

STATE OF WISCONSIN
DEPARTMENT OF CORRECTIONS
WISCONSIN SECURE PROGRAM FACILITY



FY 2009 ANNUAL REPORT

Peter Huibregtse
Warden

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MESSAGE FROM WARDEN HUIBREGTSE

Over the course of the past year WSPF has expanded its GP unit to include ½ of Delta unit and increase the total GP beds to 161 while continuing on its original mission of housing the more difficult to manage inmates the system has to offer. In addition we have added an outdoor exercise area for our GP inmates which has greatly enhanced our ability to provide a broader range of recreational opportunities for GP inmates.

As we look back over the year we once again have navigated our way through the year without a significant incident at this institution which resulted in serious injury or death to an inmate or staff member. I cannot stress enough to all of you that I firmly believe this is a direct result of the great job being done here by all staff. In this business we make our own good luck through hard work, training and attention to detail. Safety does not just happen. Now it is up to everyone to keep that due diligence a part of business every day.

We have once again been one of the few institutions to come in below budget for the past fiscal year. This is no accident. It is the direct result of proper planning and cooperative efforts of departments at all levels understanding the importance of proper planning and working within their budgets.

Lastly, all of the things mentioned above, managing change, budgets, safety, security, and all other aspects of the institution could not be done at the level we do it without the most important resource of all, good people. Our most valuable resource is people. No one is more important than the persons we work with, side by side, each day. Let's make sure we do all we can to make sure we keep each other safe each and every day.

Sincerely,

Peter Huibregtse
Warden

HISTORY OF WISCONSIN SECURE PROGRAM FACILITY

Planning for the facility evolved during the decade of the nineties when it became increasingly obvious that inmate profiles had changed in significant ways. More inmates exhibited histories of violence. In a period of five years, inmates with assaultive offenses increased from 57% of the prison population to 77.3% of the population. Inmates increasingly demonstrated disregard for authority and rules. Inmates became more impulsive and unpredictable, and increasing percentages with gang affiliations.

Inmates posed an increased risk to correctional staff, to other inmates, and to public safety. Significant increases were seen in assaults against staff and inmates. During the nineties prisons became more dangerous due to overcrowded conditions and longer inmate sentences. In a ten-year period the average sentences increased from six years to fourteen years.

It became clear that Wisconsin Corrections needed added capacity to manage this evolving population to keep current institutions safe and able to provide effective programming to those inmates wishing to make positive behavioral changes.

Timeline

- **March 30, 1995:** The Building Commission recommended a \$75,000,000 enumeration for the facility as part of the 1995-97 capital budget.
- **June 27, 1996:** The Building Commission approved the release of \$700,000 building Trust funds for planning, development of an architectural program statement, preliminary plans and a design report for the addition of the beds.
- **January 22, 1997:** The Building Commission approved the selection of Boscobel as the site for construction of the facility
- **July 31, 1997:** The Building Commission approved the design report and the authority to build the facility in Boscobel
- **December 17, 1997:** Ground breaking and construction began at the facility site
- **August, 1999:** Construction of facility complete
- **November 10, 1999:** Facility received first inmate and the facility opened under the name of Supermax (SMCI) as it was not officially named.
- **October 1, 2003:** Facility officially named as Wisconsin Secure Program Facility (WSPF).
- **February 14, 2007:** WSPF converted a 111 bed unit used for transition in the High Risk Offender Program to a General population Unit
- **June 16, 2008:** Began planning to convert Delta Unit (2 ranges) to General Population with a target date for occupancy of September of 2008.
- **July 2009:** Planning the opening of the outside recreation area for General Population inmate use.

FAST FACTS PROFILE

Date Opened: 1999
Security Level: Maximum
Operating Capacity: 500 Males
Current Population: 485 Males
Security Staff: 169 FTE
Non-Security Staff: 83 FTE
Number of Acres: 160, institution occupies 24 acres
Inmate to Staff Ratio: Approximately 2 inmates for every staff member
Operating Budget: \$18.8 Million
Money Collected FY09:
Victim Witness Surcharge A & B \$3033.42
DNA Surcharge - \$3857.75
Child Support - \$5374.63
Medical Co-Pays - \$3457.50
\$748.81 total co-pays charged in FY09
\$1098.50 total medical co-pay loans established in FY09
\$1372.65 total withheld for loan payments in FY09

SPECIAL HISTORICAL NOTES AND OTHER INSTITUTION INFORMATION

The High Risk Offender programming at this facility is designed to provide inmates with the skills needed to modify their behavior to a degree that will allow them to be returned to a General Population Maximum Security facility. Inmates transferred to WSPF for the High Risk Offender Program have earned their way to this facility because of behaviors exhibited in alternate sites. They have jeopardized the safety and security of the facility, staff, and/or other inmates. It is our intention to provide these inmates with programming which can reduce their level of risk and then monitor that reduction of risk as we make decisions about returning them to a General Population setting.

The Wisconsin Secure Program Facility also houses General Segregation Inmates. These inmates are assigned to our General Segregation Program designed to encourage positive adjustment and provide an opportunity for successful return to an institution general population. The goal is to provide controlled increase in privileges and responsibilities to promote acceptable conduct. This is accomplished by utilizing a process that provides individuals a chance to move through incentive based steps while in Program Segregation/Disciplinary Separation and eventually return to general population at another facility.

The WSPF also has one and one-half units dedicated to housing inmates in General Population. These units are at capacity and are providing vital bed space for the department.

WISCONSIN SECURE PROGRAM FACILITY MISSION STATEMENT

The Wisconsin Secure Program Facility, will safely and humanely house, manage and control inmates in a secure setting. The Wisconsin Secure Program Facility will also provide inmates the opportunity to acquire skills needed for their eventual progression into less secure correctional environments.

In support of the Department and Institution Missions, the facility will safely and humanely deal with High Risk offenders, Inmates in Disciplinary Segregation, and inmates in General Population. To successfully accomplish the mission the Wisconsin Secure Program Facility will employ sound correctional practices which include the following:

- ✓ Staff functioning professionally, honestly and with integrity will be a high expectation.
- ✓ Staff will be mindful of and sensitive to the victims of criminal behavior.
- ✓ Staff will be vigilant to the potential for inmate manipulation and victimization of themselves and other staff.
- ✓ Staff will be empowered to accomplish the mission through teamwork, communication, trust and providing tools to effectively manage offender behavior.
- ✓ The facility will strive to aggressively and effectively take care of its staff.
- ✓ Recognizing the risks posed by inmates, supervision, control, safety and security will be carried out to the highest levels.
- ✓ Reasonable risks will be taken with inmates to assess dangerousness.
- ✓ The program goal will be to reduce negative behavior and to prepare inmates to return to general population.
- ✓ Promote programs that provide offenders with opportunities for positive change.
- ✓ It will be recognized that program/treatment involves every function of the Institution.
- ✓ Initial and ongoing inmate assessment will be central to the program, acknowledging that what may work for one inmate may be detrimental to another.
- ✓ Unit Management and team approaches are essential to program success.
- ✓ All basic needs and constitutional rights of inmates will be met, preserving the basic human rights and dignity of offenders.
- ✓ Detrimental affects on inmates will be avoided. "First do no harm."
- ✓ Inmate healthcare will be provided consistent with professional community and correctional healthcare standards.
- ✓ The Facility will strive for excellence in standards compliance, security systems and facility cleanliness.
- ✓ The Wisconsin Secure Program Facility will endeavor to provide immediate access to other correctional institutions in accepting disruptive offenders.
- ✓ The Wisconsin Secure Program Facility will forge partnerships within the criminal justice system.
- ✓ The Wisconsin Secure Program Facility will endeavor to learn from the community and promote opportunities for the community to learn from us.
- ✓ The Wisconsin Secure Program Facility will strive to achieve a sense of community and mutual responsibility in the workplace.
- ✓ The operating philosophy of the Wisconsin Secure Program Facility will support the accomplishment of Department-wide mission and goals by managing and controlling negative inmate behavior and providing a deterrent to disruptive behavior throughout the system.

WSPF COMMUNITY RELATIONS BOARD
"Keeping the lines of communication open"

In support of the mission of the Department of Corrections, the Division of Adult Institutions and individual institutions, Community Relations Boards (CRB's) are intended to function as a mechanism for the enhancement of public education and advocacy for issues that are relevant to the operations of adult correctional institutions in Wisconsin. It is the policy of the Department of Corrections that CRB's function as a vehicle for establishing local community support for institution operations and to promote positive communications between the institution and local communities. Two-way communication assures the opportunity for institutions to convey the mission of the Department of Corrections and to enhance community understanding of correctional programs.

Members of the Community Relations Board are appointed by the Warden of the appropriate facility. CRB membership is available to any community citizen including elected or appointed government officials. Membership is not available to active clients of the Department of Corrections. No membership numbers or terms of membership are specified as a matter of policy but instead are left to fit the circumstances of the institution and the community.

The following is the list of members:

Lisa Riniker
Grant County District Attorney

Arlie Harris
City Administrator, Boscobel

Darla Adams
Victim/Witness Coordinator, Grant County

Keith Govier
Sheriff, Grant County

Ed Ross, Instructor
UW Platteville

Jerry Moran
Sheriff, Crawford County

Dale Schultz
State Senator

Karen Knox
President, SWTC

Dr. Kurt Wilhelm
Physician

Steve Wetter,
Former Mayor-Boscobel

Donna Mueller
Field Supervisor, Probation and Parole

Paul Bloyer
Former Mayor-Boscobel

Steve Smith
Superintendent of Schools

Phil Garthwaite
State Representative

Darrel Berglin
Sheriff, Richland County

Andrea Fields
Victim Witness Coordinator
Richland County

Jim Reynolds
Chief of Police, Boscobel

HUMAN RESOURCES DEPARTMENT

The Human Resource Department is dedicated to ensure all Federal and State employment laws are followed in the staffing and operation of the WSPF, including a safe and harassment free workplace for employees. In addition, the team strives to foster and maintain a good working relationship with the various unions at WSPF.

The Human Resource Office was staffed during FY09 as follows:

- ◆ Shirley Gates, Institution Human Resources Director
- ◆ Diane Yonker, Human Resources Assistant
- ◆ Tammy Dickman, Payroll and Benefits Assistant

Staff #'s by Department:

Office of Warden	4
Dietary	9
Personnel	3
Business Office	4
Stores-Operations	4
Records Office	2
Maintenance	20
Resident Care & Treatment Services	14.5
Religion Services	1
Security	171
Education	7
Health Services	9.5
Management Services	1
Inmate Complaints	2
Total WSPF staff	252

Workplace Enhancement Committee

The Workplace Enhancement Committee (WPEC) is a group of employees that work together to make the Institution a better place to work. The committee members come from both represented and non-represented staff.

WPEC sponsors a number of fundraisers. The past year's fundraisers resulted in contributions to Polar Plunge, Eagle Heart and Cancer Telethon, Badger Camp, and the Tuffley Center Area Holiday Dinner. Also at the annual Holiday Party, staff were asked to bring mittens, hats and scarves which were donated to the local school to give out to students who came to school without any. WPEC also purchased shirts for ERU and polo shirts for the members of the institutions CNT.

During Correctional Employee Week WPEC treated staff to chili dogs and chips, and popcorn. The first Friday in December is the annual Holiday party for staff and their families. A meal is served, entertainment is provided, door prizes are awarded and Santa and Mrs. Claus are there to pass out gifts to the children. From June '08 through March '09 WPEC held the monthly Gas Card drawing. The first regular working day of each month 2 staff names were drawn and they each receive a \$50.00 BP Gas Card.

The Institution is involved in the Adopt-a-family program at Christmas. Many gifts, foods items and donations of money were collected and delivered.

All this was made possible through the generosity of the employees supporting WPEC efforts by contributing to fundraisers and purchasing items off of the WPEC cart.

CISD/PEER

The Critical Incident Stress Debriefing (CISD) Program is a confidential, peer-based support system for employees who have experienced stress due to involvement in a work-related incident. WSPF is careful to include a wide variety of staff from all departments and assures coverage on all shifts. CISD and peer support programming is now facilitated by Dear Oaks: an outside Employee Assistance Program. Ms. Thein and Dr. Rubin-Asch continued to serve as liaisons for CISD and peer support programming/activities at WSPF. Standardized training for peer supporters was implemented by the DOC Central Office in 2009. WSPF will continue to actively endorse this and other trainings for new as well as existing peer supporters.

ESP

The Employee Services Program has replaced the Employee Assistance Program. Each institution has formed a Local Employee Services Committee. These are the committees in each institution and region that serve a number of functions including:

- ◆ Development, implementation, and evaluation of a plan to promote and maintain the integrity of the Employee Services Program.
- ◆ Attend and participate in all Employee Services Committee meetings.
- ◆ Identification of issues that impact the health and well-being of employees.

- ◆ Development and implementation of a wellness plan.
- ◆ Participate in activities designed to promote awareness of Employee Services Program.
- ◆ Attend Employee Services Program related training
- ◆ Selection and evaluation of Employee Services Peer Supporters.
- ◆ Orientation of new employees.
- ◆ Planning, development and implementation of training programs.
- ◆ Review, evaluation and critique of the response to incidents (quality assurance).
- ◆ Communication with the Employee Services Director.
- ◆ Collection of data and recordkeeping.

WSPF ESP Committee

Diane Alderson
 Melody Dull
 Douglas Furbish
 Dave Gardner
 Rick Mickelson
 Christa Morris
 Dr. Scott Rubin-Asch (Co-Chair)
 Deanna Thein (Co-Chair)

Blood Drive

WSPF held three blood drives in FY09 with 134 pints of blood being collected due to the combined efforts of WSPF staff, and the American Red Cross. WSPF plans to host an additional four drives in FY10, with the WSPF Medical First Responders, and other WSPF staff volunteers, continuing to organize and work at the drives. According to the American Red Cross, WSPF continues to have a high percentage of first time donors at every drive.

Unit Management

WSPF has successfully operated using the Unit Management concept. Unit Managers are responsible for the overall operations of the living units including direct supervision of unit staff to include security and treatment staff. The Unit Management concept has been especially beneficial to our facility as it provides a direct link from administration to the line staff and inmates. Unit Managers at the facility continue to work directly with unit staff and inmates while being a member of the administrative team. In dealing with such difficult inmates the Unit Management concept has provided the increased supervision needed to manage such a population effectively. The concept has allowed the facility to provide a wide range of programming to a segregated and general population while upholding the highest security practices.

GENERAL POPULATION

The general population units at WSPF house 161 maximum security inmates and are managed by a Corrections Unit Supervisor. Each inmate has a single occupancy cell that includes their own shower area and commode/sink apparatus. These units have program space (8 & 12 person dayrooms) and Charlie unit has indoor/outdoor recreation areas. The dayrooms on Charlie unit are where all the GP inmates eat, attend education classes, programs, and religious activities. Leisure time activities are held on both units. Each range on Charlie unit has indoor and outdoor recreation areas where the inmates from both units attend these activities. These are smaller areas that allow inmates to lift weights, play basketball, play handball, attend law library, sit outside and enjoy the weather while playing cards etc. In addition, an outdoor recreation area was completed this summer to allow additional recreation opportunities. Points of interest are:

- ◆ Received our first GP inmates 2-14-07
- ◆ Provide a temporary stay for the WSPF- HROP graduates for additional transitioning to a traditional GP setting.
- ◆ Receive inmate segregation releases to help manage that population.
- ◆ Will have a Capacity of 161 inmates
- ◆ Offer HSED, CGIP, Re-entry Programming, and Domestic Violence Counseling.
- ◆ Inmates are involved in several community service projects through the Restorative Justice Program.
- ◆ Currently have roughly 30 inmates enrolled in school and another 16 in CGIP or Domestic Violence group
- ◆ Approx. 48 inmates hold an institution jobs and another 20 are enrolled in Education.

SECURITY DEPARTMENT

Crisis Negotiations Team

The Crisis Negotiations team went through notable changes this past year. Captain Hanfeld moved from the tactical side of ERU to become the CNT Coordinator. The team saw two long time members; Joni Shannon-Sharpe and Steven Ferrell move on with their respective careers and three new member added; Teacher Deanna Thein, Sgt Rick Mickelson, and Sgt Lesa Novinska. Wisconsin Secure Program Facility and Prairie du Chien Correctional Institution continued to do joint trainings, with the team remaining intact.

In September of 2008, Crisis Negotiations was involved in the Department wide, Joint ERU training session at Volk Field. Team members were involved in Meetings, Lectors, Break Out sessions as well as running scenarios with the tactical side of ERU. Joint ERU provided an excellent training opportunity as well as a chance for team members to network and learn from other institutions. The scenarios ran close to four hours long and gave members from both CNT and tactical ERU a taste of the emotional ups and

downs involved with a real life situation. Feed back from team members was 100% positive and all are looking forward to participating again in 2009.

In October 2008 WSPF traveled to PDCI for training. The team toured PDCI Incident Command Center and had an in-depth discussion of ICS and CNT's part. Phones were set up and scenarios were run.

In November 2008 Training was held at WSPF. Members completed Thomas-Kilman Mode Questionnaire and reviewed scores to help them identify the repertoire of conflict handling skills that they possess and use in conflict situations. A team building exercise was done and the training ended with scenarios being run.

In January 2009 Training was again held at WSPF. CNT member had a question and answer session with ERU Field Commander, Captain Boisen and the role of CNT as part of ERU. Chaplain Overbo was present for a short presentation on the influence that religion and/or gangs may have on hostage takers which followed with Q&A. An article on advanced negotiation techniques was reviewed. Skills and techniques were practiced through role play and simulated scenarios.

In March 2009 Officer Kartman and Captain Hanfeld traveled to CCI for training. The day was spent working on active listening skills and running scenarios along with a tour.

In May 2009 Sgt. Mickelson and Captain Hanfeld went to a one day conference hosted by Fox Valley Technical College. Presenters included Milwaukee Police Department Crisis Negotiations Unit, Fort Wayne Indiana Police Department, An Ohio Police Officer that was taken hostage during a bank Robbery, and the Oshkosh's Sheriff's Dept.

In June of 2008 the CNT team participated in the real time ERU call up. Team Members received a call from the control center Sgt stating it was a drill, but members were expected to arrive at the institution for training. The team was assembled, equipment was drawn, set up and ready to start negotiations.

The new CNT members are scheduled to go to the 40 hour block of Basic Crisis Negotiations in August.

Training/E.R.U.

The Training Captain maintains training records, coordinates and assists with instructor led training conducted at the institution. The unique physical nature of the institution allows for the institution to be placed in a slow down staffing pattern to facilitate training. Institution training days are conducted monthly with varied subject materials.

E.R.U. (33 member team): Training is conducted bi-monthly in eight hour blocks. Joint training is conducted with PDCI when schedules allow. Training topics include Handgun, Rifle & Shotgun Qualification, Armed Escort, Electronic Devices, Specialty Impact Munitions, Basic E.R.U., Incapacitating Agents, Pepper ball systems, Distraction Devices, Arc Air & Partner Saw systems, Building Clearing, ICS joint exercise w/ C.N.T. & command post. Ten members were sent to the joint ERU exercise in September of

2008. Basic ERU was conducted in May of 2009 at WSPF, with 4 staff from WSPF and 1 from PDCI participating. WSPF ERU staff participated in electronic control device and Taser certification conducted at WSPF and PDCI.

TEMS (4 member team): Tactical Emergency Medics continue to train bimonthly with the ERU squad.

Equipment purchases: ERU trailer, tactical flashlights, ballistic helmets, Sabre products, CTS products, gas masks, gas mask filters, and other personal safety equipment. These items were purchased to replace worn equipment, improve training skills and better equip the team for a tactical environment.

Future training goals and areas of improvement: Increase training time to 8 hours per month and continue to provide update training to give team members tools to use during emergency situations. Also continue to conduct Basic ERU, Armed Escort classes and update certifications for new members as open positions are filled.

CNT: (Staff Volunteers) Training is conducted bi-monthly in eight hour blocks. Training subjects include Effective communications techniques and hostage negotiations. Role playing scenarios are also used when training is conducted. There is an increased effort to combine the CNT and ERU training to better prepare the institution in the event of an actual incident.

Medical First Responders: (Staff volunteers) the team is comprised of volunteers security and non security staff trained as Medical 1st Responders (with Advanced skills). Refresher Training is conducted once every 6 weeks. An estimated 32 hours of annual training is provided.

Training Costs: WSPF strives to conduct training during normally scheduled working hours to minimize overtime needs. Trades are encouraged to trade scheduled working hours to further reduce costs. This method of training requires a high level of flexibility of institution staff and resources. Examples of subject material covered during on shift training are Weapons Qualifications, P.O.S.C. updates, restraints, C.P.R./A.E.D., First Aid, Suicide Prevention, Heat Advisory, Videotaping Use of Force Incidents, Electronic control devices, Inmate search procedures, Computer training, incapacitating agents exposures, Emergency Preparedness, & Fire science. Additional material is also covered as opportunities arise.

WSPF TRAINING SUBJECTS FY09		
COURSE TITLE	COURSE TITLE	COURSE TITLE
Suicide Prevention	Infectious Disease	Handgun-initial
ERU Training	Fire Science	Requal -Rifle
Firearms SIMP 22	Cultural differences	Requal -Shotgun
CPR/AED	Single Officer Baton	Requal -Handgun
ERU Tactical squad	POSC-FRP review	XP Training
CNT Training	Inmate Escort	Camcorder Training
Defensive driving	communication skill	MFR Certification

Pad Subduing	SCBA Up-date	MFR Update Tang
P- countermeasures	van driver (2)	MFR/EMT Refresher
S.T.G. Training	Armed escort	Joint ERU
Outlook training	Basic ERU	WCA conference
Fit Mask training	Van driver	

Medical First Responders

The Medical First Responder program at WSPF was initially implemented in August 2000. In FY09 the following continued to be maintained by the Medical First Responders:

- ◆ Coverage continued to be offered as scheduling allows.
- ◆ All members continued to be trained in Healthcare Provider level CPR/AED and all members participated in a 24-hour refresher class.
- ◆ All members maintained certification in all approved skills as directed by the Medical Director.
- ◆ 1 MFR was trained as a CPR/AED, 1st Aid Instructor bringing WSPF's total instructors to 6.
- ◆ WSPF MFR's continued to provide 1st Aid & CPR/AED training throughout 2009 for WSPF staff and the Boscobel Rescue Squad.
- ◆ Many of the WSPF Medical First Responders are active in EMS in their respective communities either as Medical First Responders or as an EMT-B.
- ◆ WSPF Medical First Responders did not participate in the free EMS Olympics offered through UW-Madison due to public perception of budget situation.
- ◆ WSPF Medical First Responders continue to implement Tactical Medical skills within WSPF's ERU program.
- ◆ WSPF Tactical Medics participated in the DOC's Joint ERU training as Medics.
- ◆ WSPF's Tactical Medics and Medical First Responders continue to offer their services outside the institution in Mutual Aid/IMS situations.

Visits

Visits at WSPF are primarily conducted through video visitation. There were a total of 1176 visits and 2032 visitors this year. A break down of visiting number are below:

Visitation Statistics July 1, 2008 through June 30, 2009

	Regular		Face to Face		MSDF Video		RCI Video	
	Visits	# of Visitors	Visits	# of Visitors	Visits	# of Visitors	Visits	# of Visitors
JULY 2008	24	34	22	60	61	97	4	9
AUG 2008	28	69	40	88	59	84	10	21
SEPT 2008	17	22	24	43	50	77	8	15
OCT 2008	22	36	33	66	61	95	6	16
NOV 2008	23	40	23	46	61	104	7	14
DEC 2008	12	26	17	27	34	58	4	6
JAN 2009	8	17	19	38	56	77	4	9
FEB 2009	11	12	25	57	41	60	0	0
MARCH 2009	16	19	16	38	44	69	1	1
APRIL 2009	20	31	21	44	55	90	0	0
MAY 2009	28	35	20	34	49	82	0	0
JUNE 2009	30	49	25	52	37	65	0	0

Totals	239	390	285	593	608	958	44	91
	Visits	Visitors	Visits	Visitors	Visits	Visitors	Visits	Visitors

Total Visits held at WSPF
524

Total Video Visits
652

There were a total of 42 video court hearings held during FY09. The video Court Room was also used for Parole Hearings, 980 Evaluations, Conduct Report hearings with other institutions, Agent visits, Public Defender interviews as well as Budget review meetings with Central Office.

Transportation

The WSPF Transportation Unit consists of a Correctional Sergeant and one Correctional Officer A/B. Since WSPF transports a large number of inmates that have been identified as high risk, all assigned transportation staff have been trained and certified in armed escort transports. WSPF transportation staff have also been trained and certified in the use of electronic control devices (ECD), single officer expandable baton techniques, and the proper use of incapacitating agents.

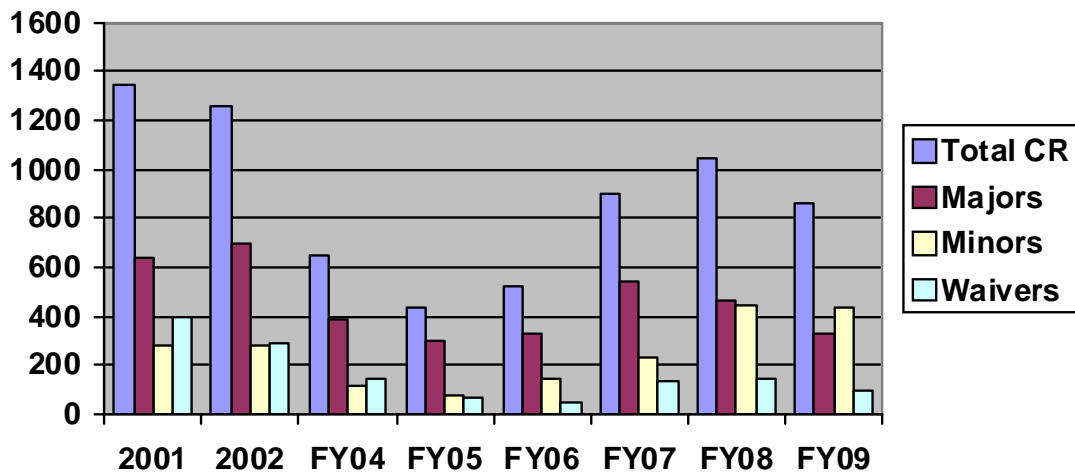
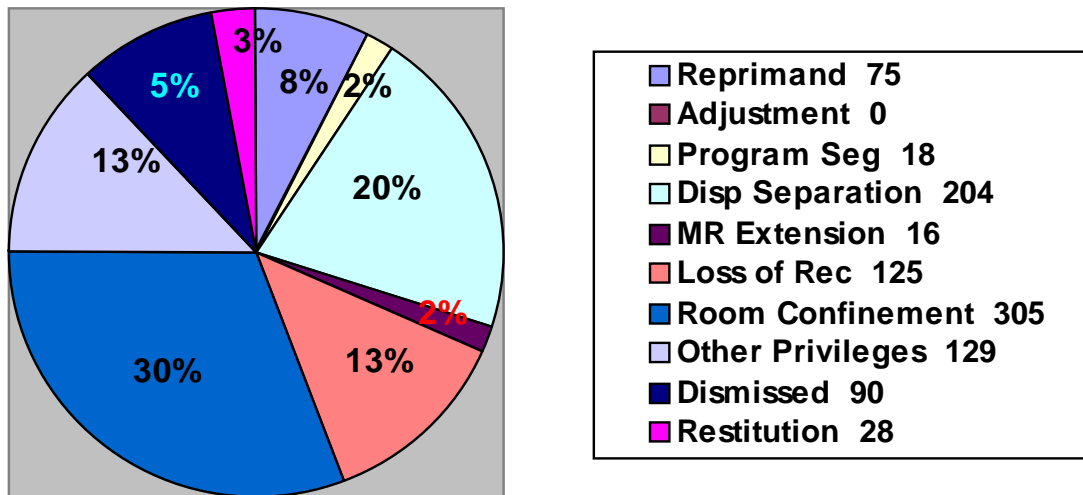
WSPF has seen a marked decrease in the number of trips outside the secure confines of the institution over the past year, due in large to the DCI transport bus doing most of our transfers. In FY 09 the transportation unit conducted 282 medical trips, 27 court trips, 62 transfers, 3 armed escorts, 8 EID and 407 non-inmate related trips without serious incident. 11 of these transports were classified as high risk and involved the use of armed escorts, electronic control devices, or required a 3-Officer Escort. All of the high risk transports are now done by the WSPF ERU team members and the primary transportation staff.

Inmate Movement for Fiscal Year 2009		
<u>July 08</u>	<u>August 08</u>	<u>September 08</u>
Medical – 30	Medical – 24	Medical – 48
Court – 0	Court – 5	Court – 5
Transfers – 6	Transfers – 4	Transfers – 8
Armed Escort – 0	Armed Escort – 0	Armed Escorts – 1
ECD – 0	ECD – 1	ECD – 2
Non-Inmate – 21	Non-Inmate – 65	Non-Inmate – 52
<u>October 08</u>	<u>November 08</u>	<u>December 08</u>
Medical – 27	Medical – 35	Medical – 19
Court – 3	Court – 0	Court – 4
Transfers – 7	Transfers – 6	Transfers – 3
Armed Escort – 0	Armed Escort – 0	Armed Escorts – 0
ECD – 1	ECD – 0	ECD – 1
Non Inmate – 41	Non-Inmate – 21	Non-Inmate – 19
<u>January 09</u>	<u>February 09</u>	<u>March 09</u>
Medical – 12	Medical – 33	Medical – 20
Court – 2	Court – 2	Court – 0
Transfers – 3	Transfers – 7	Transfers – 5
Armed Escort – 0	Armed Escorts – 0	Armed Escorts – 0
ECD – 0	ECD – 1	ECD – 0
Non-Inmate – 15	Non-Inmate – 22	Non-Inmate – 31
<u>April 09</u>	<u>May 09</u>	<u>June 09</u>
Medical – 18	Medical – 25	Medical – 21
Court – 3	Court – 0	Court – 3
Transfers – 5	Transfers – 5	Transfers – 4
Armed Escort – 0	Armed Escort – 1	Armed Escorts – 0
ECD – 1	ECD – 1	ECD – 0
Non-Inmate – 39	Non-Inmate – 46	Non-Inmate – 35

Conduct Report Statistics

FY09 resulted in 860 total conduct reports being served with 329 of these being heard as majors, 438 were heard as minors and 93 heard as waivers.

Of the conduct reports written the following dispositions were given:



PROGRAM DEPARTMENT

The programming at WSPF was designed to provide inmates with the opportunity to examine their thinking that led to the behaviors that resulted in placement at WSPF, and assist in making changes to a degree that will allow them to be returned to a traditional maximum-security facility. The WSPF staff must be satisfied they can be moved to such a facility without creating unreasonable risk to staff, other inmates, themselves, or the security and orderly running of the institution.

High Risk Offender Program

Inmates transferred to Wisconsin Secure Program Facility (WSPF) earn their way to this facility because of behaviors exhibited in alternate sites which has jeopardized the safety and security of the facility, staff, and other inmates. WSPF shall provide inmates with an opportunity to focus on programming and education. Movement within the program will be both performance based, indicated by inmates compliance to the structure within the program as well as based on an analysis of the potential risk from each individual inmate.

All inmates in the High Risk Offender Program will be in Administrative Confinement. The expectation is that all inmates in the program participate and successfully complete identified programming on all phases. The Unit Team will review and evaluate each inmate, monthly, to assess the individual inmate's level of risk, identify potential target behaviors for change and to evaluate an inmate's participation in programming. Inmates in the HROP will be provided the opportunity to meet with the Unit Review Team during its monthly review a minimum of once every 4 months. A Security Phase Assessment worksheet is completed monthly on each inmate in the High Risk Offender Program. The assessment will be the foundation for the recommendation the Unit Team makes to the Warden/Deputy Warden regarding the appropriate phase placement. Successful completion of all required programming as well as a final Security Phase Assessment, indicating an acceptable level of risk, will be required before recommending placement into General Population. PRC will then review the inmate's progress and note completion of HROP and recommend transfer.

There are three phases within the High Risk Offender Program with the allowable property and canteen items for all phases being the same. Inmates in all Phases will be required to participate in programming. Programming on Phase Red includes RET, Anger 1, and Interactive Journals. Inmates will also be required to participate in Adult Basic Education if this has been identified as a need. Programming available on Phase Yellow includes "A Better Way" and the "Turning Point" series. Phase Green programming includes Cognitive Group Intervention Program (CGIP), Domestic Violence (DV) and Anger 2.

Education

The Education Department consists of three Teachers, one Teaching Assistant, one Office Operations Associate, and one Librarian. The position of Education Director was lost due to budget cuts and the responsibility for the supervision of the Education Department has been assumed by the Education Director from Prairie du Chien Correctional Institution.

Educational Services are provided through various venues depending on the students' level needs. One on one sessions are provided at the cell front and lessons including educational videos are provided through the in-house television systems. Students with special needs are provided services face to face utilizing the attorney booths.

General population was added to WSPF in 2007 and the Education Department developed classroom programs to provide academic remediation and HSED preparation. Forty four general population students have been enrolled in group classes on the General population unit.

Programs available through the Education Department include Adult Basic Education, GED, HSED, Special Education, and Self-Advancement. WSPF also offers READS (Reading Enhancement and Disciplinary Separation) for inmates in segregation status that have identified low reading abilities. WSPF is an authorized GED testing center. In the past year, 35 inmates participated in Special Education, 26 inmates completed their HSED, 80 inmates participated in ABE and 58 inmates participated in self-advancement. To date, WSPF has had 249 inmates obtain their HSED and 5 have obtained their GED.

The College of the Air program through Milwaukee Area Technical College was offered through a grant from the Incarcerated Youthful Offenders grant that offered targeted inmates who had earned their HSED or High School diploma, were 25 years old and younger and less than five years remaining to release. These inmates also needed to have reading skills above the 9th grade ability. Eight inmates were enrolled in this program this past year.

This past year, the WSPF library checked out 23,377 items, including both newspapers and magazines. There were 520 library patrons during this past year, all of whom have checked out at least one book during this time period. Eighty percent of the inmates take advantage of library privileges. A comparison with the local public library reveals that the circulation statistics are similar in the volume of materials processed. Branch Libraries were developed on the General Population units to provide additional access to general reading material.

Law Library Services

Satellite paper law libraries are set up on the units, which consist of the required starter materials. A computer is also available on each segregation unit for inmates to use in searching for case sites electronically. Four computers are set up on the Charlie GP unit

and five computers are set up on Delta GP unit for inmates to use in searching case sites electronically. Inmates may request copies of case law and various legal forms from the law library. GP inmates that have EDNET accounts can request copies of typed case law briefs from law library. GP Unit has two inmate Law Clerks and one relief law clerk to aide in helping inmates research law cases and typing of legal documents.

Programming

Participation in programming is one of the criteria considered for Phase advancement. Various program opportunities are available for inmates in conjunction with their Phase.

Interactive Journals programming is available to inmates on Phase Red and above or in Administrative Confinement but not in the High Risk Offender Program. The program consists of a series of interactive journals covering a variety of areas such as Values, Anger, Self-esteem and Errors in Thinking. This is an open enrollment program and inmates work at their own pace. Forty-three inmates were enrolled in FY'09.

Anger Management programming is available for inmates in Phase Red and above. It consists of videos and worksheets. A new cycle begins approximately every 12 weeks. Cycles are 4 weeks in duration. Forty were enrolled with thirty-three completing in FY'09.

R.E.T (Rational-Emotive Therapy) programming is available to inmates in Phase Red and above. This program teaches hands-on practical skills for everyday living. It is based on the work of Albert Ellis and can help one understand behavior, recognize and change self-defeating attitudes, set new, attainable goals, and practice new problem-solving skills. This program consists of booklets, videos, cassettes, and workbooks on a variety of emotions. Cycles are 9 weeks in duration and run every 12 weeks. Thirty-seven inmates were enrolled with thirty-five completing in FY '09.

Turning Point I is available to inmates in Phase Yellow or above. The program uses the "*Samenow: Commitment to Change*" series as its curriculum. The program offers offenders practical, concrete ways to become aware of their own thinking and its consequences. It encourages them to work toward the goal of responsible living day by day. A new cycle begins approximately every 12 weeks with delivery primarily through videos and worksheets. Cycles are 9 weeks in duration. There were forty-two inmates enrolled in the program in FY'09 with thirty-eight inmates completing.

Turning Point II is available to inmates on Phase Yellow and above who have completed Turning Point I. It focuses on tactics to address the Criminal Thinking Errors examined in Turning Point I. A new cycle begins approximately every 12 weeks and is facilitated through videos and worksheets. Cycles are 8 weeks in duration. There were a total of Forty-four inmates enrolled in the program with all forty-one completing in FY'09.

Turning Point III is available to inmates on Phase Yellow and above that have completed both Turning Point I and Turning Point II. The program focuses primarily on

the consequences of behavior. A new cycle begins 12 weeks and like TPI and II is delivered primarily through videos and worksheets. Cycles are 10 weeks in duration. There were a total of thirty-five inmates enrolled in the program with thirty-two completing in FY'09.

A Better Way is available to inmates who have completed all 3 of the Turning Point Programs. It is primarily designed for first time offenders, but is helpful to anyone wishing to live free. It offers a trio of life-changing behaviors that all involve the work acceptance. A new cycle begins every 12 weeks. Cycles are 8 weeks in duration. There were a total of six inmates enrolled in the program with five completing in FY'09.

Free Your Mind is available for inmates who have completed all programs listed above, are on Yellow Phase or above, or on Administrative Confinement and not in the High Risk Offender Program. The program offers inmates the opportunity to examine perceptions, priorities and actions and make positive changes. It points out that they really do have choices. The program is offered periodically when there is a group of inmates interested. Cycles are 6 weeks in duration. Four inmates enrolled in FY'09 with four completing the program.

Getting It Right is available to inmates who are within a year of their MR date. This program uses rational self-counseling through journals to help participants make the transition into the community and toward responsible living. The program is self-paced and an inmate may start at any time. No inmates chose to participate in FY'09.

The Castle of the Pearl is available for selected inmates who have completed the other programs offered. Through reading, self-examination and writing the inmate is given the opportunity to see his life more clearly; to think about where he has been, where he is now, and where he is heading. The program is self-paced. Four inmates enrolled in FY'09 with 3 completing their journey.

Life Skills is available to inmates who are in Administrative Confinement and not in the High Risk Offender Program. The program is designed to develop and/or help improve self management skills. The program is self-paced. Seven inmates enrolled in FY'09 with all seven completing.

Recycle is for inmates who have been removed from the High Risk Offender Program, placed on Administrative Confinement and wish to be considered for return to HROP. S.M.A.R.T. Choices is a decision and life skills program to accelerate learning and change. The program is self-paced. Four inmates enrolled in FY'09 and two completed.

Domestic Violence is available for inmate in Green Phase and in General Population. Successful completion fulfills an A&E need requirement. The program consists of small group sessions and written assignments. Four inmates enrolled in FY'09 with three completing.

Cognitive Group Intervention Program (CGIP) Phase 1 and 2 is available for inmates in Green Phase and General Population. Successful completion fulfills an A&E need

requirement. The standard CGIP manual is used and the materials are delivered through videos, written assignments and small group sessions. Twenty-five inmates completed CGIP Phase 1 and fifteen completed CGIP Phase 2 during FY'09.

Men's Work is an alternative group program available to inmates in Phase Green who do not have a Domestic Violence or CGIP need. The program examines male violence through workbooks and group discussion. In FY'09 Ten inmates participated with nine completing.

Re-entry is available to all inmates within ten years of release. Inmates may complete competencies within the ten modules to aid in their successful return to the community. Many inmates took advantage of one or more competencies during FY'09.

A number of self-help books and workbooks covering a wide range of topics are available for inmates to check-out through the Program Department as well.

Religious Programming

WSPF employs one full-time Chaplain to meet the religious needs of the population. The Chaplain does weekly rounds on the units. Weekly programming relating to the DOC recognized religious umbrella groups is also broadcast via the in-house system.

Both Bible Study and Qur'an Study are offered for inmates in GP and the High Risk Offender Program. Both consist of readings, worksheets and discussion with the Chaplain. For inmates in Phase Green the Chaplain also offers a Biblical Study Group, a Qur'an Study Group and a Pagan Study Group. The Chaplain facilitates these small group discussions and readings and worksheets.

The institution has an extensive library of books for inmates to check out pertaining to the Religious umbrella groups. Pastoral visits are scheduled through the Chaplain.

INMATE CONTACTS FY09	
CHAPLAIN CONTACTS:	435
<u>OTHER PASTORAL VISITS:</u>	
Catholic	25
Eastern Religion	10
Jewish	0
Protestant	520
Islamic	0
Native American <small>Sweat Lodge started</small>	7
Pagan	<u>0</u>
TOTAL PASTORAL VISITS:	562
TOTAL CONTACTS:	997

RELIGIOUS TV PROGRAMMING

Catholic Mass	1 time / week
Protestant Services / Movies	18 times / week
Islamic Teaching	18 times / week
Native American Music / Ceremony	3 times / week
Jewish Teaching / Music	1 time / week
Pagan Teaching / Music	3 times / week
Eastern Religions Teaching	2 times/ week
Hispanic Services	1 time / week

WSPF maintains a library of religious material containing over 800 books and 350 videos and cassettes. The average number of books checked out from chapel library in 2009 was 20. Over 120 inmates participated in the Angel Tree / Salvation Army toy program in FY09. The institution chaplain holds numerous in house religious study groups:

- ◆ Bible Study Course 5 participants
- ◆ Qur'an Study Course 10 participants

We currently have the following religious groups meeting weekly for the General Population inmates:

- ◆ Native American pipe Drum 1 time/week-Sweat Lodge 1/month
- ◆ Islamic-1 time/week-Jummah 1 time/week
- ◆ Protestant 1 time/week-church 1 time/week
- ◆ Catholic Mass-1 time/week
- ◆ Pagan-1 time/week

Social Workers

Currently there are three Social Workers providing services on the five units. The role of social workers is multi-faceted, and involves coordination and communication with other staff in nearly every department at WSPF. Included is direct inmate contact, as well as numerous offender review requirements. Direct offender contact may include facilitation in Domestic Violence, CGIP, and Reentry groups, weekly rounds, legal and personal emergency phone calls, and interviews for completion of paperwork, such as sex offender registration forms, PRC's, Parole reviews, Release Plans, Risk Assessment Information Guides (RAIG), & Intake Assessments. Staffing requirements include attendance at unit team meetings and Special Needs Inmate meetings, Reentry meetings, Groups Committee, serving as advocates at AC hearings, as well as coordination of services with other DOC social workers, DCC Agents, agencies outside of the DOC, and professional contacts with offender family members and friends.

Psychological Services

Psychological Services Unit (PSU) consists of one full-time crisis intervention worker, two full-time psychological associates and one full-time licensed supervising psychologist. PSU staff members provide a variety of services for inmates on four

segregation units and one general population unit with a total of approximately 500 inmates. These services include crisis intervention, clinical observation placements, clinical monitoring reviews, intake assessment, formal psychological assessment, individual psychotherapy, program referral, and consultation with other staff.

Designated WSPF staff members participate in a weekly meeting with the psychiatrist and HSU manager to discuss pharmacotherapy issues relevant to the clinical functioning of WSPF inmates. All WSPF PSU staff members additionally participate in a weekly special needs inmate meeting that incorporates a multidisciplinary approach to engaging clinical and other concerns posed by work with particular inmates. During 2009, each WSPF PSU staff member was assigned primary coverage duty for each of the five housing units at WSPF.

Clinical segregation rounds continued to be conducted on a weekly basis for all inmates placed on the four segregation units.

2009 saw the introduction of a number of in-cell treatment programming opportunities provided to inmates on all units. In addition, the two psychological associates commenced a successful coping skills group therapy program with WSGP inmates. Assessment services provided to inmates at WSPF by PSU staff attended to the mental health needs of inmates requiring clarification of diagnostic as well as treatment needs. Efforts at identifying cognitive impaired inmates continued through IQ testing and neuropsychological assessment. In addition, formal risk assessment was conducted with all new entering the High Risk Offender Program.

PSU services also benefited by significantly increased psychopathy testing conducted by an expert forensic psychologist contracted by the Wisconsin Department of Corrections. It is intended that this research will be utilized to enhance understanding and utility of programming as well as placement status concerns affiliated with inmates at WSPF and beyond.

MANAGEMENT SERVICES

Management Services provides services that facilitate the security of the institution and ensure all needs of inmates are met. It is comprised of several areas including:

- ◆ Business Office is responsible for the ordering and payment of all invoices while monitoring budgetary guidelines; receipting and disbursing inmate funds; and canteen operations.
- ◆ Stores receives and distributes supplies throughout all areas of the institution.
- ◆ Laundry keeps the inmate's clothes and bedding clean and sanitary.
- ◆ Buildings and Grounds control and maintain the public works for the Institution.
- ◆ Food Service supplies the food and meets specific nutritional needs of inmates.

Business Office

The Business Office has a staff of five including a Correctional Management Services Director, Financial Program Supervisor and three Financial Specialist's. The Business Office provides services for both staff and inmates. Procurement of all supplies and services is coordinated in cooperation with each respective department to ensure the responsible use of funds and satisfaction of the institution needs. The Inmate Accounts position is responsible for receipting and disbursing inmate funds in accordance with all administrative guidelines and laws. Legal loans, postage, medical co-pays, restitution and inmate payroll are all handled by this area. In addition, the Business Office coordinates canteen services for the institution including distribution of menus and submission of orders to the contracted vendor who is utilized for this service.

The Business Office continues to take a strong lead in the vigilant management of the budget and works collaboratively with all departments to that end. Inventory levels are closely monitored to meet all institution needs using effective inventory management processes. Institution equipment is placed on a replacement cycle that ensures current and fully operational equipment at all times.

Store/Warehouse

The store/warehouse is the entry point for outside goods arriving at the institution. The store operates with one Inventory Control Coordinator and a supervisor. The shipments of goods purchased by the institution, which include the following, foodstuffs, clothing, office supplies, maintenance tools and repair parts and cleaning supplies, arrive regularly at the store docks. An Inventory Control Coordinator receives, inspects, x-rays and inventories the items. Receiving reports are written for items, ordered directly for institution departments and the items are delivered to the department. The store processed 2840 receiving reports for fiscal 2009. The store also processed 699 department requisitions for the fiscal 2009 year, with a value of \$193,013.18

Laundry

The laundry operates Monday through Friday with one full time laundry worker and two LTE part-time workers. They are assigned the tasks of washing, stocking, inventorying, and delivering all inmate clothing and linens. On a daily basis, the laundry workers maintain the washers and dryers as well as clean and sanitize all laundry transport carts. Unit workers assist with folding sheets, towels, washcloths and inmate outerwear (shirts & pants). All tailoring and mending is completed by inmate tailors. The laundry staff coordinates both the folding and tailoring with security staff. The laundry's average monthly wash load is around 24,000 pounds.

Custodial Services

A staff of six custodians is responsible for maintaining the 205,590 square feet of the institution. This staff is responsible for keeping the institution swept, mopped, polished and cleaned while also removing trash. Custodial staff cleans cells when inmates

move. This year, custodial staff cleaned a total of 1802 inmate cells. The custodial staff strives for the highest standard of cleanliness, and it is very apparent at WSPF.

A major change in cleaning at WSPF this year is the introduction of inmate labor on the general population housing unit. Under supervision, inmates are now responsible for the sanitation of the general population units. Inmates are supplied with individually pre-measured packets of cleaning supplies and it is their responsibility to keep their area clean.

Maintenance

2009 was another busy year for the Maintenance Department at WSPF.

- ◆ Funding from the Department of Administration allows us to continue the transition to high lumen fluorescent lighting and more energy efficient ballast to support the Governor's Energy challenge.
- ◆ Working with the city of Boscobel and Wisconsin Public Power Inc (WPPI), we recognized a need to correct our power factors to reduce our energy costs. A power factor harmonics analysis study was completed and resulted in a small project to install an adjustable capacitor bank reducing power costs paid by the institution.
- ◆ In coordination with the city of Boscobel, we installed a transfer switch from our generators to the lift station insuring that we are able to operate should there be a power outage.
- ◆ Wonder Ware door control software upgrades were installed to provide reliable communications for the security system.
- ◆ The Acorn water management system was upgraded, replacing software and hardware.
- ◆ We have been working to network our closed circuit TV and video conferencing systems.
- ◆ WSPF transitioned 50 high security segregated cells to general population maximum security cells on Delta housing unit. Additional physical and electronic upgrades were required to support the change.
- ◆ A small project to construct an outdoor recreational area consisting of a basketball court, workout area with outside exercise equipment, walking track, and board game area for General Population inmates was approved. Construction has begun and the project will be completed in early July, with inmate use projected to begin before 1 August 2009.
- ◆ Inmate painters continue to perform painting to maintain the condition and appearance of interior areas.

In addition to these major projects, maintenance staff completed 5561 work orders in FY09. The maintenance department performs preventative maintenance on all facility systems and equipment as well as common repairs as needed. In addition, the maintenance department continues to provide staff support to Prairie du Chien Correctional Institution (PDCI) on a weekly basis.

Food Service

Upon opening in October of 1999, food service began as a contracted food service operation. In November 2001, it became a self-operated kitchen. As a self-operation, the average meal cost this fiscal year is \$1.34, and 536,159 meals were served. WSPF currently serves a cold breakfast three days a week and has hot breakfast four times a week. A hot lunch and dinner meal is served daily. The staff include WSPF foodservice staff as well as inmate workers from the general population unit. In April 2007, we opened a servery located on the general population unit, and it is staffed by inmate workers from this unit. WSPF food service staff supervise the inmate workers in the preparation of food and cleaning duties.

Our food vendor is Indianhead Food Service of Eau Claire. Pan-O-Gold provides our bread, and in May 2009, we began purchasing milk from Waupun Dairy under a new statewide contract.

WSPF Foodservice staff:

1 Food Service Administrator
1 Food Service Manager
6 Corrections Food Service Leaders
1 Cook 2

Fiscal year 2009 meals served:

512,055 Inmates
44,206 Staff
536,159 Total 12, 503 Snack Bags

On an average WSPF food service serves 42,867 lbs. of food a month. Inmate requests for religious and special diets have increased dramatically in the past year. At any one time there is an average of 15 vegan diets and over 90 inmates participating in Ramadan. The Food Service department also works with the Health Services Unit to provide both special diets and food supplements to those inmates with special needs.

HEALTH SERVICES UNIT

The Health Services Unit (HSU) provides 24 hour nursing care for patients housed at WSPF. We execute the mission of the Department of Corrections (DOC) Bureau of Health Services (BHS): "the administration and provision of health care, health education and preventative care for the DOC consistent with professional, community and correctional health care standards.

Our professional management team consists of various healthcare providers:

- ◆ 0.4 Medical Doctor
- ◆ 1 Nursing Manager
- ◆ 7.5 Registered Nurses
- ◆ 1. LTE LPN

- ◆ 1 Medical Program Assistant Associate
- ◆ 0.2 Dentist and Dental Assistant
- ◆ 0.5 Psychiatrist
- ◆ 1 contracted XRAY tech. Now a contracted DOC position
- ◆ 1 contracted Physical Therapist from BAHC

HSU services provide immediate health care needs for patients on a daily bases. A Clinic type visiting system is provided by the Health care providers, RNs provide sick call for the patients each day as needed to address the individual patient issues. Urgent/Emergent medical treatment is provided in an on-going basis. Monitoring chronic conditions is a primary function of the health care team. This team has a multidisciplinary approach to care. The health care team provides consistent ongoing health care for the diverse population at WSPF. The individual care needs of the patients are integral. The care delivery is geared to provide efficient outcomes in a cost effective manner. This past year in June, we implemented a Digital imaging process in the X-Ray Department. We continue to provide on site Physical Therapy. We are identifying new standards and implementing them to upgrade patient outcomes. We provide an annual flu clinic, TB screening with records that are maintained on the Wisconsin Immunization Records site. We continue to develop competencies and continuing education in medical and mental health areas.

FY09 HSU Statistics March- July

MD/RN Appt.	Intakes\ Admissions	Prescriptions filled on-site	Onsite Lab Draws	Off-Site Appt.
1167/5974	539/0	N/A	608	262

INMATE COMPLAINT REVIEW SYSTEM

The Inmate Complaint Review System serves the purpose to encourage communication between staff and inmates; explain and clarify policies; allow inmates to raise questions in an orderly fashion; reduce litigation numbers; and to assess the institution climate. In addition to handling complaints, the ICE office in conjunction with the Records office handles the Prisoner Litigation at the institution. The Records office compiles and submits the returns for Writs of Certiorari. The ICE office handles all summons and Complaints and all other miscellaneous cases. At the present time this involves over 60 open cases. The ICE has daily contact with Department of Justice attorneys to coordinate the work on the cases. The ICE office also acts as a liaison between WSPF staff members and DOJ. The ICE has accompanied staff members to Federal Court on the occasions that the case has gone to trial. Below is a summary of the FY09 complaints showing the number of complaints filed at WSPF in FY09.

SUMMARY OF COMPLAINTS AT ICE LEVEL – WSPF FY09

SUBJECT OF COMPLAINT	TOTAL
BCE	0
BREACH OF CONF. HEALTH INFORMATION	15
CLASSIFICATION	165
CORRESPONDENCE & PUBLICATIONS	301

DISCIPLINE	140
DISCRIMINATION	3
FOOD	101
ICRS	135
INMATE ACCOUNTS	133
MEDICAL	448
OTHER	656
PAROLE	18
PERSONAL PHYSICAL CONDITIONS	54
PERSONAL PROPERTY	482
RELIGION	69
RULES	34
STAFF	340
STAFF SEXUAL MISCONDUCT	7
VISITING	45
WORK & SCHOOL PROGRAMS	10
TOTAL FOR WSPF	3463

RECORDS OFFICE

The Wisconsin Secure Program Facility Records Office is responsible for the records of all offenders incarcerated at WSPF. The records office staff consists of an Offender Records Supervisor and an Offender Records Assistant 3.

The records office staff are responsible for numerous functions that affect many areas of the institution. These responsibilities include complex sentence calculations of parole eligibility dates, mandatory release, extended supervision, and maximum discharge dates. Staff is also responsible for calculating and entering court-ordered sentences and sentence modifications, along with other computations that might affect an offender's release dates into offender records; setting up parole board hearings; recording institutional disciplinary actions and making appropriate adjustments in the offenders' files and maintaining social service and legal files. The staff schedule and provide record reviews to all offenders. Additionally, record office personnel provide notification to law enforcement and social services agencies of offender status.

The records office staff help coordinate and document all offender movement to and from the institution; including entries and exits, court visits, medical trips and detainer pick-ups. This information is reported daily to Central Office in Madison. Staff members respond to Open Records requests from both offenders and the general public. In addition, they also answer inquiries from the general public regarding legal matters and offender status. Staff also serves warrants, detainers and other legal papers on the offenders.

Records office staff accept service for offenders with ICE accepting service for the Warden. Records also handle inquiries from the Department of Justice and court officials and may represent the institution in court proceedings. Through communication with various other states, this office coordinates extradition under the Agreement of Detainers.

WSPF ORGANIZATION

