

# *DODGE CORRECTIONAL INSTITUTION*



# *FY 2009 ANNUAL REPORT*

# Table of Contents

MESSAGE FROM THE WARDEN .....	2
MISSION STATEMENT .....	3
AMERICANS WITH DISABILITIES ACT (ADA).....	3
FAST FACTS.....	4
WAUPUN COMMUNITY & CORRECTIONS RELATIONS BOARD .....	5
TRAINING.....	6
SECURITY .....	7
SECURITY THREAT GROUPS PROGRAM .....	7
SOCIAL SERVICES .....	10
RESTORATIVE JUSTICE .....	10
INMATE DONATIONS.....	11
CHAPEL .....	11
CHAPEL ATTENDANCE .....	12
LEISURE TIME ACTIVITIES.....	12
RECREATION .....	13
LIBRARY.....	14
ASSESSMENT & EVALUATION.....	15
RECORDS.....	16
SUPPORT SERVICES UNIT.....	16
HEALTH SERVICES .....	17
PRIMARY CARE .....	17
HEMODIALYSIS UNIT.....	17
INFIRMARY UNIT .....	18
PSYCHOLOGICAL SERVICES UNIT.....	19
SEX OFFENDER ASSESSMENT PROGRAM (SOAP) .....	19
CENTRAL MEDICAL RECORDS .....	20
BUSINESS OFFICE.....	20
FOOD SERVICE.....	21
MAINTENANCE.....	21
ACRONYMS.....	23

## ***MESSAGE FROM THE WARDEN***

Welcome to the Fiscal Year 2009 Annual Report for July 1, 2008 to June 30, 2009. This report acknowledges the hard work and dedication of all staff at Dodge Correctional Institution to provide a safe and secure environment for staff, inmates and visitors.

Fiscal year 2009 brought a number of challenges and changes to DCI that are outlined in this report. One significant change was the successful implementation of the WICS computer program. This program replaced the legacy system CIPIS and represented the first step in automation that would replace several obsolete computer legacy systems and replace them with one integrated computer program. This success was due in large part to the dedication of staff at DCI.

As the intake facility for DAI, we processed 7,921 male inmates into DCI, averaging 660 a month. DCI continued to assist the Division of Adult Institutions with overcrowding concerns by coordinating with BOCM additional inmate transportation, as well as increasing the DCI population as necessary without opening dayrooms.

DCI is home to the Infirmary, a long-term skilled nursing care facility that manages the medical needs of our Department of Corrections inmates. This is a unique unit made up of medical, security, and other professional staff dedicated to working together as a team to care for this population.

The Hospice Program was implemented in February 2007 to care for inmates who are terminally ill. When the inmates sign on to the Hospice program, they agree to opt out of any extraordinary means to prolong life, and receive only palliative care. Inmate volunteers continue to receive formal training as Hospice volunteers and assist the inmate Hospice patients. DCI currently has 25 trained inmate Hospice volunteers.

The space left vacant by the move of the Central Pharmacy from DCI has become the DCI Conference Center. Thanks to the generosity of the Oshkosh Training Center, who provided office and classroom equipment, a 20 station computer lab and 40 seat classroom are now available for DAI use in the conference center.

DCI continues to provide staff with quality and relevant training to perform their jobs. As in the entire DOC, staff remain our greatest resource and will be afforded every opportunity to improve their skills.

We have only highlighted a few events that have occurred at DCI this past fiscal year. As you read this report, you will find there are many more diverse operations that take place at DCI. Professional communication, teamwork and collaboration are the main contributor to DCI's many accomplishments and successes. All staff continue to take great pride in the institution as it sets the standard for the DOC.

Tim Lundquist  
Warden

Jim Schwochert  
Deputy Warden

## ***MISSION STATEMENT***

The mission of Dodge Correctional Institution is to serve as the central reception center and to facilitate assessment and evaluation for all adult male inmates sentenced by the trial courts. To promote community safety through effective, humane custody and supervision of inmates, and to provide programs and services to inmates which will enable them to acquire life-coping skills and positive attitudes and values in order to manage their freedom following release without recourse to criminal behavior. In support of this mission, Dodge Correctional Institution has the following broad responsibilities:

1. To receive and process convicted adult male inmates. That includes admission, initial record development, assessment, classification, and providing centralized transportation services.
2. To supervise the movement and restrict the freedom of inmates to the extent necessary to ensure public, staff, and inmate safety.
3. To provide training, work experience, coping skills, and other programs and services which enable and encourage constructive inmate participation and prepare for the eventual reentry of the individual inmates in the community.
4. To monitor and audit institution programs for general effectiveness and achievement of specific results.
5. To administer statutes, DOC Administrative Rules, and Division of Adult Institutions (DAI) policies and procedures.
6. To plan, coordinate, and administer a complex, multi-disciplinary workforce. To provide leadership that is proactive, innovative, and responsive.
7. To ensure that health care is provided to inmates at the institution consistent with professional, community, and correctional health care standards.
8. To manage resources in the most efficient, effective, and practical manner consistent with the attainment of institution goals.

## ***AMERICANS WITH DISABILITIES ACT (ADA)***

DCI is committed to providing a facility that is compliant with the Americans with Disabilities Act of 1990, which took effect July 26, 1992. No qualified individual with a physical and/or mental disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the DOC or be subjected to discrimination on the basis of disability. All DOC programs, services, and activities, when viewed in their entirety, will be readily accessible to and usable by individuals with disabilities. It is not required that DCI make accommodations that would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. The ADA Coordinators for DCI are Pat Toutant, Corrections Management Services Director, and Joanne Bovee, Inmate Complaint Examiner.

## ***FAST FACTS***

July 1, 2008 through June 30, 2009

<b>Category</b>	<b>Fast Fact</b>
Date institution opened	1978
Number of acres	57
Security level	Maximum
Supplies and services budget	\$7,845,659
Monies collected	
Restitution	\$10,697.45
Child support	\$34,245.47
Victim/witness	\$ 9,953.51
DNA surcharge	\$15,341.37
Medical co-pay	\$ 8,550.00
Operating Capacity	
Males	1,165
Females (Infirmary)	8
Current population as of 6/26/09	
Males	1,563
Females (Infirmary)	3
FY09 Intake—Males	7,921
Females	12
Correctional Officers/Sergeants	390
Non-uniformed staff and Security Supervisors	180
Non-uniformed outposted staff	100
Offender to staff ratio	2.3 : 1
Inmate complaints	2,375
Conduct reports	2,816
Female summary	1
Male summaries	871
Female minors	1
Male minors	617
Female majors	3
Male majors	1,323
Transportation:	
Inmate transfers	21,964
Emergency medical	177
Medical	923
Miles	298,532
Other notable efforts	
Restorative Justice participants	256
Releases	236

**NOTE:** Offender participation and completion—education, work, and treatment programs. DCI is an intake and assessment facility with minimal treatment programs offered. Programs offered include: Victim Impact, AA and NA. DCI has approximately 265 inmates in general population work status to maintain the facility.

## ***WAUPUN COMMUNITY & CORRECTIONS RELATIONS BOARD***

In December 1991, the Wardens of Waupun Correctional Institution and Dodge Correctional Institution and the Superintendent of the John C. Burke Correctional Center met to establish guidelines for the community relations board for the three institutions located in the City of Waupun. The focus of the Waupun Community & Corrections Relations Board is to promote positive communications between the institutions and the local community. It serves as a forum for providing public information and education, sharing issues and concerns, and dealing with items of mutual interest. The first meeting of the board was held on January 27, 1992. The board meets three times per year or as concerns arise.

DeAnn Thurmer, President  
Waupun Memorial Hospital

Joe Meagher, Director  
Dodge County Emergency Management

Tim Lundquist, Warden  
Dodge Correctional Institution

Nikki Hoerth  
Division of Community Corrections

Sharon Bos, Vice President  
The National Bank of Waupun

Mylan Fink, Sheriff  
Fond du Lac County

William Buchholz, Co-Chair  
Attorney at Law

Bill Bedker  
Dodge County District Attorney

Wayne Buteyn  
Werner-Harmsen Furniture

Jodi Steger, Mayor  
City of Waupun

Todd Nehls, Sheriff  
Dodge County

Senator Randy Hopper  
18<sup>th</sup> Senate District

John Hartman, Coordinator  
Dodge Co. Victim/Witness Assistance

Gary Rogers, City Administrator  
City of Waupun

Gerald Heeringa  
Interested Citizen

Chris Krueger, Superintendent  
John C. Burke Correctional Center

Colleen Kottke  
Fond du Lac Reporter

Dale Heeringa, Chief  
Waupun Police Department

The Honorable Steven Bauer  
Dodge County Circuit Court

Randy Refsland, District Administrator  
Waupun School District

Representative Richard Spanbauer  
WI State Assembly

J. Bur Zeratsky, President  
National Rivet & Manufacturing Co.

Mike Thurmer, Warden  
Waupun Correctional Institution

## ***TRAINING***

<b>MONTH</b>	<b>TRAINING/DRILL</b>	<b>STAFF TRAINED</b>
<b>JULY 2008</b>	Disruptive Groups Training	87
	Crisis Negotiations Training	10
<b>AUGUST 2008</b>	Weapons Re-qualification	394
	POSC Non-Uniformed	50
<b>SEPTEMBER 2008</b>	CPR/AED	10
	Report Writing-Infirmary	18
	Van Training	12
<b>OCTOBER 2008</b>	Van Training	18
	Basic ERU	10
	Scot Air Pak Update	37
<b>NOVEMBER 2008</b>	Grip Bed & Restraint Chair	20
	Professionalism and Ethics	74
<b>DECEMBER 2008</b>	Weapons Instructor Updates	6
	PREA	91
	Suicide Prevention	108
<b>JANUARY 2009</b>	CPR/AED	57
	Grip Restraints	9
	ICS 300	19
	AHA CPR/AED Professional	14
<b>FEBRUARY 2009</b>	Crisis Negotiations Training	8
	CPR/AED	57
	Suicide Prevention	74
	Identity Theft	68
	Report Writing	35
<b>MARCH 2009</b>	POSC UPDATE	70
	BANDITS	20
	Ultron 11	20
	Suicide Prevention	56
	ICS 400	20
	Disruptive Groups	50
	Financial Planning	60
	Employee Services Program – Peer Support	6
<b>APRIL 2009</b>	Medical Emergencies & First-Aid	70
	Suicide Prevention	67
	WITS USERS	29
	WICS USERS	27
<b>MAY 2009</b>	Van Training	5
	Employee Services Program – Peer Support	2
<b>JUNE 2009</b>	Suicide Prevention	74
	Sex Offender Registry/Protective Behaviors	67

## ***SECURITY***

The Security Department ensures the general safety of the public, staff and inmates. The Security Department is responsible for a multitude of duties within a correctional institution on a day-to-day basis. These include:

- Manage the institution population for the Assessment and Evaluation process upon admission.
- Process Conduct Reports and conduct disciplinary hearings (Waivers/Full Due Process and/or Minors).
- Process Incident Reports, distributing to appropriate staff/departments.
- Conduct investigations as needed.
- Keep housing units and institution safe by conducting frequent inspections and searches.
- Control and manage contraband—processed over 2,100 pieces.
- Supervise the Centralized Transportation Unit.
- Provide emergency medical trips and transfers.
- Oversee the Security Threat Groups Program.
- Train all staff in security procedures.
- Prepare staff for emergencies.

In the past year, the Security Department played an integral role in preparing for the possible pandemic of the H1N1 (flu) virus. Plans were implemented on how to operate if H1N1 hit both staff and inmate populations. With the budget very short, there was an emphasis on how to do more while keeping our costs down. This proved to be a very difficult challenge which we are still working to maintain.

The Security Department conducts investigations into necessary separations between inmates, alleged violation of institution rules and staff misconduct. Investigations, at times, parallel with law enforcement investigations when criminal activity may be present. Investigations may be generated by staff incident reports, inmate information, or outside sources of information. Penalties can range from informal counseling to written Conduct Reports and up to, and including, criminal prosecution.

An emphasis has been placed on stopping sexual violence in the prison system. There is a program in place to assure that anyone that violates this is held accountable. The program is called the Prison Rape Elimination Act (PREA).

The Security Department makes itself available to provide mutual aid to law enforcement for the movement of inmates in the form of equipment and utilization of transport vehicles and staff.

## ***SECURITY THREAT GROUPS PROGRAM***

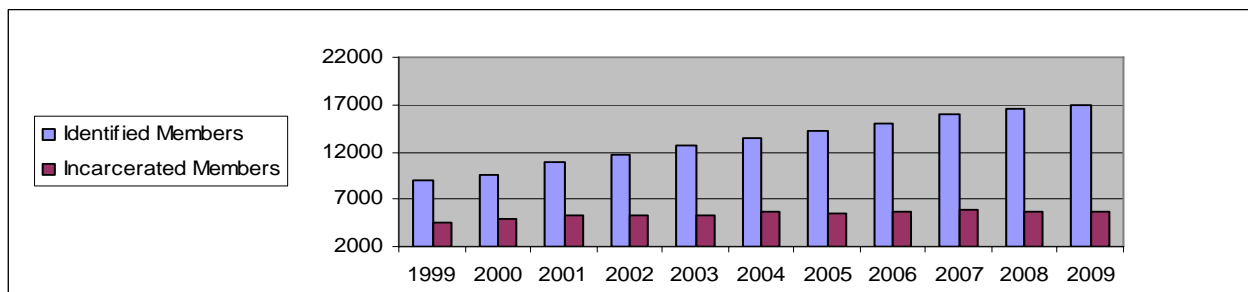
Security Threat Groups (STG), referred to as gangs by WI DOC, are defined as groups or an individual acting on behalf of a “gang” of individuals who threaten, coerce, or harass others and/or engage or encourage illegal or illicit activities on the part of group members or others.

STG, by definition, are a threat to the public, as well as staff and inmate safety, both within the institution and in the community.

The Department of Corrections staff began to recognize the formation of STG in the late 1970's. At that time they were known as Disruptive Groups within the DOC. The single event that heightened the DOC's awareness in STG activity was the admission of inmate Jerome ("King Shorty") Freeman into the DOC in December 1977. Inmate Freeman was the leader of the Black Disciples street gang in Illinois.

In 1991, an Administrative Directive was written outlining how the DOC identifies and monitors STG members. Dodge Correctional Institution was designated to serve as the clearinghouse for all gang information for the DOC and in 1994 funds became available for a full-time STG Coordinator.

DCI being the headquarters for the DOC STG Program has the responsibility of identifying STG members upon Intake in order to alert other institutions when these members enter the system. As of the end of June 2009, the DOC was maintaining 16,910 confidential ongoing investigative files on inmates who have been identified as or are strongly suspected of being gang members. These numbers have increased since June 2008 at which time we had 16,639 files. Of these 16,910 files, 5,688 files are for identified inmates currently incarcerated in state facilities, a decrease from the 5,778 that were incarcerated in June of 2008.



In April of 2005 the DCI STG office started to track re-offending STG members. The numbers through June 2009 are as follows:

	2007		2008		2009	
	Confirmed	Suspects	Confirmed	Suspects	Confirmed	Suspects
JAN	99	13	83	22	86	11
FEB	64	18	82	17	69	16
MAR	90	14	90	16	84	14
APR	87	17	96	14	82	21
MAY	87	14	90	9	75	15
JUNE	71	11	68	9	92	17
JULY	69	12	97	15	106	17
AUG	81	19	100	14		
SEPT	95	13	82	19		
OCT	93	22	110	25		
NOV	97	17	69	11		
DEC	63	11	72	16		
<b>total</b>	<b>996</b>	<b>181</b>	<b>1039</b>	<b>187</b>	<b>594</b>	<b>111</b>

Between June 2008 and June 2009 there were 116 newly suspected members identified, 604 newly confirmed members identified, for a total of 720 new STG members identified.

Maintenance of these records involves entering information on newly identified gang members and updating information on members currently in the correctional system. Regardless of where an inmate is housed, the STG Coordinator at DCI completes entries of changes, corrections and updating of records in the WITS database.

There continues to be an increase in the requests for information from outside law enforcement agencies. The importance of networking and the sharing of information between the DOC and outside agencies have been proven to be beneficial to both. There are currently four law enforcement agencies helping in the identification of STG members. They are Kenosha, Madison, Milwaukee and Racine. The DOC STG Coordinators throughout the state have worked closely with these outside agencies on numerous investigations. Most involve dealing with gang activity being conducted between gang members on the streets and members that are incarcerated. Thousands of phone calls are monitored and reviewed along with thousands of incoming and outgoing letters when assisting with outside law enforcement investigations and within the institutions. These combined efforts between the WI DOC and outside law enforcement have led to convictions regarding different crimes. These same agencies are notified when members are released so the monitoring can continue. The DCI STG Office has recently begun to supply an anticipated three month release report to the Division of Community Corrections as well as select law enforcement agencies.

In July of 2002, a Disruptive Groups Certification Program was created, now referred to as the STG Certification Program. This program is providing training to staff that is responsible for the identification, control, and management of STG activity. The program utilizes three levels of certification: DOC STG Agency Coordinators, STG Coordinators, and STG Specialists. To successfully complete the Certification Program participants need to pass a final written exam. Results of the training are maintained in a database developed by the DCI STG Office.

- There was one 24 hour Specialist Certification Program course given in October of 2008 where 29 specialists were certified.
- Currently:
  - There are 6 DOC STG Agency Coordinators that provide training.
  - All adult and juvenile institutions currently have a certified STG Coordinator on site.
  - There are 147 certified STG Specialists within the institutions.
  - Of the 21 WCCS facilities, there are 2 certified STG Coordinators.
  - 56 DCC agents are certified as STG Specialists.

As in the past the communities in Wisconsin continue to see an increase in violence and homicides that have direct ties to street gangs and their criminal activities. With these increases the Wisconsin DOC will also see a continued increase in our gang or STG membership/population.

This program continues to grow and take on new challenges in the ever changing world of STG and has been extremely beneficial for the WI DOC in maintaining a safe and secure setting for staff and inmates as well.

## ***SOCIAL SERVICES***

- DCI has two General Population Social Workers, two A&E Social Workers (located in the Barracks), and one Infirmary Social Worker (supervised by the Program Director). Also under the Social Services team is one Probation and Parole Reentry agent working from DCI three days per week.
- Offered AA programs for General Population inmates. Approximately 491 sessions were held for General Population inmates; 5 – 8 GP inmates per week participated.
- Established approximately 236 release plans.
- Coordinated the Holiday Food Purchase Program.
- Coordinated guardianship and Power of Attorney paperwork.
- Provided 710 Program Review recommendations and 175 Parole Summaries.
- Assisted inmates housed in the Barracks with release and pre-release needs.
- Prepared Social Security Applications for replacement Social Security cards.
- Began implementation of the DOC's State ID initiative.
- Assisted inmates with Social Security and Medical Assistance filing.
- Liaison work with the on-site Probation/Parole Reentry Agents, working in collaboration on inmate releases.
- Also in collaboration with the Probation/Parole Reentry agent, organized the Reentry Portfolio Orientation process; 774 inmates participated in a Portfolio Orientation.
- Participate and assisted with Due Process hearings for inmates on a weekly basis.
- Assisted with planning and implementation of the Reentry Initiative including module facilitation in the Reentry room established in the Library, for approximately 12 inmates per week.

## ***RESTORATIVE JUSTICE***

- Dodge Correctional Institution's Restorative Justice Committee strives to restore broken relationships caused by crime to the victim, offender, families, and the community.
- 26 staff participated in the Dodge County and Fond du Lac County Shop with a Cop Program over the 2008 Christmas holiday season.
- This year, Dodge Correctional Institution also became an official *Locks for Love* donation site. Locks of Love donates hair to an organization to make hair wigs for cancer patients. Inmates donated 16 bags of hair to the program from the barbershop services.
- Inmates participated in National Restorative Justice Week in November of 2008 by writing essays entitled "How would I seek Justice for my Victim if I could?" Essays were shared in an award ceremony.
- DCI completed the process of developing and implementing a Hospice Program in the Infirmary. The Restorative Justice Committee is assisting in raising money for the DCI Hospice Program through donations to purchase items not included in the program budget.

Staff and inmate contributions received press coverage in the *Fond du Lac Reporter* and the *Beaver Dam Daily Citizen* newspapers for their involvement in the DCI Hospice Program.

- The week of April 26 – May 2, 2009 was National Crime Victims’ Rights Week. During this week, inmates participated in a poster/essay contest in which they represented their victim’s rights by identifying how they would advocate for their victim’s rights. Steve VanDynHoven was our guest presenter. Steve’s 19-year-old daughter, Shanna, a UW-Madison student, was brutally murdered in Kaukauna while jogging in the park. He is now working in a unique way to spread the message about how this crime impacted their family, and impacts our community.

### ***INMATE DONATIONS***

<b>Project Description</b>	<b>Hours/Year</b>	<b>Funded by</b>	<b>Presented to</b>
41 Chemo Hats	575/2008	Inmate/Community Service	UM Paul P Carbone Cancer Center
4 Crocheted Blankets	3000/2008	Inmate/Community Service	DOC Silent Auction
10 Crocheted Sleeping Mats/ Blankets	800/2008	Inmate/Community Service	Dodge County Humane Society
3 Crocheted Blankets 6 Winter Hats	400/2009	Inmate/Community Service	Division of Community Corrections
1 House 4 Blankets	400/2009	Inmate/Community Service	MSDF Art and Auction Sale
7 Blankets 10 Crocheted Hats	645/2009	Inmate/Community Service	Beacon House FDL
10 Hats 5 Hats 5 Scarves	500/2008	Inmate/Community Service	Milwaukee Rescue Mission

### ***CHAPEL***

- The Chapel has two locations: East Chapel and West Chapel/Multi-Purpose Room.
- 2 Full-time Chaplains.
- 100+ volunteers, including bi-lingual volunteer service providers.
- Offered 8 different religious (denominations) services, 13 religious studies, and 3 advanced studies for GP inmates.
- Distributed over 3,100 Bibles/Qur’ans.
- Counseled 2,100 inmates individually.
- Conducted Prison Fellowship Seminars and special services.
- Hosted annual Volunteer Appreciation and Training Banquet.

- Involved in holiday activities including Prison Fellowship's Angel Tree, Salvation Army's Toy Project and greeting card distribution for inmates.
- Provided weekly Infirmary devotions and memorial services for Hospice inmates.
- Coordinate training for Hospice inmate volunteers.
- Involved with Hospice Committee, Religious Advisory Committee, Restorative Justice and American Correctional Chaplain's Association.
- 

### ***CHAPEL ATTENDANCE***

<b>Service</b>	<b>Attendance</b>
12:45PM Bible Fellowship	2441
7:30AM Protestant Service	9265
9:00AM Protestant Service	10170
A&E Catholic Bible Study	1590
Angel Tree	32
Buddhist Service & Study	99
Catholic Choir Practice	235
Catholic Worship	4266
Faith at Work Study	1779
General Population Catholic Bible Study	198
General Population Disciple Bible Study	347
General Population Jesus In the Gospel	1443
Infirmary Devotions	24
Islamic Study	0
Islamic Worship	1486
Issues and Answers Study	1632
Jehovah Witness Study	728
Jesus & The Gospels Study	1443
Lutheran Bible Study	979
Miracles Recovery Study	622
Native American Sweat Lodge	482
Pagan Worship	608
Pastoral Inmate Counseling	2121
Pastoral Visits	317
Property Distribution	3152
Protestant Choir	735
Salvation Army Toy Project	31
Spanish Bible Study	743
Spanish Catholic Service	658

### ***LEISURE TIME ACTIVITIES***

DCI provides opportunities for both A&E and General Population inmates to participate in recreational activities to promote positive constructive use of leisure time. The DCI Recreation Leaders plan and supervise recreation events, generate recreation schedules, and provide recreation supplies to all designated areas.

**Hobby:**

Hobbies are leisure time activities for inmates in the Hobby Department and/or in their cells. Hobby crafts and music are offered exclusively to General Population inmates. The Hobby Department includes a canteen where inmates may purchase a variety of hobby materials. For FY09:

- Approximately 5,520 hours were invested in various projects/fund raisers.
- Hobby is open two days per week, afternoon and evening, to accommodate work schedules. Transaction periods are established to purchase supplies, without requiring inmates to remain in Hobby.
- Hobby projects, completed by inmate volunteers as a part of the DCI Community Service Program, were donated to several organizations including the Um Paul P Carbone Cancer Center, DOC Silent Auction, Dodge County Humane Society, Division of Community Corrections MSDF, New Beginnings Homeless Shelter, Beacon House FDL, and Milwaukee Rescue Mission.
- Items donated include blankets, hats, scarves, mittens, and artwork.

**Music:**

Inmates with musical instruments may use them in their living quarters, the Chapel, and outside recreation. While in the Hobby Department, inmates can view instructional materials, clean and repair instruments. Guitars, keyboards, and harmonicas are allowed instruments.

## ***RECREATION***

The purpose of the DCI Recreation Department is to provide a positive means for inmates to pursue fitness and to build self-esteem through intramural athletics. The provision of recreational service is consistent with the Wisconsin Administrative Code DOC 309.36.

**Recreation Activities:**

- |                        |                            |
|------------------------|----------------------------|
| -Basketball            | -Softball                  |
| -Volleyball            | -Weight lifting            |
| -Soccer                | -Various board/table games |
| -Stationary bicycles   | -Hobby crafts and music    |
| -Track running/walking | -Kickball                  |

**Opportunities for Recreation:***A&E Units*

- Five 50-minute periods of off-unit physical recreation per week.

*GP Units*

- Twelve 50-minute periods of off-unit physical recreation per week.

**Approximate Inmate Attendance:**

Averages per period in the following recreation areas:

Gymnasium – 4200 weekly X 26 weeks = 109,200 inmates

Outside Recreation – 5600 weekly x 26 weeks = 145,600 inmates

Indoor Recreation (weight room) – 30 inmates per period

4 – 5 days a week averaging 500 – 750 inmates weekly

**Special Activities:**

- Formed softball, volleyball, and basketball leagues and tournaments for General Population inmates.
- Held Cribbage, Scrabble and Domino tournaments for General Population inmates.
- Conducted a successful General Population basketball tournament.

**Other:**

Weight equipment was put out on recreation yards. Sand and dirt was also ordered and put on softball fields and volleyball courts.

## ***LIBRARY***

The Library/Law Library program at DCI serves the inmate population through the provision of general materials, a legal collection, a reference collection and professional reference services, interlibrary loan services, and unit satellite collections. There are two Librarians and nine inmate clerks to assist.

The Library/Law Library area is open Monday through Friday from 7:30 a.m. until 3:30 p.m. Evening programming is offered on Mondays and Thursdays from 5:45 p.m. until 8:00 p.m.

Listed below are notable accomplishments and highlights of FY09.

- Continued migration to the Accent centralized computerized circulation system.
- Continued upgrade to the Lexis Nexus online legal research system in the Law Library thus reducing the need to spend thousands of dollars annually to maintain collections of law books.
- Enrolled one general population inmate in college correspondence courses through the Library proctoring and academic advising service.
- Remodeled the Library to make it ADA compliant. Remodeling also enhanced security and inmate supervision by creating an improved line of sight into the Law Library.
- Remodeled restroom to make it handicapped accessible.
- Low profile drinking fountain installed to make it handicapped accessible.
- Remodeled general Library area to make more efficient use of existing space and enhance security and inmate supervision.
- Recreation/Hobby staff are utilized when practicable to keep Library/Law Library programming running in the absence of a Librarian.
- Former Law Library facility was reallocated to the Social Services Department to house the Reentry Resources.

**Library/Law Library Usage Statistics:**

- Circulated 215,301 items.
- Processed 246 inter-loan requests.
- Received 87,423 requests for services (A&E 73,176; General Population 14,247).
- Issued 62,474 passes (A&E 48,227; General Population 14,247).
- Served 47,496 inmates (A&E 37,245; General Population 10,251; Library 36,042; Law Library 11,454).
- Served 2 female inmates in the Infirmary.
- Served 698 special management inmates.

## ***ASSESSMENT & EVALUATION***

The Assessment and Evaluation Unit operations are under the Director of the Bureau of Classification and Movement. The unit operates in accordance with State Statutes and Department of Corrections policy. During initial classification, a staff member will administer classification processes to assess the risk presented by the inmate, and assign a custody level associated with housing and correctional practices that will enhance the safety of the public, staff and inmates.

During the initial classification, cases are reviewed individually by assigned Offender Classification Specialists. Throughout the process, information is compiled from a staff of Office Operations Associates as well as other portions of the Criminal Justice System including Probation and Parole Agents, Circuit Court records, and prior criminal background information. Elements considered within the process that are unique to each individual include, but are not limited to: sentence structure, nature of offense, medical classification, dental classification, mental health classification, programming recommendations, detainers, inmate concerns and requests, security and placement concerns, offense history, adjustment history, and attitude toward the offense.

Assessment tools are utilized to identify an individualized set of correctional programs that will reduce risk associated with the inmate relative to their incarceration and enhance their successful reentry into the community.

The Classification Specialist identifies the Division of Adult Institution facilities, Department of Health and Family Services facilities or contracted beds based upon custody level, program or reentry needs of the inmate that ensures efficient and best utilization of departmental resources associated with housing and programs.

The initial classification unit creates the electronic initial visiting list, processing up to four adult visitors and minor children for 9,982 inmates as well as an electronic visitor log for security staff. The unit also creates electronic pre-release folders for each inmate admitted to A&E.

The unit creates education files and social service files for all new inmates.

While processing over 9,982 inmates, A&E modified operational practices to more fully implement reentry strategies to reduce recidivism. This has included updating the A&E Inmate Handbook to include reentry mission within the daily living rules. A&E staff created and implemented the Accountability and Goals process that focuses on A&E being at the forefront of the reentry initiative. The unit has also worked very closely with other departments within the DOC to ensure proper procedures with the implementation of the new WICS software programs.

Since June 2008, the unit has averaged 515 transfers per month. Approximately 145 of those monthly transfers are sent to one of our 19 jail contracts.

The A&E Unit continues the assignment of Reentry Portfolios to all inmates meeting the timeframes set by the Reentry Steering Committee.

## ***RECORDS***

- The DCI Records Office is responsible for the processing of court documents and other legal paperwork in order to admit male offenders to the Wisconsin State prisons.
- The DCI Records Office staff coordinates admission procedures, performs administrative duties to ensure lawful acceptance of offenders, and coordinates extradition (including temporary custody and return of escapees).
- Staff conducted admission interviews and captured PICS photos and created inmate ID cards for all offenders residing at DCI and for all male intakes.
- Completed computations, created and/or updated offender legal files, captured and electronically transferred fingerprints to CIB and submitted Social Security information to the SSA on approximately 8,000 admissions to DCI.
- Served and processed an average of 30 detainers per week.
- Processed approximately 19 releases per month.

## ***SUPPORT SERVICES UNIT***

The Support Services Unit provides word processing and clerical support to all DCI departments. It is the copy center for the institution and also receives many requests for printing projects for various departments.

Two full-time support staff produced a wide range of documents, certificates, reports, charts, and labels, as well as the following:

- Process visitor questionnaires and maintain the General Population visiting lists for DCI.
- Process and schedule pastoral visits for the institution.
- Complete all NCIC/CIB background checks for pastoral, volunteer and tour groups.
- Maintain the DCI volunteer data base.
- Maintain WITS entries for institution.
- Maintain Library participation entries for all intake inmates.
- Generated and distributed transfer notifications to all affected units and departments several times a day.
- Produced in excess of 490,609 copies.
- Entered data on all internal inmate transfers and movements.
- Maintain the institution *Weekly Bulletin*, an internal electronic media communication piece.
- Maintain DCI forms.
- Back-up for professional visits and phone call schedules.
- Supervision of inmate security clerks and runners.

## ***HEALTH SERVICES***

### ***PRIMARY CARE***

- Completed 30,312 labs.
- Performed over 7,607 physical exams.
- Completed over 48,773 healthcare appointments and sick calls (MD, NP, PA, Psychiatrist and RN).
- Responded and provided emergency care and treatment on 1,758 occasions.
- Completed 12,691 optometry appointments.
- Performed 1,110 X-rays.
- HSU staff reviewed approximately 900 medical files monthly for medical clearance for county jail placement.
- Provided 1,640 Hepatitis B vaccinations.
- Total off-site specialty clinic visits = 628.
- Total number of Dental visits at DCI = 12,102.
  - Dental exams and treatments – 11,049.
  - Dental cleanings/hygiene – 1,053.

### ***HEMODIALYSIS UNIT***

- Hemodialysis services remained under the supervision of the Bureau of Health Services.
- Construction began at FLCI in November 2008 for a new eight station Hemodialysis Unit which included a two station isolation room. FLCI Hemodialysis opened on May 6, 2009.
- Upon the opening of FLCI Hemodialysis, the DCI unit was downsized from six stations to five stations to provide additional space for equipment and supplies.
- Operational hours of the dialysis unit were Monday, Wednesday, and Friday 5:30 a.m. – 7:00 p.m. Upon the opening of FLCI Hemodialysis, the hours were adjusted to 5:30 a.m. – 4:00 p.m. Monday, Wednesday, and Friday at both sites.
- With the anticipation of FLCI opening, a .75 FTE Nurse Clinician 4 was hired for the DCI unit. Additional Nurse Clinician 2 staff and Hemotechnicians were also hired to assist in staffing the two sites.
- The Hemodialysis patient census averaged 19 male patients.
- Hemodialysis consulted with Fox Valley Nephrology Partners & Surgical Associates, Mercy Medical Center, UW Hospital & Clinics, Waupun Memorial Hospital, and area community dialysis units for the provision of nephrology and dialysis services, transplant services, and dialysis access referrals.

**Unit Statistics:** Admissions: 11  
Discharges: 12  
Deaths: 0  
Successful kidney transplants: 1  
Total hemodialysis treatments: 2,786

## ***INFIRMARY UNIT***

### STATISTICS:

- Average daily census – 49.79
- Admissions – 145
- Discharges – 122
- Deaths – 5 Non Hospice
- Physical therapy – 714 patients seen
- Occupational therapy – 601 patients seen
- Speech therapy – 0 patients

The Infirmary nursing staff continues to provide telephone consultations to the unit Officers and continues to respond to emergencies within the institution on the night shift when Primary Care is not staffed with nursing personnel.

In April 2007, the Infirmary instituted the MESH (Management and Education Services for Healthcare) program to assess the acuity of our patients and how it relates to staffing requirements needed to care for our patients. In 2008, staff continued to collect data utilizing the MESH program to determine appropriate staffing levels. MESH staff conducted a work sampling analysis which started in June. Results of these findings were presented to the Infirmary staff in March of 2009. This was designed to help identify how we may be able to better utilize staff and facilities, including updating and changing policies, procedures and practices. In early 2009, MESH was discontinued.

Hospice has now been in operation since 2007. There have been 18 Hospice patients during the past year. Agnesian Health Care staff continued in a consultant role for the Infirmary. The volunteer base for Hospice from the inmate population remains strong at 25. Donations, both monetary and care items such as quilts, continue to be received from inmate fund raisers at other institutions and from other private donors.

There are bi-weekly meetings of an Inter-disciplinary Team, which consists of: Infirmary MD, Infirmary Manager, Nursing Supervisor, Hospice RN, Security Officer, Lieutenant, Chaplain, Program Director, Psychologist, and the Infirmary Social Worker.

An Advanced Directives Team (ADT) was created in 2008 to aid in providing education to patients and promote creation of a Power of Attorney for Health Care (POAHC). Often patients were admitted to the Infirmary without the capabilities of making reasonable decisions for themselves. Without a POAHC, a guardianship is needed. In the past, only 35% to 50% of the patients have had a POAHC while in the Infirmary. This number has now risen to 85% to 90%.

The Infirmary has successfully handled some very difficult cases, which were presented over the past year. Most of the patients admitted have multiple medical issues when arriving. Our successes included patients with severe psychological illness, large decubitis, left ventricular heart device, MRSA, hemodialysis, orthopedic joint replacements, hospice care and non-compliant behaviors. The Infirmary also continues to care for a number of female patients, which are housed in a separate wing.

## ***PSYCHOLOGICAL SERVICES UNIT***

The mission at DCI is to identify and assess mental health issues in order to provide information to A&E Classification Specialists, Security, PRC, Social Workers, and HSU regarding placement and treatment recommendations. Psychological services are also provided to inmates who are in emotional crisis.

- Screened 7,920 men.
- Completed approximately 203 full evaluations to determine mental/emotional stability and need for special placement and treatment.
- Completed approximately 178 WSPF evaluations to determine appropriateness for WSPF placement.
- Reviewed 232 CJ reports – 56 required clinical follow up.
- Provided ongoing clinical monitoring for roughly 600 inmates, with 200 on high monitoring at any one given time.
- Request for crisis intervention averaged 15 per day; 3,900 for the year.
- Placed approximately 154 inmates in observation and 21 in restraints.
- Placed 220 inmates on Special Management Unit (SMU).
- Managed weekly special needs meeting – usually attended by 3 or 4 PSU Clinicians.
- Weekly segregation rounds – averaged 60 – 80 cell-side contacts per week.
- Involved in 6 guardianship processes, 1 disability determination report, and 20 POA processes.
- Provided internship for 3 Psychologist interns.
- Dispersed 25 records to appropriate parties after proper release of information was obtained.
- Scheduled 18 court-ordered and Social Security Disability evaluations for outside Psychologists.

## ***SEX OFFENDER ASSESSMENT PROGRAM (SOAP)***

- Performed 7881 SOAP assessments. Reviews of SOAPs not needing full assessments – approximately 478. Completed 11 reviews for visiting list approvals/denials.
- Provides comprehensive assessment of specific treatment needs of inmates convicted of current or past sex offenses.
- May also assess treatment needs of inmates allegedly involved in criminal sexual behavior of which they have not been charged or convicted.
- Identifies specific treatment needs by addressing sexual pathology, AODA issues, dangerousness, mental status, risk of sexually re-offending.
- Components of SOAP include: orientation, sexual history and interest survey, Shipley (to measure intelligence level), individual interview.

- SOAP report contains description of offense, inmate's arrest history, substance abuse/mental issues, history of sexual acting out, significant background information, SOAP testing results, and programming recommendations.

### ***CENTRAL MEDICAL RECORDS***

- Added 1,000 linear feet of mobile shelving for storage of health care records and installed several sets of static shelving for x-ray films.
- Received more than 200 boxes of inactive health care records from the Division of Juvenile Corrections (DJC) facilities for storage and/or integration with DAI health care records upon re-admission.
- Received 125 linear feet of active x-ray films from all DOC facilities for storage.
- Reviewed almost 350 linear feet of x-ray jackets to determine which films could be destroyed pursuant to applicable records retention/disposition authorizations.
- Installed digitizer for converting x-ray films to CD's for use in responding to requests to compare "old" films to current medical images.
- From January thru June 2009, burned 500 CD's of forms, primarily Health Services Requests, and placed CD's in patient request folders.

<b>Release of Information Requests Processed</b>	3,522
<b>Intake Health Care Records Processed</b>	7,917
Health Care Records Set Up for Re-Admission	4,335
Health Care Records Set Up for New Admission	3,582
<b>Loose Filing Received and Filed</b>	46 feet
<b>Released Health Care Records Received and Filed</b>	16,053

### ***BUSINESS OFFICE***

- Processed approximately 84 purchase orders, as well as over 1,500 purchasing card transactions.
- Purchasing staff conducted 2 simplified bids.
- Accounts payable staff processed 2,284 regular DCI invoices; 424 BHS invoices; 445 Canteen invoices; 356 employee travel vouchers; and 41 requests for employee safety glasses.
- Inmate accounts staff processed approximately 64 inmate account closeouts daily, or 16,727 annually. They handled over 21,239 receipts in excess of \$1,904,088 and processed more than 13,592 inmate disbursements for over \$90,424. In addition, they processed the regular bi-weekly inmate payroll of over \$238,337.
- Canteen staff processed 57,108 inmate sales orders for a total of \$698,221.27. Profits from the sale of canteen items were used to purchase supplies and equipment for the recreation, visitor, and religious programs. Canteen staff consists of 2 Inventory Control Coordinators and 9 inmate workers.

- Business Office Secretary scheduled 1,327 special business visits/depositions, 113 court video conferences, 16 LAIP visits, and 100 Bureau of Immigrations Customs Enforcement hearings for inmates.
- Staff inmate telephone problems are resolved through the Business Office.
- Stores/Warehouse staff consists of 1 Inventory Control Coordinator, 1 Correctional Officer and 2 inmate workers. They maintained an inventory of over \$300,000 processing orders from all departments and housing units on a weekly basis.
- ID cards and pictures for all DCI employees and temporary visitors were processed by the Business Office.
- Assistance was provided for maintaining the information technology equipment and staff accounts.

### ***FOOD SERVICE***

- The Food Service Department consists of a Main Kitchen, Dining Room, Bakery, and five unit serveries. Food is served by cafeteria style, tray line feeding on insulated trays, and bulk delivery feeding by cafeteria style at unit serveries.
- Food Service operates from 4:00 a.m. to 6:00 p.m., 7 days a week for 365 days a year with 18 staff consisting of Managers, Correctional Food Service Leaders, Officers, and 130 inmate workers. Every Food Service Leader and Manager is certified in food sanitation and safety with the State of Wisconsin.
- The Department of Corrections implemented a transition to a master four week menu that will be served at institutions state-wide. The menu was met with positive reactions. Staff, inmates and youth have enjoyed trying new menu items along with old favorites all while benefitting from a heart healthy (low fat, low cholesterol, high fiber) diet. Food Service implemented menu modifications according to the USDA Dietary Guidelines for America. Inmate health and nutrition changes emphasize reducing fat, sodium, and sugar calories, while increasing fruit, vegetables, and soy protein consumption, along with increased physical activity.
- With the new menu implemented we are serving approximately 5,000 meals per day; 1,825,000 meals a year. 319,488 hamburger patties; 43,200 pieces of chicken; 19,200 pounds of fresh carrots; and 162,720 apples were served during FY09. Food Service prepares approximately 180 various medically prescribed and religious diets.
- Food Service renovation of the bakery, coolers and freezers has started and is expected to be completed by December of 2009. By renovating the bakery we will become less reliant on purchasing bread at \$.75 per loaf. We will be able to make our own bread at \$.30 per loaf. This will also give us much needed cooler and freezer storage.

### ***MAINTENANCE***

The DCI Maintenance Department is responsible for the repair and maintenance of all the structural building and mechanical, electrical, plumbing, heating, air conditioning, ventilation, refrigeration and communication equipment, outside ground work and related tasks. This year's major projects included:

- Completed over 3,500 work orders for institution general repairs.
- Remodeled bathrooms and cells on Housing Units 5, 13, and 14 and common area bathrooms in Canteen, Gym, Dining Room, and Library for ADA compliance.

- Enlarged the Gatehouse sally port, installed new gates and concrete pavement.
- Installed a Perimeter Stun Fence as an electronic detection system.
- Remodeled the former Central Pharmacy space into a Central Training and Conference Center with the addition of computers and tables from Oshkosh Training Center.
- Repaired East Dodge housing unit 9 and 10 cell walls with inmate labor.
- Replaced concrete walks and steps to various East Dodge housing units emergency entrances and walkway to the Visiting Center.
- Converted TV system to digital reception by updating equipment and antenna.
- Remodeled the Transportation Office; new furniture and computer stations.
- Laid concrete pad and installed exercise bars in recreation field.
- Replaced Lobby entrance door.
- Replaced cabinets in the Hemodialysis Unit.
- Replaced storm lateral on North East corner of property and replace water line to administration building.
- Repaved walk and drive by Barracks entrance.
- Replaced Barracks water heaters and softeners.

## ***ACRONYMS***

A&E	Assessment and Evaluation (located at Dodge Correctional Institution)
AA	Alcoholics Anonymous
ADA	Americans with Disabilities Act
AED	Automated External Defibrillator
ATR	Alternative to Revocation (Parole)
CCI	Columbia Correctional Institution
CGIP	Cognitive Intervention Program
CIB	Crime Information Bureau
CPR	Cardio-Pulmonary Resuscitation
CVCTF	Chippewa Valley Correctional Treatment Facility
DAI	Division of Adult Institutions
DCI	Dodge Correctional Institution
DJC	Division of Juvenile Corrections
DOC	Department of Corrections
ERU	Emergency Response Unit
FLCI	Fox Lake Correctional Institution
FMCI	Fox Lake Minimum Correctional Institution
FY	Fiscal Year
GBCI	Green Bay Correctional Institution
GP	General Population
HSU	Health Services Unit
JBCC	John Burke Correctional Center
JCI	Jackson Correctional Institution
KMCI	Kettle Moraine Correctional Institution
LPN	Licensed Practical Nurse
MSDF	Milwaukee Secure Detention Facility
NA	Narcotics Anonymous
NLCI	New Lisbon Correctional Institution
NC2	Nurse Clinician 2
OCI	Oakhill Correctional Institution
OSCI	Oshkosh Correctional Institution
PDCI	Prairie du Chien Correctional Institution
PICS	Photo Information Collection System
PRC	Program Review Committee
RCI	Racine Correctional Institution
RGCI	Redgranite Correctional Institution
RN	Registered Nurse
RYOCF	Racine Youthful Offender Correctional Facility
SCI	Stanley Correctional Institution
SOAP	Sex Offender Assessment Program
SSA	Social Security Administration
STF	Sturtevant Transitional Facility
STG	Security Threat Group
TCI	Taycheedah Correctional Institution
WCCS	Wisconsin Correctional Center System
WCI	Waupun Correctional Institution
WICS	Wisconsin Integrated Corrections System
WITS	Wisconsin Inmate Trust System
WSPF	Wisconsin Secure Program Facility