scholarship Fund and the Columbia/Sauk County Chapter of Habitat for Humanity. We extend our thanks to the Staff Wellness Committee members and Local 3394 leaders, who worked hard to make the event successful.

Accountability for medications distributed in the institution was identified as an issue needing attention during the previous fiscal year. An internal workgroup was formed, recommendations were developed, and funding was sought to improve this process. Final approvals of the plan were granted during October, rescinded during December, modified and approved again during April, and implemented during June of this fiscal year. This long and often times frustrating process was implemented using LTE staff as a temporary way to eliminate Schedule II and III medications from all housing units. These medications are now administered by HSU staff and accountability for these medications is greatly improved. We still have work to do on this topic as all other medications are still stored on our 12 housing units and distributed to inmates by unit security staff. Improved accountability and recordkeeping for the remaining medications on the housing units will be the next phase of this procedural upgrade.

Major changes were made to the way we utilize our radio system. "Plain talk" replaced the use of "10 codes" and a new DAI-wide standardized call sign protocol was rolled out during March, 2009. These changes were made with few problems encountered due to the professionalism and flexibility of our staff.

The nationwide conversion of television signals from analog to digital was another challenge faced during this year. Inmate-generated funds were expended for new equipment to allow all inmates to continue to receive television stations on our in-house distribution system and numerous questions were answered during this six month long process. The identification of a reasonably priced digital antenna for sale to inmates via our canteen removed this conversion process from our list of climate concerns.

Pandemic planning and information sharing became an urgent issue during the spring of 2009 due to the rapid spread through the United States of the H1N1 flu virus. Plans were formulated and updated in anticipation of the return of the flu season later in 2009. There were no cases of H1N1 during this fiscal year, but this issue is anticipated to be at the forefront of our concerns as we move through Fiscal Year 2010.

Finally, no recap of FY 2009 would be complete without a review of the budget issues we faced due to the global recession. The State of Wisconsin was not exempt from the effects of the recession with an estimated budget deficit of six billion dollars. DAI-wide menu consolidation is underway in an effort to save dwindling budget dollars. The institution partnered with Alliant Energy to replace nearly all lighting fixtures and light bulbs with high efficiency equipment. The cost of the project should be covered in less than five years and our energy consumption has been drastically reduced due to the joint venture. The Department of Administration froze all vacant positions and set up a review process to fill positions during December, 2008, in response to the growing State budget deficit. We continue to have numerous vacancies and staff have again been asked to step up to complete the necessary work in a variety of CCI departments. All State employees were notified in May, 2009, that they would be “furloughed” for a total of 16 unpaid days during the next two fiscal years to help with the budget deficit. Planning was underway as this fiscal year ended on how to implement this furlough plan in a 24/7 operation.

Our Fiscal Year 2009 Annual Report, describing our operations and reflecting our overall accomplishments, follows this message. The safe and secure operation of an overcrowded maximum-security prison with a diverse inmate population takes the hard work and dedication of a special staff. CCI is fortunate to retain a team of staff that strive for and reach that goal year in and year out. Our staff continue to perform their duties in a professional and dedicated manner in the face of crucial vacant positions and upcoming furloughs of all staff. Their efforts are appreciated every day.

Gregory D. Grams
September 24, 2009

INSTITUTION MISSION AND GOALS

The mission of the Columbia Correctional Institution is to protect the public by detaining adult male felons committed by State Courts to the Department of Corrections and readying these men for custody reduction and eventual reintegration into society. Protection of the public is both an immediate and long-range focus, as virtually all inmates will eventually be released. Through a philosophy of strict and constructive treatment, both perspectives are met.

In pursuit of this mission, Columbia Correctional Institution shall:

- ◆ provide a safe, secure and humane environment for those individuals committed to our custody;
- ◆ ensure that the basic needs of each individual committed to our custody are met;
- ◆ treat all individuals under our custody and supervision with respect and dignity;
- ◆ uphold each individual's rights under the laws of the United States and the State of Wisconsin;
- ◆ hold accountable all individuals under our custody and supervision to the rules governing their behavior;
- ◆ afford meaningful opportunities for positive change to individuals under our custody and supervision through programs and services of treatment, education and employment training;
- ◆ provide assistance to individuals under our supervision to enhance their successful reintegration within the community;
- ◆ treat all staff and members of the public with respect, courtesy, and professionalism;
- ◆ endeavor to maintain a staff that is culturally and racially diverse and which is representative of the citizens of this state;
- ◆ inform the public, governing bodies, and other governmental agencies about the Wisconsin correctional system and issues pertaining to Corrections;
- ◆ respond to public and governmental requests for information with honesty and accuracy;
- ◆ strive constantly to increase our knowledge about crime and criminal behavior in order to be more effective in accomplishing our mission.

In furtherance of this mission, Columbia Correctional Institution is committed to a correctional system that reflects the progressive ideals rooted in Wisconsin's heritage.

INTRODUCTION

Columbia Correctional Institution (CCI) is an adult male maximum-security prison located in Columbia County, Wisconsin, on a 110-acre parcel of land at the junction of U.S. Interstate Highway 39 and Wisconsin Highway 127, three miles west of downtown Portage and six miles north of U.S. Interstate 90-94. It was built at an initial cost of \$38,600,000 and was the first state maximum-security facility to be planned, constructed, and operated in Wisconsin in 91 years.

CCI is arranged in a series of living complexes, containing ten separate units, which are set about a secure, open courtyard. In September 1997, an additional barracks-style temporary living unit was built and opened to house 150 inmates. The entire institution within the inner fence perimeter covers over 27 acres, while almost 297,000 square feet are contained within its various building structures. The prison is flanked by five guard towers and surrounded by a double fence with electronic capability. The fence is topped by razor-sharp concertina wire. The Central Control Center monitors the entire institution both electronically and on 63 closed-circuit television cameras.

General population maximum-security inmates are housed in four separate complexes, each made up of two units. These units include an Education Complex, a Vocational Complex, a Special Management Complex, and a Work Complex. The Barracks-style housing unit provides temporary housing for up to 150 minimum- and medium-security inmates, including a fluctuating number of Division of Community Corrections inmates. There are also two segregation units, which though separated by geography, comprise a single complex for restricted-status inmates. A 13-cell Reception & Orientation unit houses incoming general population inmates. The individual units are self-contained. The lives of the inmates revolve around the activities of the unit, where they sleep, eat (on staggered shifts), and pursue program activities. Activities outside these living areas are also managed by unit groupings, a procedure that allows for more effective control of the population and reduces the potential for disruption. CCI administration attempts to place inmates in units according to the program in which they are enrolled or the institution job to which they are assigned.

Each decentralized complex is administered by a unit manager, who is assisted by a unit team composed of security officers, a social worker, a psychologist, and, in certain cases, one or more teachers or work area supervisors. Each complex also has liaison contacts with Health Services and designated members of the security supervisor ranks. These parties form a multi-disciplinary team, which is able to develop a more thorough and long-term knowledge of the character, abilities, needs, strengths, and deficiencies of each of the inmates in their respective units. This non-departmental approach to inmate management allows for a systematic, individual, and positive approach to inmates and enhances the institution's capability to insure public safety with respect to confinement and rehabilitation. The Unit Manager supervises two complexes.

CCI was originally slated to accommodate 450 offenders in single cells because of the mixture of inmate types, ranging from the vulnerable to the violent, from the handicapped to the severely mentally ill. The original capacity of the prison was achieved within months of its opening, and its numbers remained stable for the first several years of its operation. Overcrowding throughout the Wisconsin Department of Corrections system, however, precluded CCI from remaining at original capacity. By the end of 1998, the institution's population was nearing 800 inmates. Many single cells were converted to double cells, though the most violent and dangerous inmates continued to be assigned to individual living spaces. The 150-bed barracks, built in 1997, added to the significant population growth. The average population for Fiscal Year 2009 was 824 inmates compared to 827 reported in the prior fiscal year.

FAST FACTS

***Fiscal year 2009
07/01/08 – 06/30/09***

Institution Opened:	May 1986
Security Level:	Maximum
Operating Capacity:	541
Current Population:	824 (FY 09 Average)
Officer/Sergeant Staff:	235
Non-security staff:	105
Inmate to Staff ratio:	2.5 inmates/staff member
Number of Acres:	110 acres, with 27 acres enclosed by a perimeter fence
Operating Budget:	\$27,420,315

Amount of Money Collected from Inmates

for:	Court Ordered	\$ 12,030.91
	Inst. Restitution	\$ 4,626.67
	Child Support	\$ 8,788.56
	Victim/Witness	
	VWSA	\$ 9,098.79
	VWSB	\$ 3,465.89
	Medical Co-Pay	\$ 7,069.30

Health Services

Appointments: Sick calls, RN, MD, X-ray, Lab and Physical Therapy	12,776
Segregation Rounds	6,864
Medical Activity	44,481
Optometry	302
Orthopedics	79
Psychiatry	1,553
Scheduled Off-site Appointments	681
Emergency Room Visits	106

Education Inmate Participation and Completion:

Education/Vocational: 150 students (weekly) can be accommodated in academic programming and 90 students (weekly) can be accommodated in vocational programs.

ESL	7* students
GED/HSED	49 graduates
Custodial	40 graduates

Building Services	7* graduates
Printing	3* graduates
Pro-Literacy	8 tutors trained and utilized
IYOP	6 completions

* The ABE, ESL, Printing and Building Services Teacher Positions were vacant for a number of months. The majority of this fiscal year we were short 3-4 teacher positions.

Work

- 230 inmates employed within the institution
- 63 inmates in Special Management programming
- 29 inmates refused programming/work assignment

Treatment

- 0** inmates completed Cognitive Interventions
- 24 inmates completed Anger Management in general population
- 12 inmates completed Anger Management in segregation
- 106 inmates housed on Special Management Units
- 24 inmates completed Employability Skills Program in segregation
- 38 inmates completed the Restorative Justice Program
- ** Not offered during this timeframe due to SW vacancies

Programming

- 55 inmates attended the North Woods SMU treatment program
- 29 inmates attended Coping Skills
- 30 inmates attended Mood Management
- 15 inmates attended Moral Reconciliation Therapy

SIGNIFICANT EVENTS OF FY 2009

- July 2008
- Lighting Project started-replacing nearly all lighting fixtures and bulbs to substantially lower utility costs.
 - Hands Free communication system hit by lightning during a recent storm. It is no longer operational and cannot be replaced. There was \$30,000 in damages to the institution from a series of storms.
 - Legislative Audit Bureau at CCI gathering information on the management of mentally ill inmates as part of a system –wide audit.
 - Brother Bob’s Softball Game between volunteers and inmates held.
 - New Employee Service Committee started at CCI (consolidates EAP & CISD), chaired by Unit Manager Morris.
 - Inmate Tutor Training Program graduation activity held.
 - Repairs made to perimeter lighting system, due to breaker tripping and shutting down.
 - Madison Police Department recruits at CCI for tour.
 - Warden attends Portage Emergency Planning Committee meeting to share resources available to community agencies.
- August 2008
- CCI Golf Outing held. Proceeds donated to the Sauk/Columbia Chapter of Habitat for Humanity and Portage High School Scholarship Fund.
 - Oppressively high heat index caused recreation and other activities to be cancelled for several days.
 - Special Management Unit (SMU) ceremony held to recognize academic achievements of inmates in the SMU school program.
 - Draft proposal submitted to DAI for change in medication distribution at CCI. Class II & III medications to be HSU administered under proposal.
- September 2008
- CCI received notification that an additional Unit Manager position was transferred from WSPF. Position subsequently frozen for entire fiscal year.
 - Staff Blood Drive held.
 - Staff Wellness Committee Brat Fry Fundraiser for staff.
 - New Psychological Services inmate database installed.
 - CCI staff participate in DAI-wide Joint ERU Training at Volk Field.
- October 2008
- Received approval from Central Office to move forward on the Medication Distribution Proposal.
 - Digital TV signal testing completed and plan developed to convert from analog to digital signals on in-house TV distribution system.
 - Former CCI Warden Dan Benik gave a Hostage Survival Presentation for staff, including his hostage ordeal at WCI in 1983.
 - Camera Installation Project, with PREA funding, completed.
 - Deer Oaks is the vendor that has recently been identified to work with the new Employee Service Committee.
 - State Assembly legislative candidate tours CCI.

November 2008 Secretary Raemisch toured the institution.
 Seasonal Flu shot clinic held for employees.
 Key watch system went down and is no longer operational.
 Annual Community Relations Board meeting held.
 Restorative Justice Program graduation ceremony held.

December 2008 The POU Unit from Central Office reviewed our Command Post set-up and equipment.
 Declared inclement weather day due to blizzard on December 9th.
 Wheelchair lift in HU6 is not operational.
 Snowiest month of December in recorded local weather history.
 All vacant positions frozen, with limited ability to fill positions and only after approval from the Department of Administration.

January 2009 Divine Savior Health Care staff toured the institution.
 Wheelchair lift in HU6 repaired.
 Laundry inmate turned in a shank found wrapped in the dirty laundry. HU 8 was searched with no significant contraband found with the exception of excess property.
 Books on Tape for segregation inmates was tested on DS2 & was well received by inmates.
 Modified 8 week Coping Skills Program for DS 2 inmates is being developed by Psychological Services staff.
 Medication Distribution Pilot Proposal put on hold due to budget issues.
 Peanut Butter recall impacts menus and inventory of item.
 Snow & ice caused very slippery conditions throughout the CCI grounds.

February 2009 Newly hired Probation and Parole Agents toured CCI.
 Financial Literacy Module started for re-entry.
 Digital TV equipment installed. Problems with Channel 47 eventually resolved.
 Began showing movies on the institution channel on Training Days and Saturdays in accordance with licensing agreement purchased with inmate funds.
 BHS Health Services Policies and Procedure Manual placed in the library and in segregation law library as a reference tool for inmates.
 New Keywatcher equipment is installed, but not programmed.
 Inmates are constructing homemade antennas to attach to their TVs to attempt to obtain more digital TV channels.

March 2009 New radio call signs for all staff distributed and “10 codes” eliminated due to need for plain talk during multi-agency emergencies.
 Canine drug search conducted in the Work Complex. Contraband found included marijuana and a homemade pipe.
 Statewide Menu Consolidation Workgroup started. Deputy Warden Marc Clements selected as a member.
 Mike Saunders, Madison POU Unit, gave a presentation to Administrative Staff and Union Vice-President on the use of ICS in everyday operations.

Glen Singer retired from the library. He started at CCI in June, 1986, and was the institution's only librarian since the first inmate arrived.
The new Keywatch System is now operational.
Medication Distribution Pilot, including hiring of one LTE, is approved.
Community Re-entry Simulation held with volunteer, staff, and inmate participants. Simulated obstacles an inmate goes through when released.
Emergency Management annual update meeting held.

April 2009

Annual Judges tour conducted.
Restorative Justice Program graduation ceremony held.
Noticeable increase in inmate random positive UAs. Stepped up shakedowns and reviewed various policies to prevent contraband introductions to facility.
Posted informational memo for inmates and staff regarding H1N1 virus.

May 2009

Correctional Employee Recognition events with free brats and hamburgers cooked and delivered to staff on all three shifts by Administrative Staff, Union leadership, and Staff Wellness Committee members.
Annual Crime Victim Awareness Program held in the Visiting Room.
H1N1 virus information posted with no CCI cases reported.
State Employee furlough notification memo received.
Marijuana found in a housing unit dayroom, dropped by an inmate mistakenly.
Sgt. Pafford received a Valor Award from the DOC Secretary at the State Capitol for saving his family during a house fire last winter.
Menu Consolidation Committee met with Food Service Supervisors to update them on the required changes.
Safe Streets-new re-entry program in coordination with Milwaukee Secure Detention Facility introduced. CCI has 6 candidates for transfer there.
Reporter from "The Economist" news magazine at CCI for tour related to article on prison overcrowding and related costs.

June 2009

Medication Distribution Pilot for Schedule II and III medications started.
Garden project started.
Digital TV Antenna approved for inmates to purchase from our canteen.
Search of HU4, HU5 and Vocational Complex common areas conducted.
Significant contraband found including porn, stingers and nuisance contraband. Also, incredible amounts of property over the policy limits.
Amy Millard, Correctional Management Services Director, graduated from State-wide Enterprise Leadership Academy.
Draft staff furlough plans for four unpaid days every six months for the next two years developed based on DAI template and submitted for review.

COMMUNITY RELATIONS BOARD

The Community Relations Board is comprised of representatives from the local hospital/EMS organizations, local government agencies, District Senators and Representatives, Township representatives, and Federal Correctional Institution-Oxford. The annual meeting was held in November 2008. The topics of discussion were: Institution Climate, June Flooding and Response, Pandemic Planning Update, Budget Update, Medication Distribution Issues, Community Relations Activities, WICS (Wisconsin Integrated Corrections System). Inmate populations and staffing levels were also discussed. The Warden responded to questions and encouraged participants to contact the institution with issues related to their areas of concern.

RESTORATIVE JUSTICE

Throughout the year, CCI's Restorative Justice Program raises funds to donate to victim service related organizations. Two major fund raising projects are the bi-monthly ice cream sales to inmates and staff, and the annual sale of holiday food items to inmates. Funds raised are donated to various area agencies such as the Rainbow Coalition of Madison, Portage Food Pantry, Portage Schools S.T.A.R. Program, Career Youth Development of Milwaukee, Domestic Violence Center of Portage/Baraboo, River Haven Homeless Shelter in Portage, and the Safe Harbor Advocacy Center, Madison. In addition, inmates donate excess clothing and other items which is then donated to non-profit agencies.

Annual Victim Awareness Week. An event to enhance the victim awareness initiative and to promote restorative justice principles is held during National Crime Victims Rights Week in April of each year. This annual event includes inmate participants performing specially written musical selections or poetry on a restorative justice theme, a talk by the DOC Victim Witness coordinator and by a crime victim, an educational panel on victim's rights, and presentation of monies from the fund raising activities. Since the inception of this annual event in 2000, \$19,850 has been raised and donated.

In January 2007, CCI held its first Restorative Justice Program. This program continues to be held twice a year –once in the spring and again in the fall. This program consists of an intensive 16 week study by about 20 inmates on restorative justice principles including strategies for changing his life, finding meaning and balance in everyday life, conflict resolution, health, wellness and meditation, preparing a life plan, and understanding of various legal issues. There are strict behavioral requirements placed on inmate participants – any conduct reports results in removal from the program. The participants are required to show respect for each other and for each of the guest speakers and volunteers to the group. They are also required to write thank you notes to all presenters. Halfway through this program is a concentrated 3-day event led by a former Wisconsin Supreme Court Justice and includes presentations from crime victims of the impact/damage done to their lives.

INSTITUTION VOLUNTEERS

CCI utilizes volunteers from various walks of life to provide special services to inmates. Volunteers participate in social, religious, self-help, and legal programs. There is a list of over 500 individuals who provide volunteer services for the various religious activities, study groups, and other programs such as Restorative Justice, Narcotics Anonymous, and Alcoholics Anonymous. In addition, several organizations provide services to inmates, including the Veterans Administration, UW-Madison's LAIP (Legal Assistance to Institutional Persons), and MASN (Madison AIDS Support Network).

RE-ENTRY MODULES

In February 2008 we started our pre-release program for inmates who were releasing within a year. The re-entry program continues to operate at CCI. Currently we are offering the following pre-release modules to inmates: Transitional Preparation, Housing, Transportation, Financial Literacy, Education, and Employment.

The Transitional Preparation Module meets monthly and 84 inmates have participated in this group during the last year. The group is facilitated by Probation and Parole Agent David Ford and CCI Social Worker Emily Peissig. Every inmate within 6 months of release is expected to participate in the Transitional Preparation Group. Mr. Ford explains the Department of Community Corrections (DCC) rules, goes through the DCC Handbook, and discusses supervision fees. Inmates are provided a reintegration questionnaire to complete. This information is then given to their social worker, who forwards the information to their Probation and Parole Agent. The agent then makes telephone contact with the inmate to review his release plan. Until release, the inmate's unit Social Worker assists him in getting vital records as well as preparing for release into the community.

Inmates are encouraged to sign up and participate in other pre-release modules offered at CCI. During the past year, 23 inmates have participated in both the Housing and Transportation programs. These two programs are offered at least twice per year. The Housing Module informs inmates what housing resources may be available in their communities, as well as veteran's benefits for those who may be eligible. They are provided resources on how to "live on their own" as well as information on money management, comparative shopping, and other life skills. The Transportation Module provides inmates with information on how to get or how to reinstate their driver's license. The Transportation module also explores alternative methods of transportation. These programs are co-facilitated by Emily Peissig, CCI Social Worker and Agent David Ford.

The Employment Module meets at least two times per year and had 15 inmates successfully complete the module over the past year. Inmates are provided a series of inventories to help assess their skill and interest in the employment sector. Some of the areas presented are apprenticeship opportunities and information on how to start a small business. Inmates are given directions on where to look for jobs, how to network, and take advantage of job fairs. They are instructed on how to develop a resume, cover letter, thank you letter, and how to complete a job

application. Inmates are able to participate in mock interviews and receive information on job survival skills. This program is co-facilitated by CCI Chaplain Drexel and Agent David Ford.

The Financial Literacy Module has had 14 inmates successfully complete the program during the past year. Inmates are integrated into the Bluff View School and the program is taught by Ms. Mui, one of the school's teachers. The module was offered one time during the past year. The program mirrors the FDIC "Money Smart" program. Inmates are taught a variety of skills on how to appropriately manage their money. They are given a pre and post test to help them assess their skills in this area. Inmates are informed on how to manage a checking account and savings account, as well as how to improve their credit score.

All inmates at Columbia Correctional Institution who have an educational or vocational need are required to attend Bluff View School. Inmates who have not obtained a high school diploma/GED/HSED are enrolled in proper programming to help them obtain these certificates prior to their release. Bluff View School also offers three vocational programs, which include Printing, Building Services, and Custodial Services. The offered programs meet most of the competencies of the Education Module. The school will also assist inmates in obtaining copies of their High School diploma, GED/HSED, or Vocational Certificates and transcripts.

Inmates within ten years of release are encouraged to participate in the pre-release modules. Additional modules will be added when vacant positions are filled and/or additional resources become available to the institution. Inmates are encouraged to sign up and are placed on a waiting list for future programming. The re-entry programs help inmates learn the skills to successfully enter into their communities with an eye to reducing the recidivism rates of Wisconsin inmates.

INSTITUTION PROGRAMS

ABE (Adult Basic Education)

Inmates who have not graduated from high school or earned an equivalency diploma are placed in Adult Basic Education classes in an effort to reduce the high rate of illiteracy which is characteristic of an inmate population. Inmates must successfully complete the five components of the General Equivalency Diploma (GED) testing program before they are eligible for vocational training or institution work assignments. Inmates can also earn a High School Equivalency Diploma (HSED) by successfully completing the GED testing program and then passing two additional testing components.

Anger Management

Anger Management helps participants understand and manage their anger. The program consists of pre-tests, weekly tests, and weekly homework. It is an ongoing program that is offered for general population and segregation inmates. Segregation inmates complete the course work in-cell.

Badger State Industries Print Shop

This program employs 32 inmates and four civilian staff who completed over 6,000 print jobs for the State of Wisconsin and other not-for-profit agencies or clubs. Last fiscal year, BSI grossed over \$1,250,000.00 in sales. Print jobs completed range from temporary license plates for the Department of Transportation to tax forms and raffle tickets for local area clubs.

Barracks Tutoring Program

The inmate tutors work hard to motivate and assist students on a daily basis. There were approximately 100 participants in this programming during the last year.

Building Services Vocational Program

The Building Services program aims at providing inmates with competence in building construction, building maintenance, drafting and materials estimating. The program is conducted in a manner that simulates an actual work environment so that students will acquire strong work habits. Graduates receive a certificate from Madison Area Technical College.

Cognitive Group Intervention Program (CGIP)

This programming is based on the assumption that how people think controls their actions. Cognitive change is self-change; therefore, the techniques of cognitive self-direction can only be applied if the participant makes the choice to do so. This programming is presented in a group format and teaches principles of cognitive change through thinking reports and personal journals that focus on specific criminal/problem behaviors. Each group is facilitated by two trained staff members. Phase I and Phase II are offered throughout the year.

Community Service Projects (CSP):

The following Community Service Projects employ up to 45 inmates, who worked a combined total of 26,000+ hours during this fiscal year.

CSP Books on Tape: Inmates orally transcribed schoolbooks onto cassette tapes for academically and visually challenged primary and secondary grade students. The inmate readers provide tapes for several area high schools and grade schools.

CSP Crochet: Crochet items are made for needy children, families and the elderly throughout the state. Items such as hat/mitten sets, infant hat/booty sets, baby blankets, and baby buntings were distributed to various local agencies throughout the year. Items made and donated this past year include 750 children's hat and mitten sets, 30 afghans to local nursing homes and/or assisted living facilities and 130 cancer patient hats.

CSP Eyeglass: This project is operated in conjunction with the Wisconsin Lions Club Regional Center in Rosholt, who collect donated eyeglasses from 10 Midwest states. Inmates inspect, clean, identify the prescription, sort, and package eyeglasses to prepare for shipment to third world countries. From 2001 to 2008, CCI's Eyeglass Project is nearing a million eyeglasses handled, with a total of 996,480 recycled.

CSP Garden: Inmates till, plant, weed and harvest vegetables for donation to area food shelters and food pantries. Over 5,000 pounds of fresh vegetables are donated annually to the local food pantry in Portage. .

CSP Land's End Jacket Repair: Land's End, a brand name clothing manufacturer based in Wisconsin, donates new youth/adult jackets that require sewing a matching fabric patch on the front of the jacket over an area that has been cut out. Approximately 1,500 repaired jackets are donated annually to area veteran's organizations, various county health and human services agencies, and non-profit agencies.

CSP Teddy Bears: Teddy bears are donated to local hospitals, law enforcement agencies, non-profit agencies, and the Wisconsin adoption court system for distribution to children in these stressful situations. Inmates complete up to 1,000 teddy bears annually.

CSP Woodworking: A wide variety of projects, from birdhouses and duck houses to bookcases to Ice Age Trail signs/markers and kiosks are donated to various state and non-profit agencies. These agencies donate materials or funds for completion of the projects. The Woodworking project also makes and donates various items for local and DOC charity fundraisers. This past year the Woodworking program has worked with local municipalities and agencies in building park signs, park benches, and handicap duck blinds.

Custodial Services Vocational Program

The Custodial Services program offers inmates an opportunity to learn a VTAE certified trade. The course is taught on a self-paced basis. After 12 to 16 weeks of on-the-job-type experience, students take a final proficiency exam, which qualifies them for employment in building maintenance, apartment complex managing and landscaping. Graduates receive a certificate from Madison Area Technical College.

DS2 Segregation Group Coping Group

A weekly one-hour treatment group to allow four segregation inmates with mental illness to address general mental health, unit, and medication management concerns; and to develop skills to positively and productively cope with stress in segregation that can ultimately be used in general population. The goal of this group is to enhance the mental health of inmates in segregation to reintegrate them into general population.

Employability Skills Program

Provide inmates with a variety of institution job experiences, teaches job seeking and job security skills, teaches job related problem solving skills, help to identify job interests and prospective fields of employment upon release. This program is offered to general population inmates as well as segregation inmates.

English as a Second Language (ESL)

Inmates who do not speak English are enrolled in English as a Second Language through the Education Department.

Printing Vocational Program

The Printing Program is designed to provide inmates the opportunity to develop the knowledge, skills, process and understanding necessary for obtaining an entry-level position in the graphic arts industry. Upon completion of the classroom and lab work, which usually takes 12 to 18 months, inmates must complete a seven-week internship program in the Badger State Industries print shop. Graduates receive a certificate from Madison Area Technical College.

SMU Recreation Therapy

This special recreation program continues to be offered on the Special Management Unit five days a week with activities structured to maximize inmate participation. Group size is limited to 10, and is supervised by a Recreation Leader. This programming is designed to engage mentally ill inmates into physical activities and provides incentives for participation.

Special Therapeutic Wheelchair Program

Using the services of a licensed Physical Therapist, CCI is in the process of developing a 3-day a week Physical Therapy program for the inmates who are confined to wheelchairs. Ultimate goal of the program is to assist inmates in lowering the need for their permanent placement in wheelchairs. If successful, the program may be expanded to include other disabled CCI inmates.

Social Security Tracking

DOC has begun electronic tracking of upcoming Social Security paperwork for inmates within 6 months of release or parole. CCI Social Workers are utilizing the tool to ensure compliance with mandated Memo of Understanding between Social Security Administration and DOC.

Inmate Tutor Program

The training methods and standards of Wisconsin Institutions-Literacy Council (former Literacy Volunteers of America) are utilized to train inmates as educational tutors. The tutors are intensively trained in 30 one-hour sessions over a three-week period.

Vocational Programming

CCI offers three vocational programs that are certified through the Madison Area Technical College branch of the VTAE System. Inmates completing these programs may earn certificates of competency and their transcripts of achievement are kept on file at MATC. CCI currently offers a 6 month vocational diploma program in Custodial Services, a 12 month

vocational diploma program in Building Services, and an 18 month vocational diploma program in Graphic Arts/Printing. See more detailed descriptions of these programs earlier in this report.

CONDUCT REPORTS AND COMPLAINTS

Conduct Reports

The best index to the challenges facing any maximum-security institution may be found in its documentation of inmate behavior and activity, which either violates the policies and procedures that govern the institution or appear to be potentially threatening to institutional security and order. The Security Department serves as the clearinghouse, investigative agency, and tribunal that control such affairs. It is responsible for dealing with conduct reports that are essentially prosecutorial documents issued to inmates for violations of the Department of Corrections' Administrative Code and institutional policies and procedures. Conduct reports are classified as "majors" or "minors" according to the severity of the offense. During this fiscal year, there were 1,680 major conduct reports and 363 minor conduct reports processed. The Warden's Office acted on 298 appeals of the dispositions or findings of guilt for the conduct reports issued during this time period.

Inmate Complaints

The Institution Complaint Examiner's (ICE) Office functions in compliance with the guidelines enumerated in Wisconsin Administrative Code Section DOC 310, providing a process by which inmate grievances and complaints may be addressed, investigated, and resolved. The primary mission of the ICE Office is to investigate and address the concerns raised through the Inmate Complaint Review System (ICRS) concerning rules, living conditions, staff actions, property dispositions, etc. These matters are closely associated with day-to-day management initiatives, which affect the institution's operation and compliance with departmental standards and mandates. This process is designed to formally settle controversies in a timely manner without the necessity of courtroom litigation and furnish inmates with an immediate channel for airing problems and grievances. This procedure allows the Warden to gain insight into the daily application of all policies and procedures in the institutional environment and serves as a definitive instrument for correction of deficiencies, abuses, and oversights. Complaints are grouped into 21 broad categories ranging from staff actions to property issues. During this period, 2185 complaints were accepted in the ICE Office.

If an inmate does not agree with the findings of the ICE and/or the decision of the Warden, he may appeal his case to the Corrections Complaint Examiner's office in Madison. The Complaint Examiner is an employee outside the Division of Adult Institutions who investigates appeals and submits a recommendation to the Department Secretary in Madison. The Secretary's Office is vested with the power to review and reverse local decisions.

FOOD SERVICES

The Food Service area prepares three meals per day for inmates and Security Staff who are assigned to posts that do not receive a meal break. This area is supervised by a Food Service Administrator, Food Service Manager, and six staff Chefs, who are classified as Correctional Food Service Leaders. They employ a crew of 28 inmate workers. They train inmates in food service skills in the kitchen with skills that they can take with them when

they leave. They not only have the challenge of preparing large quantities of food, they also prepare vegetarian meals, bag meals, religious meals, and special diet meals. At a moments notice, the institution may be under fog alert or locked down, and Food Service staff must revise the menu to accommodate such. During the 2008 flooding and extended recovery period, they prepared meals for inmate and staff work crews.

RECLASSIFICATION

The Reclassification (formally named Program Review) Department monitors and manages all phases of an inmate's life during his stay in DOC. An inmate is initially classified at Dodge Correctional Institution Assessment and Evaluation (DCI A&E); this provides him with a custody level, institutional placement, and program assignment upon his entry into the correctional system. Reclassification reviews his progress while he is incarcerated, and provides recommendations and makes decisions regarding his movement through the system.

Re-Classification's mission is based upon the compilation, organization, and interpretation of each inmate's data, as it attempts to build accurate profiles and develop plans of action for individuals, while ensuring institutional safety. Within this context, it makes every effort at providing inmates with the lowest appropriate level of custody. Recommendations and decisions are made by the Reclassification Committee, which is comprised of the Classification Specialist and representatives from the Education, Social Services, and Security Departments.

On June 23, 2008 the CIPIS data system that the DOC used was permanently replaced and all data was converted into WICS (Wisconsin Integrated Corrections System). With the implementation and use of this new data system, there was a learning process for users. There is also a change in how tasks are completed and by whom to meet the data system's design, capabilities and programming. Reclassification staff are continuing to modify the business process to accommodate WICS.

Reclassification is staffed by two full-time positions, an Offender Classification Specialist and an Operations Program Assistant, who are employees of DOC's Bureau of Offender Classification and Movement.

Reclassification Office Statistics:

- 965 Reclassification Hearings Conducted
- 643 Written Inmate Correspondence Addressed
- 133 Early PRC Hearing Requests processed

Weekly Average of Pending Transfers by Custody Level:

- 145 Total
- 26 Maximum Custody
- 44 Medium Custody
- 66 Minimum Custody
- 9 Minimum-Community Custody

ACRONYMS USE

AA	Alcoholics Anonymous	LAW	Legal Action of Wisconsin
ABE	Adult Basic Education	LTE	Limited Term Employment
ADA	Americans with Disabilities Act	MASN	Madison AIDS Support Network
AODA	Alcohol & Other Drug Addiction	MATC	Madison Area Technical College
BHS	Bureau of Health Services		
CCI	Columbia Correctional Institution	MSDF	Milwaukee Secure Detention Facility
CGIP	Cognitive Interventions Program		
CISD	Critical Incident Stress Debriefing	NA	Narcotics Anonymous
CSP	Community Service Projects	NLCI	New Lisbon Correctional Institution
DAI	Division of Adult Institutions		
DCI	Dodge Correctional Institution	OCI	Oakhill Correctional Institution
DOC	Department of Corrections		
DOJ	Department of Justice	ORA	Offender Records Assistant
DS	Disciplinary Segregation	OSCI	Oshkosh Correctional Institution
EAP	Employee Assistance Program		
EMS	Emergency Medical Service	PREA	Prison Rape Elimination Act
ERU	Emergency Response Unit	PSU	Psychological Services Unit
ESL	English as a Second Language	RCI	Racine Correctional Institution
FDA	Food and Drug Administration	TCI	Taycheedah Correctional Institution
FLCI	Fox Lake Correctional Institution		
GBCI	Green Bay Correctional Institution	SMU	Special Management Unit
GED	General Equivalency Diploma	SPED	Special Education
HAZMAT	Hazardous Materials	SS	Social Services
HSED	High School Equivalency Diploma	VTAE	Vocational/Technical Adult Education
HSU	Health Services Unit		
HU	Housing Unit	WICS	WI Integrated Correctional System
ICE	Inmate Complaint Examiner		
ICRS	Inmate Complaint Review System	WIR	Wisconsin Immunization Registry
IMS	Incident Management System		
LAIP	Legal Assistance to Institutionalized Persons		