

# *DODGE CORRECTIONAL INSTITUTION*



# *FY 2010 ANNUAL REPORT*

# Table of Contents

|   |           |
|---|-----------|
| <b>MESSAGE FROM THE WARDEN</b> .....                            | <b>2</b>  |
| <b>MISSION STATEMENT</b> .....                                  | <b>3</b>  |
| <b>AMERICANS WITH DISABILITIES ACT (ADA)</b> .....              | <b>3</b>  |
| <b>FAST FACTS</b> .....   | <b>4</b>  |
| <b>WAUPUN COMMUNITY &amp; CORRECTIONS RELATIONS BOARD</b> ..... | <b>5</b>  |
| <b>TRAINING</b> .....   | <b>6</b>  |
| <b>SECURITY</b> .....   | <b>7</b>  |
| <b>SECURITY THREAT GROUPS PROGRAM</b> .....                     | <b>7</b>  |
| <b>SOCIAL SERVICES</b> .....                                    | <b>10</b> |
| <b>RESTORATIVE JUSTICE</b> .....                                | <b>10</b> |
| <b>CHAPEL</b> .....   | <b>11</b> |
| c <b>CHAPEL ATTENDANCE</b> .....                                | <b>11</b> |
| <b>LEISURE TIME ACTIVITIES</b> .....                            | <b>12</b> |
| <b>RECREATION</b> .....   | <b>13</b> |
| <b>LIBRARY</b> .....  | <b>14</b> |
| <b>ASSESSMENT &amp; EVALUATION</b> .....                        | <b>15</b> |
| <b>RECORDS</b> .....  | <b>16</b> |
| <b>SUPPORT SERVICES UNIT</b> .....                              | <b>16</b> |
| <b>HEALTH SERVICES</b> .....                                    | <b>17</b> |
| <b>PRIMARY CARE</b> .....                                       | <b>17</b> |
| <b>HEMODIALYSIS UNIT</b> .....                                  | <b>17</b> |
| <b>INFIRMARY UNIT</b> .....                                     | <b>17</b> |
| <b>PSYCHOLOGICAL SERVICES UNIT</b> .....                        | <b>19</b> |
| <b>SEX OFFENDER ASSESSMENT PROGRAM (SOAP)</b> .....             | <b>19</b> |
| <b>CENTRAL MEDICAL RECORDS</b> .....                            | <b>20</b> |
| <b>BUSINESS OFFICE</b> .....                                    | <b>20</b> |
| <b>FOOD SERVICE</b> .....                                       | <b>21</b> |
| <b>MAINTENANCE</b> .....  | <b>22</b> |
| <b>ACRONYMS</b> .....   | <b>23</b> |

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

Welcome to the Fiscal Year 2010 Annual Report for July 1, 2009 to June 30, 2010. 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 2010 brought a number of challenges and changes to DCI that are outlined in this report. One significant change was the departure of Warden Tim Lundquist and the appointment of Jim Schwochert as Warden. Tim left DCI to become the Warden of Kettle Moraine Correctional Institution. Jim had spent the last three years as Deputy Warden at DCI prior to this appointment. DCI also welcomed a new Deputy Warden; Marc Clements joined the DCI team from Columbia Correctional Institution where he had served as Deputy Warden for three years.

As the intake facility for DAI, we processed 7,722 male inmates into DCI, averaging 644 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.

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. Effective February 14, 2010, the Infirmary moved under the supervision of BHS; it is no longer under the supervision of the Warden's Office.

DCI continues to provide staff with quality and relevant training to perform their jobs. As in the entire DOC, staff remains our greatest resource and every effort is made to afford opportunities to improve job skills.

Some of the major accomplishments during this fiscal year include the implementation of ACT 28 sentence reforms, H1N1 Pandemic Planning, as well as the food service menu consolidation.

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.



Jim Schwochert  
Warden



Marc Clements  
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 (920-324-6276), and Joanne Bovee, Inmate Complaint Examiner (920-324-6308).

## ***FAST FACTS***

July 1, 2009 through June 30, 2010

| <b><i>Category</i></b>                                 | <b><i>Fast Fact</i></b> |
|--|-------------------------|
| Date institution opened                                | 1978                    |
| Number of acres  | 57                      |
| Security level   | Maximum                 |
| Supplies and Services Budget                           | \$7,398,896.39          |
| Monies collected                                       |                         |
| Restitution  | \$ 9,946.17             |
| Child support  | \$ 40,642.36            |
| Victim/witness   | \$ 12,548.51            |
| DNA surcharge  | \$ 13,803.36            |
| Medical co-pay   | \$ 9,525.00             |
| Operating Capacity                                     |                         |
| Males  | 1,165                   |
| Females (Infirmary)                                    | 8                       |
| Current population as of 6/25/10                       |                         |
| Males  | 1,607                   |
| Females (Infirmary)                                    | 2                       |
| FY10 Intake—Males                                      | 7,722                   |
| Females  | 7                       |
| Correctional Officers/Sergeants                        | 404                     |
| Non-uniformed staff and Security Supervisors           | 166.5                   |
| Non-uniformed outposted staff                          | 127                     |
| Offender to staff ratio                                | 2.2 : 1                 |
| Inmate complaints                                      | 1,906                   |
| Conduct reports  | 2,278                   |
| Female Summary   | 1                       |
| Male Summaries   | 719                     |
| Female Minors  | 1                       |
| Male Minors  | 454                     |
| Appeals—Minors   | 18                      |
| Female Majors  | 7                       |
| Male Majors  | 1,096                   |
| Appeals—Majors   | 102                     |
| Transportation   |                         |
| Inmate transfers                                       | 21,421                  |
| Emergency medical                                      | 201                     |
| Medical  | 996                     |
| Miles  | 269,411                 |
| Other notable efforts                                  |                         |
| Releases   | 303                     |
| A&E reentry self-study                                 | 261                     |
| Deer Oaks Employee Assistance Program – staff contacts | 36                      |

**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 A&E Reentry Portfolio self-study. DCI has approximately 257 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

Honorable Steven Bauer  
Dodge County Circuit Court

James Schwochert, Warden  
Dodge Correctional Institution

Mayor Jodi Steger  
City of Waupun

Sharon Bos, Vice President  
The National Bank of Waupun

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

William Buchholz, Co-Chair  
Attorney at Law

Chris Krueger, Superintendent  
John C. Burke Correctional Center

Wayne Buteyn  
Werner Harmsen Furniture

Chief Dale Heeringa  
Waupun Police Department

Todd Nehls  
Dodge County Sheriff

Randy Refsland, Administrator  
Waupun School District

John Hartman, Coordinator  
Dodge Co. Victim/Witness Assistance

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

Gerald Heeringa  
Interested Citizen

Michael Thurmer, Warden, Co-Chair  
Waupun Correctional Institution

Colleen Kottke  
Fond du Lac Reporter

Joe Meagher, Director  
Dodge County Emergency Management

Representative Dick Spanbauer  
WI State Assembly

Cathy Jess, Warden  
Taycheedah Correctional Institution

Mylan Fink, Sheriff  
Fond du Lac County

William Bedker  
Dodge County District Attorney

## ***TRAINING***

| MONTH                 | TRAINING / DRILL                           | STAFF TRAINED |
|-----------------------|--|---------------|
| <b>July 2009</b>      | Avoiding Inmate Manipulation               | 27            |
|                       | CPR/AED (Health Care Professional)         | 5             |
|                       | ESP – Peer Support                         | 9             |
|                       | Professionalism, Escalation & Staff Safety | 47            |
|                       | Weapons Requalification                    | 17            |
| <b>August 2009</b>    | Radiation Safety                           | 14            |
|                       | SCBA Update                                | 353           |
|                       | Suicide Prevention                         | 87            |
|                       | Van Training                               | 7             |
|                       | Weapons Requalification                    | 359           |
| <b>September 2009</b> | ERU Update                                 | 25            |
|                       | Van Training                               | 3             |
|                       | Weapons Requalification                    | 8             |
| <b>October 2009</b>   | Grip Bed Restraints                        | 5             |
|                       | Van Training                               | 7             |
| <b>November 2009</b>  | CPR/AED                                    | 24            |
|                       | Suicide Prevention                         | 74            |
|                       | Taser Update                               | 18            |
|                       | Windows/Outlook                            | 8             |
| <b>December 2009</b>  | Armed Escort                               | 4             |
|                       | CPR/AED (Health Care Professional)         | 11            |
|                       | Restraint Chair                            | 10            |
|                       | Weapons Requalification                    | 2             |
| <b>January 2010</b>   | Report Writing                             | 98            |
|                       | Testifying in Court                        | 98            |
| <b>February 2010</b>  | CPR/AED                                    | 9             |
|                       | CPR/AED (Health Care Professional)         | 4             |
|                       | Suicide Prevention                         | 120           |
|                       | Weapons/OC                                 | 8             |
| <b>March 2010</b>     | Inmate Phone System                        | 10            |
|                       | Suicide Prevention                         | 68            |
|                       | Weapons Requalification                    | 8             |
|                       | WICS – Visitation                          | 28            |
| <b>April 2010</b>     | Avoiding Inmate Manipulation               | 123           |
|                       | Crisis Negotiations                        | 11            |
|                       | CPR/AED (Health Care Professional)         | 4             |
|                       | Dealing with Difficult People              | 68            |
|                       | ERU Update                                 | 26            |
|                       | Suicide Prevention                         | 95            |
| WICS – Visitation     | 50   |               |
| <b>May 2010</b>       | Gangs – Update                             | 8             |
| <b>June 2010</b>      | Crisis Negotiations                        | 9             |
|                       | Deferred Compensation                      | 23            |
|                       | Gangs                                      | 8             |
|                       | Roth IRA Tax Changes                       | 8             |
|                       | Suicide Prevention                         | 83            |

## ***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) on a daily basis.
- Process Incident Reports and route to appropriate departments.
- Perform investigations.
- Daily inspection of housing units to ensure institution safety.
- Process, control, and log contraband.
- Oversee the Centralized Transportation Unit.
- Provide emergency medical trips and transfers, as deemed necessary.
- Oversee the Security Threat Groups Program.
- Train all staff in security procedures. DCI has staff that train computer applications as well joint ERU sessions DOC-wide.
- Ensure staff preparedness for emergencies.

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 Director is very active in this area and conducts annual training sessions with staff.

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.

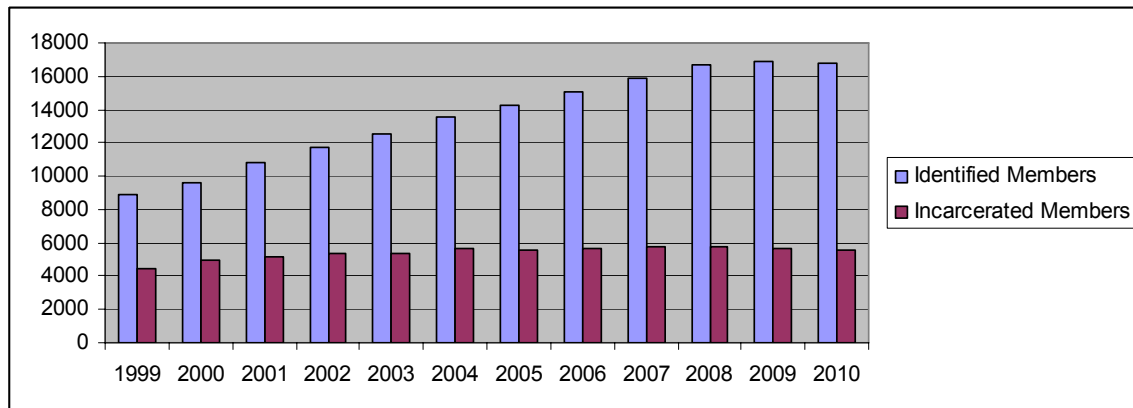
## ***SECURITY THREAT GROUPS PROGRAM***

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 offender 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 Department's awareness in STG activity was the admission of inmate Jerome ("King Shorty") Freeman into the Department 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 department identifies and monitors STG members. Dodge Correctional Institution was designated to serve as the clearinghouse for all gang information for the Department 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 as many STG members as possible in order to alert other institutions when these members enter the system. As of the end of June 2010 we were maintaining 16,824 confidential ongoing investigative files on inmates who have been identified as or are strongly suspected of being gang members. These numbers have decreased since June 2009 at which time we had 16,910 files due to purging of suspect files. Of these 16,824 files, 5551 files are for identified inmates currently incarcerated at state facilities, a decrease from the 5688 that were incarcerated in June of 2009.



In April of 2005 DCI STG office started to track re-offending STG members. The numbers through June 2010 are as follows:

|              | 2008        |            | 2009       |            | 2010       |           |
|--------------|-------------|------------|------------|------------|------------|-----------|
|              | Confirmed   | Suspects   | Confirmed  | Suspects   | Confirmed  | Suspects  |
| JAN          | 83          | 22         | 86         | 11         | 81         | 13        |
| FEB          | 82          | 17         | 69         | 16         | 92         | 6         |
| MAR          | 90          | 16         | 84         | 14         | 103        | 13        |
| APR          | 96          | 14         | 82         | 21         | 85         | 8         |
| MAY          | 90          | 9          | 75         | 15         | 80         | 16        |
| JUNE         | 68          | 9          | 92         | 17         | 79         | 18        |
| JULY         | 97          | 15         | 106        | 17         | 64         | 8         |
| AUG          | 100         | 14         | 63         | 11         |            |           |
| SEPT         | 82          | 19         | 71         | 16         |            |           |
| OCT          | 110         | 25         | 82         | 11         |            |           |
| NOV          | 69          | 11         | 108        | 13         |            |           |
| DEC          | 72          | 16         | 73         | 17         |            |           |
| <b>Total</b> | <b>1039</b> | <b>187</b> | <b>991</b> | <b>179</b> | <b>584</b> | <b>82</b> |

Between July 2009 and June 2010 there were 172 newly suspected members identified, 1023 newly confirmed members identified, for a total of 1195 new STG members identified. An increase from the 720 identified the previous year.

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 does all entry 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 corrections and outside agencies has proven to be beneficial to both. There are currently five law enforcement agencies helping in the identification of STG members. They are Green Bay, 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 now 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 some solid convictions regarding different crimes. These same agencies are notified when members are released so the monitoring can continue. The DCI STG Office has been supplying an anticipated three month release report to DCC 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.

Due to budget constraints, there has been no training for the STG Specialist or Coordinator during the last fiscal year.

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 BHS). 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 357 sessions were held for General Population inmates; 5 – 8 GP inmates per week participated.
- Established approximately 303 release plans.
- Coordinated the Holiday Food Purchase Program for inmates.
- Coordinated guardianship and Power of Attorney paperwork.
- Provided 924 Program Review recommendations and 205 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 Act 28 CER process.
- 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.
- 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.

## ***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.
- 24 staff participated in the Dodge County and Fond du Lac County Shop with a Cop Program over the 2009 Christmas holiday season.
- Dodge Correctional Institution also participated in the *Locks for Love* donation program. The Locks of Love program donates hair to an organization to make hair wigs for cancer patients. Inmates donated 10 bags of hair to the program from the barbershop services.
- Inmates participated in National Restorative Justice Week in November of 2009 by writing essays entitled "How would I seek Justice for my Victim if I could?" Essays were shared in an award ceremony.
- DCI inmates took a collection for Haiti relief following the earthquake. A donation of \$172 was given to the Fond du Lac Red Cross for relief assistance.
- 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 18<sup>th</sup> – April 24<sup>th</sup>, 2010 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 restore fairness, dignity and respect for their victims. Our guest speaker was a woman who was a victim of a violent high-profile sexual assault. Over 100 staff and inmates participated in this presentation.

## **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 9 different religious (denominations) services, 9 religious studies, and 3 advanced studies for GP inmates.
- Distributed over 3,100 Bibles/Qur’ans.
- Counseled over 1300 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 – 20 inmates and their families, Salvation Army’s Toy Project – 17 inmates and their families.
- 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                | 1535              |
| 7:30AM Protestant Service               | 7392              |
| 9:00AM Protestant Service               | 6628              |
| A&E Catholic Bible Study                | 1192              |
| Angel Tree                              | 20                |
| Buddhist Service & Study                | 96                |
| Catholic Choir Practice                 | 169               |
| Catholic Worship                        | 2708              |
| Faith at Work Study                     | 1226              |
| General Population Catholic Bible Study | 113               |
| General Population Disciple Bible Study | 248               |
| General Population Jesus In the Gospel  | 1443              |
| Infirmary Devotions                     | 24                |
| Islamic Study – on hold                 | 0                 |
| Islamic Worship                         | 952               |

|                             |      |
|-----------------------------|------|
| Issues and Answers Study    | 1215 |
| Jehovah Witness Study       | 438  |
| Jesus & The Gospels Study   | 1064 |
| Lutheran Bible Study        | 625  |
| Miracles Recovery Study     | 480  |
| Native American Sweat Lodge | 173  |
| Pagan Worship               | 398  |
| Pastoral Inmate Counseling  | 1000 |
| Pastoral Visits             | 1857 |
| Property Distribution       | 1912 |
| Protestant Choir            | 322  |
| Salvation Army Toy Project  | 17   |
| Spanish Bible Study         | 539  |
| Spanish Catholic Service    | 734  |

## ***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.

- Approximately 6,340 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 were completed by inmate volunteers as a part of the DCI Community Service Program. Items were donated to several organizations including the Wisconsin Correctional Association Scholarship Raffle, Waupun Memorial Hospital, Head Start Beaver Dam, Fond du Lac Foster and Adoptive Parent Association, Division of Community Corrections MSDF, New Beginnings Homeless Shelter, Beacon House Fond du Lac, and Milwaukee Rescue Mission. Items donated include 21 blankets, 63 hats, 8 scarves, 3 drawings, and 1 model house.
- DCI houses inmates in the Infirmary that are unable to attend Hobby. Supplies are brought to them on the unit.

DCI is continually accepting yarn from the community and various organizations. Inmates use the donated yarn to make hats, scarves, and blankets for local community agencies.

### **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                  |
| -Frisbee               |                            |

### **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.
- Special needs inmates from the Infirmary were provided 320 hours of recreation in the gym in addition to access in the Infirmary.
- Female use of the gym/equipment is offered three times weekly in addition to access in the Infirmary.

### **Approximate Inmate Attendance:**

Averages per period in the following recreation areas:

Gymnasium – 4,200 weekly x 26 weeks = 109,200 inmates

Outside recreation – 5,600 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:**

- Stationary bars/pull-up equipment was installed on both recreation yards.
- Softball fields and volleyball courts were reworked. Additional materials for resurfacing were added.
- Gymnasium floor was resurfaced.
- Eight new weight/fitness units were added to replace non-functional units that were no longer repairable.
- Recreation staff expanded their scope of involvement to support library activities due to a long term vacancy in the Library.

- Flood damage in a basement storage unit necessitated a major clean up and reorganization.
- Frisbees and additional board games were introduced to expand availability of leisure time activities.

## ***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, and unit satellite collections. There are two Librarians and nine inmate clerks to assist.

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

Listed below are notable accomplishments and highlights of FY10.

- 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.
- Converted 2009 Criminal Jury Instructions from paper to electronic format to cut cost of replacement paper copies.
- Cleaned library catalog of old and missing books.
- New Librarian was hired in January 2010.
- Recreation/Hobby staff are utilized to keep Library/Law Library programming running in the absence of a Librarian.
- Cataloged new/gently used donated books into the collection. 575 books were added in a variety of topics and reading levels.
- Participated in the Distribution to Underserved Communities Library Program and received 9 free contemporary art books, valued at over \$200, for the collection.
- Circulated used books to both the Unit 25 and Unit 20 satellite collections.
- Updated policies and procedures in March 2010.
- Reentry room, utilized by Social Services, held weekly sessions. Planning began for a structured classroom approach to instruct personal development and employment modules to GP and AE inmates.
- Upgraded to a computer pass issuance program.

### **Library/Law Library Usage Statistics:**

- Circulated 212,876 items.
- Received 88,617 requests for services (A&E – 74,177; General Population – 14,440).
- Issued 64,648 passes (A&E – 50, 208; General Population – 14,440).
- Served 49,664 inmates (A&E – 38,745; General Population – 10,919; Library – 37,042; Law Library – 12,622).
- Served 2 female inmates in the Infirmary.
- Served 742 Unit 20 (Overflow/SMU) inmates.

## ***ASSESSMENT & EVALUATION***

The Assessment and Evaluation (A&E) 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 Inmate 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, victim impact 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 Inmate 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 unit staff creates Education files and Social Service files for all new inmates and work with each inmate in the case planning process. This case plan will set the ground work for each individual inmate to maximize their opportunities for positive involvement in programs that will benefit them during their incarceration and prepare them for their eventual release to the community.

The Office Operations Associates create the initial visiting list for approximately 7,500 Inmates. They also create electronic pre-release folders for each inmate admitted to A&E. Additionally, these staff also schedule hearings and court calls and provide assistance in a variety of other ways to the inmates, the Inmate Classification Specialists, and other DCI staff.

The A&E Unit, while processing over 7,500 inmates, modified operational practices to more fully implement reentry strategies to reduce recidivism. The average number of processed cases per month is 630. In October of 2009, WI ACT 28 legislation was passed and a number of new initiatives were implemented to meet the spirit of this legislation.

## ***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.
- Developed procedures and implemented processes to review offender sentence structures to determine eligibility for consideration of 2009 WI Act 28.
- Served and processed an average of 30 detainees per week.
- Processed approximately 20 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 database.
- 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 490,600 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.

## ***HEALTH SERVICES***

### ***PRIMARY CARE***

- Completed 29,561 labs.
- Performed over 7,401 physical exams.
- Completed over 52,289 healthcare appointments and sick calls (MD, NP, PA, Psychiatrist and RN).
- Responded and provided emergency care and treatment on 989 occasions.
- Completed 12,432 optometry appointments.
- Performed 1,047 X-rays.
- HSU staff reviewed approximately 800 medical files monthly for medical clearance for county jail placement.
- Provided 1,372 Hepatitis B vaccinations.
- Total off-site specialty clinic visits = 515.
- Total number of dental visits at DCI = 12,972.
  - Dental exams and treatments = 12,600.
  - Dental cleanings/hygiene = 372.

### ***HEMODIALYSIS UNIT***

- Operational hours of the Hemodialysis Unit were Monday, Wednesday, and Friday 5:30 a.m. – 4:00 p.m.
- Hemodialysis services remained under the supervision of the BHS. The unit was staffed with both Nurse Clinicians and Hemodialysis Technicians.
- The Hemodialysis Unit provided dialysis treatments for males housed at DCI either in the Infirmary and/or the intake General Population housing units.
- 1225 hemodialysis treatments were provided at DCI. The hemodialysis patient census averaged 9 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.

### ***INFIRMARY UNIT***

#### STATISTICS:

- Average daily census – 49.56 patients
- Admissions – 150

- Discharges – 150
- Deaths – 6 non-hospice
- Deaths – 11 hospice
- Physical therapy – 152 patients seen
- Occupational therapy – 645 patients seen
- Speech therapy – 0 patients

The Infirmary moved under BHS supervision in February. The transition went smooth and the unit operations remained the same.

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 collected 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. In Early 2010, MESH was once again instituted and a strong focus was placed on staff training.

Hospice has now been in operation since 2007. There have been 7 Hospice patients admitted into the program during the past fiscal 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 24 volunteers. Donations, both monetary and care items such as quilts, continue to be received from inmate fund raisers at other institutions and from private donors.

Bi-weekly meetings of an Inter-Disciplinary Team are held, 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. Now, 85% to 90% of Infirmary patients have a POAHC. New patients are seen by the ADT within a week of admission.

The Infirmary continues to successfully handle some very difficult cases. In the past fiscal year, the Infirmary has seen an increase in the degree of complexity of the patients admitted. Most of the patients admitted continue to have multiple medical issues upon admission. One of our most successful areas of challenging care has been with decubitus ulcers. With the implementation of our weekly wound care treatment team, we have seen a significant increase in the healing process of these wounds. The Infirmary also continues to care for several 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 7,616 inmates.
- Completed approximately 168 full evaluations to determine mental/emotional stability and need for special placement and treatment.
- Completed approximately 105 WSPF evaluations to determine appropriateness for WSPF placement.
- Reviewed 235 County Jail reports – 67 required clinical follow-up.
- Provided ongoing clinical monitoring for approximately 550 inmates, with 150 on high monitoring at any given time.
- Requests for crisis intervention averaged 18 per day; 4,700 for the year.
- Placed approximately 158 inmates in observation placement and 16 in restraint placement.
- Placed 210 inmates on the Special Management Unit (SMU).
- Managed weekly special needs meeting, attended by 3 – 4 Clinicians.
- Weekly segregation rounds averaged 60 – 80 cell-side contacts per week.
- Participated in 7 guardianship processes and 21 POA processes.
- Provided internship for 1 Psychologist intern.
- Dispersed 28 records to appropriate parties after proper release of information was obtained.
- Scheduled 23 court-ordered and Social Security Disability evaluations for outside Psychologists.

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

- Performed 879 SOAP assessments. Completed 754 SOAP reviews not needing a full assessment. 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), and 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***

- Redacted offender SSNs from documents such as attorney letters and authorizations and documents from the Disability Determination Bureau.
- Revised process for receiving DJC Health Care Records (HCR) for storage. Incorporated DJC HCRs into DAI HCRs upon admission to DCI, and for DJC to forward HCRs to a DAI facility as appropriate.
- Continued to use electronic tracking system for checking in HCRs for released inmates and followed with releasing facilities when records were not received within 10 days of release.
- Sent first 30-day state-wide report informing Health Services Units, Dental Services Units and Psychological Services Units about components of HCRs for released inmates not received by CMR for 30 or more days following release.
- Added shelving to Unit 9 basement and moved all X-ray films and HCRs regarding deceased individuals to that location.
- Moved thousands of feet of HCRs to fully use increased shelving space.
- BHS Central Office hired two LTEs to prepare boxes of pre-2008 Health Services Requests from facilities throughout Wisconsin for scanning to EClient.
- CMR utilized EClient for retrieving Health Services Requests.
- CMR employees began using electronic payroll system.

|  |        |
|--|--------|
| Release of information requests processed  | 3,919  |
| Health care records processed for intakes  | 8,987  |
| ▪ Health care records set up for re-admission  | 4,436  |
| ▪ Health care records set up for new admission   | 3,294  |
| Loose filing received and filed  | 31ft.  |
| Released health care records received and filed  | 15,163 |
| CD's of health service requests burned   | 764    |
| Health care records destroyed for inmates with release dates more than 11 years ago per applicable RDA | 5,432  |

## ***BUSINESS OFFICE***

- Processed approximately 65 purchase orders, as well as 1,313 purchasing card transactions.
- Purchasing staff conducted 3 simplified bids.
- Accounts payable staff processed 2,314 regular DCI invoices; 417 BHS invoices; 443 Canteen invoices; 274 employee travel vouchers; and 65 requests for employee safety glasses.
- Inmate accounts staff processed approximately 37 inmate account closeouts daily, or 9,620 annually. They handled over 21,200 receipts in excess of \$1,822,748 and processed more

than 12,643 disbursements for over \$102,731. In addition, they processed the regular bi-weekly inmate payroll of over \$241,746.

- Canteen staff processed 56,518 inmate sales orders for a total of \$791,040.88. 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 1,753 special business visits and 12 depositions, 181 court video conferences, 52 LAIP visits, and 150 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. – 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 DOC implemented a master four-week menu that is 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. 86,400 hamburger patties; 43,200 pieces of chicken; 21,600 pounds of fresh carrots; and 216,960 apples were served during FY10. Food Service prepares approximately 180 various medically prescribed and religious diets.
- Food Service recently completed a renovation of the bakery, coolers and freezers. With this renovation the bakery became less reliant on purchasing bread from a private vender. We are currently making our own bread at \$.20 per loaf compared to \$.75 by contract. This renovation also gave us much needed cooler and freezer storage.
- DCI grew a garden with a variety of vegetables; tomatoes, cucumbers, green peppers and zucchini. This alleviated the purchasing of some vegetables. It was a very wet season; therefore, we lost many plants. We plan to harvest more fresh vegetables for years to come.

## ***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 and expanded the Bakery work area for production of all institution breads and baked goods.
- Remodeled the Bakery/Dining Room coolers and freezers for more storage capacity.
- Upgraded the video surveillance system by replacing 35 cameras, added 12 new cameras, and upgrading the DVR programming.
- Remodeled the Visiting Center male and female bathrooms for ADA compliance.
- Upgraded the Infirmary bulk medical oxygen system that serves all the patient cells.
- Replaced the Unit 14 doors and hinges.
- Replaced frequency drives for better HVAC air systems in staff areas.
- Installed TV/DVD system in the Hemodialysis unit for educational programming and security.
- Repaired Barracks lockers and installed padlocks with chains for better security.
- Repaired major water line break outside the Barracks.
- Repaired Barracks servery and shower walls.
- Remodeled A&E Unit staff break room and inmate clerk work areas.

## ***ACRONYMS***

|       |   |
|-------|---|
| A&E   | Assessment and Evaluation                       |
| AA    | Alcoholics Anonymous                            |
| ADA   | Americans with Disabilities Act                 |
| AED   | Automated External Defibrillator                |
| BHS   | Bureau of Health Services                       |
| ATR   | Alternative to Revocation (Parole)              |
| CCI   | Columbia Correctional Institution               |
| CIB   | Crime Information Bureau                        |
| CMR   | Central Medical Records                         |
| 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               |

