

Green Bay Correctional Institution
Annual Report FY11



Wisconsin Department of Corrections
Division of Adult Institutions

Michael Baenen, Warden

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Message from the Warden

The Green Bay Correctional Institution Annual Report provides general information as well as a description of the many accomplishments of the great staff at this facility. I am proud of the accomplishments we have made over the past few years including this last year. The staff at this facility have found ways to manage their areas oftentimes with less resources and uncertainty about what the future may bring.

As we close out the fiscal year, the State of Wisconsin is again facing a serious budget shortfall, both for this year and the one after. As in many areas of government we have a responsibility to operate in the most efficient and effective ways possible, consistent with our individual missions. The Department of Corrections is not exempt from budget cuts. We have worked hard to reduce costs in a variety of areas and to become more efficient in our use of resources in order to make ends meet. In accomplishing this task, we hold keeping Wisconsin safe as a priority, while still maintaining and offering programs necessary for inmates to make positive changes in their lives.

The Department of Corrections continues to make progress in advancing program initiatives to help foster the successful reentry of inmates from prison back into the community. We have bolstered our efforts in the implementation of the Re-entry curriculum, and plan to do even more in the next year. GBCI continues to work at encouraging inmates to take advantage of this valuable program. Our main goal is that of public safety. By providing these opportunities for inmates prior to their return to the community, we increase their odds of success, their success in the community results in a safer public for you and me.

Michael Baenen, Warden
Green Bay Correctional Institution

Mission

To ensure the safety of the public, our staff, and the offenders by operating a safe, secure and humane institution.

To provide the offenders with opportunities to participate in meaningful programs and activities.

To increase successful reintegration into the community by preparing and guiding offenders in making necessary life changes, as well as helping with resources for essential reentry into society.

History of GBCI

The Green Bay Correctional Institution is a maximum-security correctional facility that is administered by the Wisconsin Department of Corrections, Division of Adult Institutions. It is centrally located in Brown County between Green Bay, De Pere and the Fox and East Rivers.

In 1897, the Wisconsin Legislature approved \$75,000 for construction of a state reformatory for male offenders who ranged in age from 17-30 years (in addition to the Waupun prison that housed older offenders). The purchase of 198 acres and old brick bicycle factory became the Wisconsin State Reformatory (WSR) and temporarily housed 8 inmates, then transferred from Waupun on August 31, 1898.

Prison construction occurred in the next two decades: North Cell Hall from 1898-1904, South Cell Hall and prior Administration Building from 1915-1922, and a wooden fence by 1916 for the main compound. Seven years later, it was replaced by the existing 22-foot high concrete wall.

In order to alleviate overcrowding in 1932, the Legislature decreased the age parameters of the 808 offenders housed at WSR to 16-25 years. But, in 1972, WSR became an adult male, maximum-security prison. The name was changed to the Green Bay Correctional Institution on July 1, 1979.

The majority of the now 29-acre grounds is contained within the perimeter walls secured by 6 armed towers. GBCI's population of 1,091 offenders is housed in the two original 296-bed cell halls, two dormitory units (consisting of 112 and 54 bed units), Mainstream Unit (25 beds), Transition Unit, Step Unit, and one 150-bed segregation building. This Segregation Unit is utilized for offender protective, temporary, emergency, and disciplinary confinement. Other areas are a kitchen, two dining rooms, power plant, textiles facilities, school (academic and vocational), health service unit, chapel, psychological/social service areas, records, classification, social service, maintenance facilities (including yard and garden), indoor and outdoor recreation facilities, a visiting room, and administrative offices.

Institution Facts

- GBCI opened: August 31, 1898
- Security level: Maximum
- Operating capacity: 749 Males
- Current population: 1,091 Males
- Security staff: 238
- Non-security staff: 112
- Inmate to Staff ratio: 3:1
- Number of acres: 29
- Operating budget: \$37,495,764.62

- Inmate restitution: \$ 18,625.80 Child Support
\$ 47,671.59 Court Ordered Restitution
\$ 23,854.32 Victim Witness Surcharge/DNA
\$ 877.33 Institution Restitution
\$ 9,337.50 Medical Co-pay
\$100,366.54 TOTAL

Education

Adult Basic Education (ABE) program consists of the following:

1. Basic ABE – Mathematics, Reading and Communications (language arts) instruction for those student/inmates who score at or below 6.0 grade level on the Test of Adult Basic Education (TABE) standardized placement test battery.
2. Intermediate ABE – Reading, Communications and Mathematics instruction for those student/inmates who score between 6.0 and 8.9 grade level on TABE. This instruction also includes Pre-GED instruction.
3. High School Equivalency Diploma (HSED) preparation for those student/inmates who score at the 9.0 grade level and above on the TABE. This instruction includes Mathematics, Communications, Social Studies, Science, Literature, Health, Civics, Employability Skills, and Career Awareness.
4. Vocational Course/Program offerings include instruction leading to vocational technical college diplomas/certificates through Northeast Wisconsin Technical College (NWTC). Diplomas or certificate programs are offered in the following areas: Electricity, Barber/Cosmetology, Wood Tech/Cabinetery, Painting and Refinishing, Masonry, Office Assistant Program, and related courses in Math, Communications and Computer Literacy. In order to be considered for enrollment in these programs, the student inmate must have completed his high school education successfully and scored at an 8.0 or better grade level on the TABE in Math and Communications.
5. Special Educational courses for students age 21 or younger with a diagnosis of Cognitive Development, Behavioral/Emotional Disabilities, and Learning Disabilities.
6. Title I instruction for students below age 21 with significant deficiencies in their learning progress in Mathematics or Reading.
7. Correspondence Courses for students capable of and approved for self-study in College Level Courses or Continuing Education Courses.

Enrollment: Many students are enrolled in more than one level of classes due to differing scores and abilities in Math and/or Communications. Student enrollment statistics for 2011 are below:

Full or Part-time	458	Vocational Classes/Courses	150	Correspondence courses	7
ABE Basic	154	SPED Courses	22	Title I courses	48
Intermediate Level Classes	86	HSED level Classes	68	Pre-Release Modules	143

Library: The library provides a variety of sources to the GBCI population, e.g., limited photocopying services, inter-library loan services, etc. It also contains many specialized collections of reading materials, e.g., law or legal collections, recreational collections, reference collection, young-adult collection, high interest-low ability collections, multi-cultural collections, newspapers, and magazines. As of June 2007, our legal collection is now electronic.

Graduates: FY11 Program Completions. During FY11, our school had many students show achievement in small steps and also in total program completions:

1+ HSED Exam Tests passed (Entire set not completed).....	272	Barber/Cosmetology.....	1
Completed HSED-Diplomas.....	46	Masonry	6
Parenting Program.....	25	Office Assistant.....	6
Challenges & Possibilities	66	Painting & Refinishing	6
		Wood Tech/Cabinet Making....	14

Additional Programs

1. **English as a Second Language Program (ESL)** has had approximately 13 student participants during this past year. This program is designed to meet the needs of students who have little or no English language proficiency (or limited English proficiency-LEP). Through participation in this program, inmate students are assisted in their attempt to develop basic English literacy skills. Many LEP students have advanced from minimal English proficiency to being sufficiently literate in English to allow them to participate in the HSED program, vocational programs, and college correspondence courses.
2. **Wisconsin Institutions Literacy Council Program (WILC).** This program develops tutors who are able to work with our low ability level students in English on a one-to-one basis. This year 20 inmate students have completed the WILC tutoring program.
3. **Challenges & Possibilities Program** involves approximately 30 community leaders/professionals, including judges, counselors, crime victims, clergy, cultural group leaders, educators, parole agents, and health care professionals, who interact with select groups of inmates in a classroom. The goal is to give methods to improve the offender's self-esteem, attitudes and means to be successful, while the inmate is in prison as well as upon release. A key element of this program uses the concept of Restorative Justice to educate the offender about their relationship to the victim and the impact of their crime in an intensive 20-hour segment of the program. Among other topics covered are: various coping skills, available community resources, legal issues, conflict resolution, employment and personal growth skills. Each group has 25 to 30 inmates. There are two groups per year.
4. **Parenting Program** is a 40-hour course, which focuses on four main areas: effective communication, discipline without physical contact, self-esteem and character, and non-violent conflict resolution methods. The program also emphasizes child growth and development, nutritional needs and issues of parenting while incarcerated. Community professionals (child support attorney, Family and Consumer Extension economist, and support services people) speak to the class on their areas of expertise. People who have a family member who is or was incarcerated also speak to the group about life for those who are left behind while someone is incarcerated, and on how to keep parenting while

incarcerated.

5. **BRICK** is a program designed to deter at-risk youth from participation in negative behaviors that could ultimately lead to incarceration. Under the guidance of staff advisors, inmate participants present personal testimonials to at-risk youth. It is hoped that they will be able to recognize in themselves the faulty decision-making skills demonstrated by the inmate participant and see how they, too, could easily end up incarcerated.
6. **IIP (Incarcerated Individual Program)** is an opportunity for incarcerated individuals to participate in a 2-year liberal arts college curriculum culminating in an Associate Arts degree for those who complete the entire program successfully. The courses which comprise the curriculum are accepted by all University of Wisconsin campuses including Madison. The program can apply to further study at any 4-year university or college in the UW system. This grant program provided reduced tuition for 6 students at GBCI last year.
7. **Re-Entry** is the Department of Corrections' attempt to provide a consistent, structured, pre-release curriculum to all sentenced inmates to assist in facilitating their transition into the community.

The curriculum consists of 10 learning modules. Each module addresses a pre-release need that has been identified as an area that would most likely affect an inmate's success upon returning to the community.

The Education Department has been assigned the following seven need areas:

- Education
- Employment
- Family Support Systems
- Financial Literacy
- Health
- Personal Development
- Wellness

Of the 143 inmate-student enrollments in these 7 modules, a total of 120 successful completions were noted.

Additional Community Projects.

GBCI was again involved in community service through the following projects undertaken by students enrolled in vocational education programs: 1) Masonry and Painting & Refinishing students made and painted numerous birdbaths and planters which were donated to local church, civic organizations and institutional raffles. Proceeds from these raffles went towards supporting these non-profit entities. 2) Wood Tech and Painting & Refinishing students made and finished projects such as plant stands, jewelry boxes, occasional tables, wooden bird houses and concrete bird baths, etc., for donation to non-profit groups' raffles. Proceeds from these raffled items went towards supporting those non-profit entities.

Treatment Services

Under the leadership of the Social Services Director, a staff of six general population and one segregation Social Worker provide overall case management and casework treatment to the inmate population. Casework management provides basic direction regarding institutional programming and adjustment during an inmate's incarceration along with more specific duties, such as parole planning, pre-board summaries, coordinating release/reentry planning including interstate placements and working with DOC field staff to set up approved placements and functioning as the focal point of the Program Review Process.

Casework counseling provides basic personal and emotional counseling revolving around an inmate's incarceration including daily living problems, family problems, marital problems, and assessing more specific program and treatment needs, which may entail referral to Psychological Services or recommendation for transfer to other facilities for specific treatment programming. Social Workers may also provide basic counseling, such as Cognitive Interventions, social skills training, assertiveness training, and crisis intervention. One Social Worker on staff is also bi-lingual and provides services to the Hispanic population, including translation, interpretation and coordination with Security or other departments.

Alcoholics Anonymous is a fellowship of people who share their experience, strength, and hope with each other that they may resolve their common problem and help others to recover from alcoholism. A.A. is not allied with any sect, denomination, politics, organization, or institution. The primary purpose is to stay sober and to help other alcoholics achieve sobriety. Area community A.A. members volunteer their services to the institution's group. The group consists of 15 inmate members under the supervision of a social worker. The group meets weekly and has been on-going for over five decades.

Narcotics Anonymous Modeled after the A.A. 12-step program, this program meets twice a month with up to three NA volunteers in each session along with one staff supervisor. There are 12 inmate participants in this program with a social worker as group coordinator. The goal of the group is for the participants to maintain sobriety through a system of support and education.

A General Population social worker has been assigned a caseload exclusively consisting of all inmates who are a year or less from release. All inmates are released with a State of Wisconsin identification card with the assistance of the Records Office.

Several community-based programs have been enacted to work with soon to be released inmates in an effort to transition them successfully into the community. These programs include the following:

Disabled Offenders Economic Security Project (DOES), sponsored through the Department of Corrections' Becky Young Reentry Initiative. An Attorney Benefits Specialist from Legal Action of Wisconsin (LAW), Inc. assists inmates with serious medical and mental health problems as they plan for their community release. This legal representative meets face-to-face with high risk inmates prior to their release.

Circles of Support Program Representative assists inmates that are released in and around the Green Bay area with issues of employment and treatment needs. This program is sponsored by Goodwill of North Central Wisconsin.

Workforce Development of Wisconsin conducts a multi-disciplinary meeting with representatives of Community Corrections, Veterans Affairs, Circles of Support, Sanger Powers Correctional Institution and Green Bay Correctional Institution to discuss employment opportunities and possibilities for inmates under community supervision as well as those at both Sanger Powers Correctional Center and those who are soon to be released from the Green Bay Correctional Institution. The Education Director from the Green Bay Correctional Institution also participates when available.

Saint Rose Program Facilitated by several staff from the Milwaukee County Social Services in conjunction with the GBCI Social Services Director. This program facilitates visitation with select inmates and their children. Program monitors and directs visits with inmates and their children on monthly visits. Program has expanded over the past two years in terms of numbers of both inmates and children.

Veterans Group Facilitated by a social worker along with the Social Services Director and a local veterans affair person. The group meets once a month as a support/informational group for U.S. Veterans regardless of type of Army Discharge (e.g. Honorable, Dishonorable, General, etc.). Information on available veteran benefits, rights and responsibilities are addressed. Outside veteran representatives are also brought in to share experiences and provide support. There are approximately 20 inmate participants in this open-ended group. Fundraising events are being explored. Commemorative plaques, flags and/or wreaths for display on designated days of remembrance are currently in the planning stages. Additionally, Armed Forces related videos have been aired on inmate closed circuit television.

Self-Help Group Self-Help is a United Way funded agency formed in 1967 by three ex-offenders as an informal social group. This volunteer organization is dedicated to providing emotional and/or spiritual support. The primary focus is helping the members help themselves to gain confidence and assurance that they can be productive people. The advisor acts as a liaison with Self-Help of Wisconsin. The advisor maintains rosters, arranges for meetings, supervises meetings and activities, and interviews potential members. Meetings are conducted twice monthly on Friday afternoons with 25 inmate members and community volunteers.

BRICK Program The letters in BRICK stand for Breaking down the walls to Reality through Intervention and Counseling for Kids. It was started on May 10, 1989, by inmates who were concerned about the direction taken by many inner-city youth. Since its inception, BRICK has worked successfully with many youth from northeastern and southeastern Wisconsin. One of the unique aspects of the BRICK Program is that the inmate participants come from all cultures, various backgrounds, varying levels of education, lifestyles, and environments. BRICK Program sessions are held one morning every two weeks throughout the year. BRICK groups are conducted primarily for youth identified by community agencies or the courts as being “at risk” to commit crimes.

Chapel Services Two Chaplains provide religious services for 7 umbrella religious groups. In addition to weekly services and special religious programming, the Chaplains provide crisis intervention services as well as support programming for inmates, as needed. Outside volunteers provide a myriad of programming for various religious affiliations.

Angel Tree Program Facilitated by a chaplain. Program provides gifts for hundreds of children of incarcerated inmates. This popular program continues to draw larger numbers of inmates' children each year.

Anger Management Green Bay Correctional Institution has two social workers who facilitate Anger Management programming. These are 16-week programs that meet for two hours per week and have approximately 12 inmates per group. Completion rate is close to fifty percent. Inmates are screened and placed in a group based on several factors to include “closeness to release” and educational level.

CGIP (1&2) Funding for outside Agency to facilitate these programs are currently under negotiations with a start date yet to be determined.

ISPC (Inmate Staff Positive Change) Co-facilitated by a Security Supervisor and Inmate Complaint Examiner to provide an open setting for inmates to address issues and concerns they may have regarding terms and conditions of their confinement. Also, staff have an opportunity to communicate with inmates on new and changing policies and procedures. Emphasis is on communication and cooperation. Meetings take place monthly.

Recreation Activities Organized softball, handball and basketball provide interested inmates an opportunity to compete in a structured program. Tournaments to include handball, iron man, horseshoes and basketball are on-going. Recently musical instrument availability increased as well as updated exercise equipment. The shower restoration project is complete and has greatly improved inside showering capabilities.

Treatment Center Units

Mainstream Unit

The Mainstream Unit is a small, 25-bed unit designed to house low functioning, vulnerable inmates who have an education need. The unit is mostly self-contained, meaning most services are provided on the unit. The Mainstream Unit is staffed by sergeants, officers and a full-time teacher.

Inmates who reside on the Mainstream Unit are expected to participate in school and other programming which is offered. There are two inmate tutors who are utilized to assist inmates in their schooling efforts.

There is a Multi-Disciplinary Team which oversees the progress of inmates housed in the Mainstream Unit. This team consists of the program supervisor, the health services manager, the crisis intervention worker, the teacher, a social worker and a representative from the unit staff. The team conducts weekly staffings with MU inmates.

Some inmates in the Mainstream Unit have been managed with individual plans that are designed to reduce the opportunities for rule violations and thereby keeping the inmates out of segregation. These plans have been highly successful and the inmates remain in the Mainstream Unit.

The inmates in the Mainstream Unit participate in a voluntary community service project which includes knitting and sewing. This year, hundreds of items were donated to various charitable organizations. These items included hats, mittens, bibs, quilts, baby blankets, animal beds, duffel bags, and eyeglass cases.

Transition Unit

The Transition Unit has been utilized to house inmates of many different statuses. There are inmates in this unit who are on a transition plan. These plans are designed to assist long-term segregation inmates to transition slowly into general population. Several inmates successfully completed transition plans and are now living in general population.

Other types of inmates housed in this unit include protective confinement inmates, TLU inmates, DS inmates, inmates who are awaiting transfer out of the institution due to SPN issues and inmates who need to be temporarily removed from general population without being placed in TLU.

Step Unit

The Step Unit typically houses inmates who are close to the end of their segregation time. It also houses inmates in Administrative Confinement. The Step Unit is designed to provide segregation inmates with an incentive to maintain stable behavior while in the segregation building. With good behavior, segregation inmates are transferred to the Step Unit. They still have restricted movement; however, they are allowed additional property and privileges.

Psychological Services

The Psychological Services Unit provides a variety of mental health services to the approximately 500 GBCI inmates who have been identified as having a mental health need. Among those 500 inmates, approximately 20% (100) have been identified as having some form of serious mental illness as defined by DOC's Mental Health Classification system. Services provided by PSU staff include individual therapy, group therapy, psychological testing, psychiatric referral, crisis intervention, 24-hour on-call services for mental health emergencies, referral to specialized treatment facilities (e.g., WRC) as needed, mental health rounds in the Segregation Unit, and periodic monitoring of all inmates on the mental health caseload. Other essential functions handled by PSU staff include providing copies of records in response to appropriate requests by treatment providers and outside agencies (e.g., Social Security Disability Determination Bureau), scheduling and monitoring file review appointments in response to inmate requests, providing training on mental health issues (e.g., suicide prevention) to institution staff, and providing mental health input for a variety of security decisions.

Suicide prevention and crisis intervention are core features of the service provided by PSU clinicians. Given the unique features of the GBCI inmate population, such as the high proportion of late adolescent/early adult males with lengthy prison sentences, the incidence of emotional and behavioral disturbances at GBCI may be higher than at other maximum security institutions. This is reflected in the high number of Observation placements that occur each year, due to self-injurious behavior, suicide attempts and threats of self-harm, which averages about 230 a year at GBCI. PSU staff provides an initial assessment of self-harm risk, monitors this risk by making individual contact with each inmate in Observation status each working day, and provides follow-up risk assessment after inmates are released from Observation status.

PSU staff also conducts an intake assessment, consisting of a file review and individual interview, of each inmate who enters GBCI with an identified mental health need. In a typical year this amounts to close to 300 intake assessments in general population, with an additional 50-100 intake assessments occurring in the Segregation Unit when inmates transfer from another institution directly to GBCI's Segregation Unit.

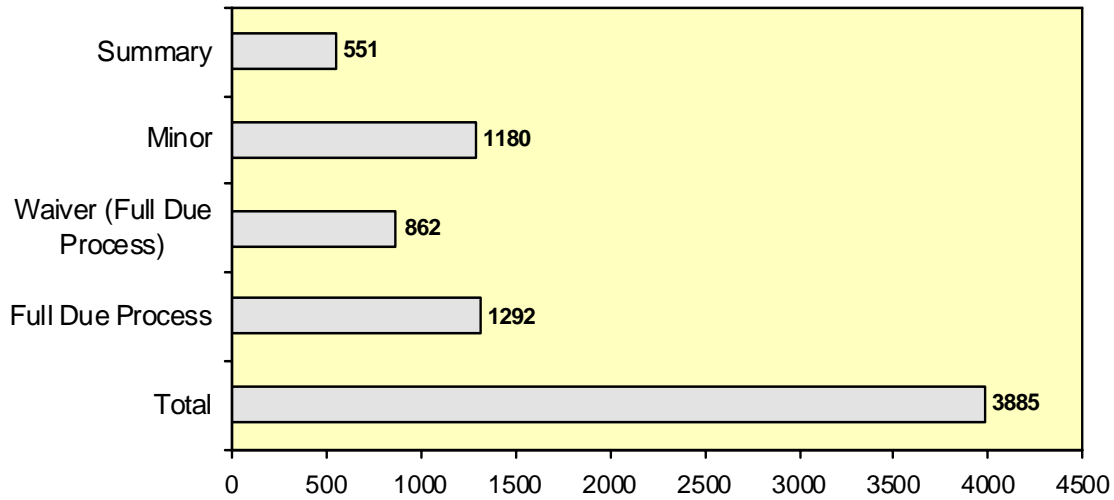
GBCI's PSU has also been an active training site for pre-doctoral interns participating in the DOC's American Psychological Association (APA) accredited psychology internship program. In the current fiscal year GBCI provided training opportunities for two interns who went on to successfully complete the internship program. Pre-doctoral interns are provided with supervised experience in individual and group therapy, psychological assessment, crisis intervention and other activities essential to the development of interns as competent and ethically aware providers of mental health services.

PSU staff have developed and led a variety of groups designed to help inmates develop more effective skills for handling emotional and behavioral problems. Groups are being offered to inmates in general population, the Segregation Unit, and GBCI's "Mainstream" Unit. These groups typically involve a psychoeducational component, in which information about symptoms and coping strategies may be presented, along with more open discussion-based component, in which group facilitators may suggest various topics for discussion and inmates may provide feedback and support to one another. Groups focused on general coping skills, stress management/relaxation, depression, trauma, decreasing disruptive and self-destructive behaviors, and coping with long-term incarceration have been offered during current fiscal year.

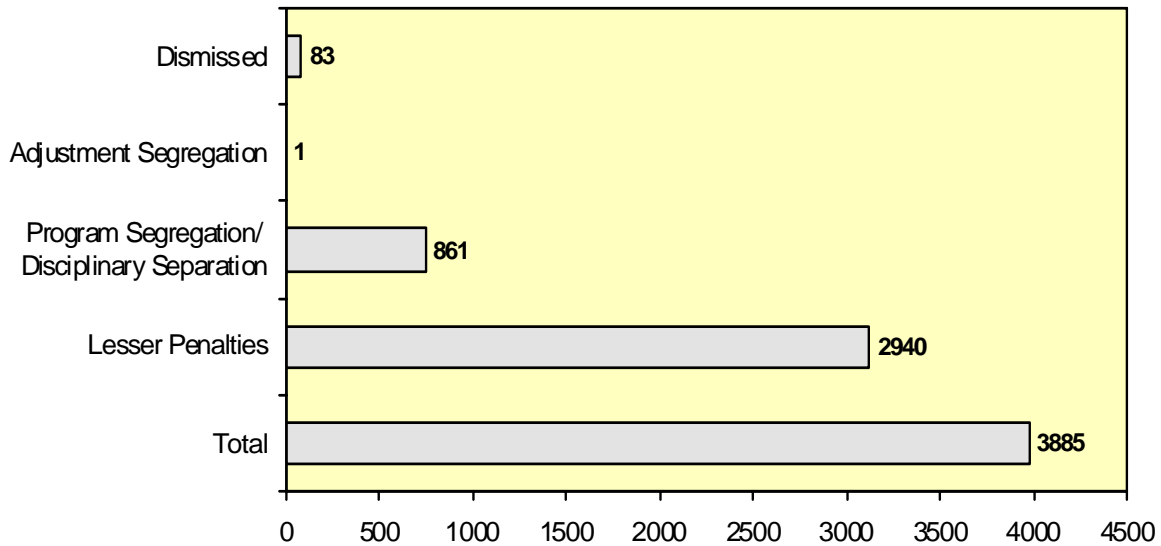
Security

Inmate Conduct Reports are listed in the following two graphs by hearing and disposition types:

Conduct Reports by Hearing Type



Conduct Reports by Disposition Type



Appeals of these conduct reports numbered 583 (approx. 15%).

GBCI Accomplishments

- Several large projects that were initiated to improve the GBCI infrastructure include:
 - Fire alarm replacements in the Shop Building and Power Plant – completed.
 - Renovation of the Outside Garage - completed.
 - Replacement of the video visiting - completed.
 - Rebuild of Inside Recreation Showers - completed.
 - School classroom remodel – completed.
 - Segregation Unit Window Replacement project – designed.
 - Camera additions related to the Containment project - engineered.

- GBCI maintenance staff completed the following projects:
 - Redesigned and replaced the front steps and landing of the Treatment Center with a ramp.
 - Designed, built and installed steel raised security work stations, one in each cell hall.
 - Recoated the floor, poured new curbs, and installed refurbished lockers in the Outside Recreation Shower Area.
 - Replaced an obsolete breaker panel in the Power Plant.
 - Replaced the A/C system serving the Training Office.
 - Fabricated new Segregation Pass Boxes.
 - Fabricated & installed stainless steel shower liner.
 - Installed new Food Service Dock Leveler.

- A total of 13,940 lbs. of garden produce was harvested with 4,846 lbs. being donated to a local food pantry.

- Requalification with the rifle and shotgun was conducted for all security and selected non-security staff. Emergency Response Unit (ERU), Security Supervisors and selected other staff were also re-qualified with the handgun.

- Use of Force training was also completed for all staff that are qualified with the weapons.

Due to the changes in the Use of Force Policy this year, extra time was spent explaining the policy and staff were asked scenario based questions and provided with additional guidance in the overall use of force.

- All staff participated in Infectious Disease Control and Suicide Prevention training.
- Limited CPR updates were conducted due to switching over from American Red Cross (ARC) to American Heart Association (AHA) training. Additional updates will be given as soon as the instructors are updated with the new curriculum.
- POSC training was provided and will continue to be a focus of training in FY12.
- The annual Risk Assessment was completed in December 2010 and submitted to the Security and Emergency Operations Unit.
- Security Threat Group update training was provided in September 2010 and April 2011.
- GBCI conducted several different drills throughout the year. A simulated fight drill was held in July 2010. The drill focused on the need to avoid tunnel vision when responding to incidents. A fire drill was held on October 6, 2010, and suicide response and tornado drills were held in December 2010 and April 2011, respectively.
- GBCI conducted four table top exercises during the fiscal year. In October 2010 the focus was on the institution being targeted by a gang member which included exploding our fuel storage tanks and actively shooting at staff. This exercise included our mutual aid partners, specifically the Brown County Sheriff's Office, Wisconsin State Patrol and Allouez Fire and Rescue. On January 31, 2011, GBCI conducted a work stoppage tabletop exercise, in response to the Budget Repair Bill controversy. On March 2, 2011, the exercise centered around a heat outage and the June 1, 2011 exercise involved a hostage situation.
- All staff were able to attend a report writing class in April 2011.
- Segregation Staff were offered training on restraints and the restraint chair at various times throughout the fiscal year.
- GBCI also focused on training all security staff and any interested non-uniformed staff in Advancing ICS at the lowest level. The fundamentals of ICS were incorporated into our response and containment procedure and the training was conducted prior to enacting it.
- On January 19, 2011, Dr. Eileen Abrams trained 37 staff on Managing the Mentally Ill.
- ERU and Sniper training took place throughout the year.
- The ERU, Sniper and CNT teams all participated in the Joint ERU training at Volk Field in September 2010.
- Marty Potter presented Communication Skills training on October 10, 2010.

- Dr. Ana Salter provided training on Staff Predators in December 2010.
- Training was given to all staff as part of the WICS Incident Report rollout beginning in March 2011.
- Corrections Training Center (CTC) staff presented emotional survival training in January 2011.
- Control Center Operations training was given in March 2011.
- Radiation Safety training was given to staff working on the x-ray machines located adjacent to the entrances in November 2010.
- Case management of inmates housed in Segregation, Mainstream, Step and Transition Units has been more successful through the input of our Multi-disciplinary Team.
- HSU participated in BHS QI access to care study and the review of HSU operations received high ratings.
- WRC and maximum security institutions have improved communication and coordination on a couple of inmate initiatives to help manage behavioral issues and mental health cases of inmates.
- Programs conducted in the chapel this past year have included the Angel Tree program which provides Christmas gifts for children of incarcerated inmates, a holiday concert with a world-renown musician, and guest speakers (bishop and other religious volunteers).
- Recreation leaders have provided tournaments and other activities to fill a vital part of the inmates' overall program.
- Social workers have been emphasizing reentry programming to include completion of reentry modules and contact with outside community-based support systems such as Circles of Support, and Vestica and Goodwill agencies.
- Individuals from the Legal Action of Wisconsin (LAW) project are assisting seriously mentally ill inmates at GBCI in obtaining disability benefits prior to release to assist with their reentry.

Brown County Corrections Relations Board

The Green Bay Correctional Institution, Community Corrections, and Sanger B. Powers Correctional Center maintain a joint Corrections Relations Board. Membership consists of local and state governmental officials, business leaders, and citizens. Information concerning changes or trends that are occurring within the agencies is presented, in order to keep all members informed of new or on-going issues. The members provide us with input into community issues that may have an impact on our operations.

I am proud of the work this board has been able to accomplish. Our partners in DCC have provided numerous presentations educating the community about sex offender issues. Members of our board have also taken it upon themselves to create community Circles of Support to provide a local support group available to assist offenders released into the Brown County community. The members of this board have been involved in educating Brown County on community issues as well as correctional ones.

Mission Statement

The purpose of the Brown County Corrections Relations Board is to review information and generate recommendations regarding program developments and practices for offenders that advance community safety.

This Board will strive to:

1. Enhance individual offenders' knowledge of and access to resources to allow successful reintegration into the community.
2. Develop continuity of supportive services for offenders, and those on community supervision to promote success within the community.
3. Create opportunities for restorative justice for victims and offenders.
4. Develop collaborations with community partners to build a strong network of service providers.
5. Provide information and education to community members to enhance understanding of issues.

Americans with Disabilities Act

The Americans with Disabilities Act applies to staff, offenders, and visitors to GBCI. The primary coordinator for offenders with disabilities is Dennis Mosher, Social Services Director. The back-up coordinator is Cathy Francois, Inmate Complaint Examiner.

The Green Bay Correctional Institution is committed to compliance with all of the standards as set out in the Americans with Disabilities Act and will continue to provide services to all who qualify under the provisions of this Act.

Green Bay Correctional has made accommodations for both inmates and inmates' visitors under the auspices of the Americans with Disabilities Act. We have provided deaf interpreters on an "as needed" basis for an individual who is legally deaf on several occasions to facilitate medical and mental health, social services and any other need that arises. Recently, vibrating alarm clock was purchased for a second inmate who transferred here from another institution and is also legally deaf. Both of these inmates have adapted well to this environment and are being afforded accommodations as deemed appropriate. Additionally, we are making accommodations for an inmate who is learning disabled by providing an inmate assistant to help him read and draft non-sensitive correspondence. Arrangements have been made with both the Hospital Services Unit as well as Psychological Services to insure he has access to these Departments and also we adhere to HIPAA standards.

We have worked on visiting issues with a mobility impaired visitor and have been responsive to her needs in terms of visitation. Staff again have been very professional and responsive to whatever issues arise as they relate to visitors who qualify under the Americans with Disabilities Act.

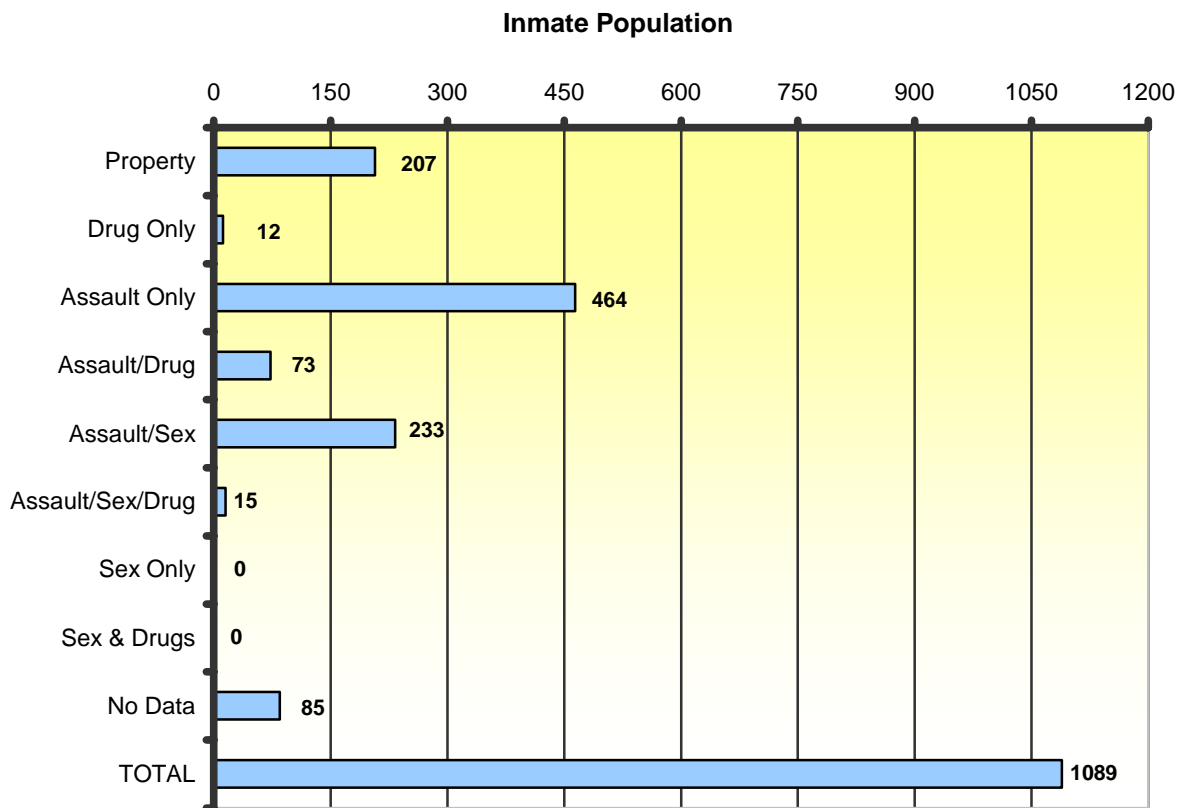
Requests by inmates for Americans with Disabilities Act qualification are processed weekly. All requests are taken seriously with the Social Services Director reviewing and verifying their validity. No requests go unanswered and despite the fact that many are not valid, this does not deter investigation of future requests.

Green Bay Correctional Institution will continue to honor the Americans with Disabilities Act to insure strict adherence and fairness for everyone.

Records

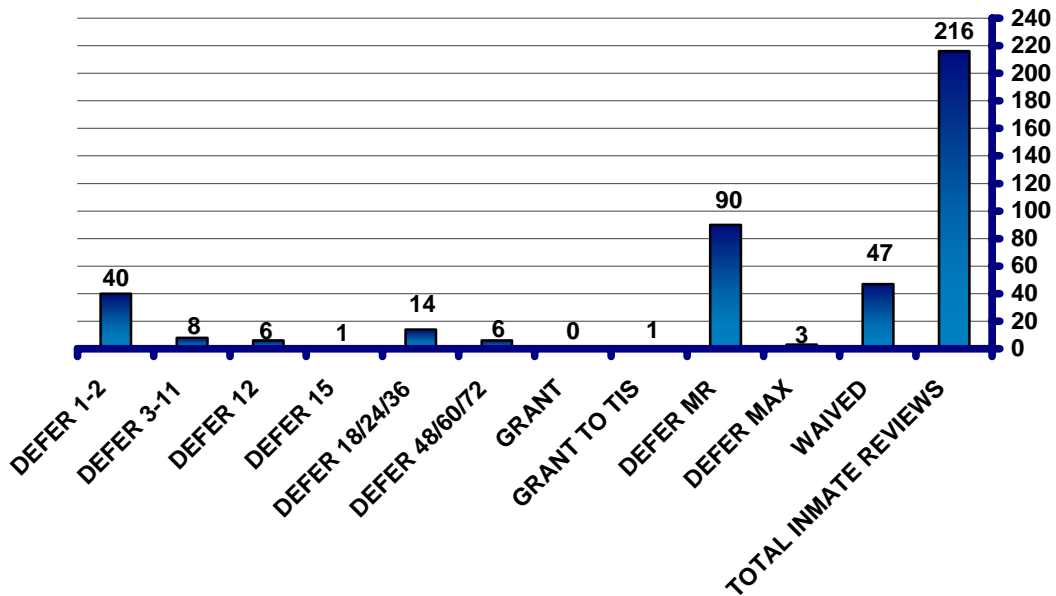
The GBCI Record Office is responsible for maintenance of accurate inmate records involving lawful custody and release of inmates as directed by the Wisconsin Statutes, Department policy, and court rulings. This includes management of inmate legal and social service files, coordination of Parole Commission hearings, coordination and processing of Act 28, and facilitation of release, transfer and admission data, as well as processing, calculating and updating of new sentence information; facilitation of court pick-ups, and scheduling of attorney visits and phone calls. In addition, the Record Office processes interstate and intrastate detainer requests, assists inmate requests for speedy disposition of warrants and detainers, service of process, provides notary service to inmates and staff, processes inmate photos in coordination with the WI State Photo ID policy, and responds to Open Record requests. Also, staff maintains the Visiting List computer files. The Record Office consists of four staff members and is located in the Treatment Center, Second Floor.

Statistics for the Inmate Population. Life sentences numbered 129 (or approximately 12%) in a population of 1,089 inmates. Types of offenses for total population are listed in the following graph:



RACE/ETHNICITY		AGE	
White	473	Under 18	4
Black	570	18 – 20	65
American Indian	37	21 – 29	425
Asian	7	30 – 39	315
Other	2	40 - 49	187
		50 – 59	71
		60 & over	22
Total	1089	Total	1089

**Actions Taken at Earned Release Review/Parole Hearings
July 1, 2010 thru June 30, 2011**



Transfers In		Transfers Out	
521		410	
GBCI Court Pick-ups			
Milwaukee	110	Waukesha	8
Brown	58	Fond du Lac	7
Racine	39	Kenosha	15
Winnebago	10	Marathon	13
Outagamie	20	Walworth	1
Columbia	10	US Marshall	9
Dane	12	Other Counties	54
Total:	366		
Releases at GBCI			
Released on MR	24	Released on Max Discharge	9
Released on ES	78	Court Order	1
Sentence Vacated	1	Parole	1
No WI Sentence	1	Death	1
Total:	115		

Health Services Overview

Staffing: The Health Services Unit (HSU) has on-site RN coverage from 6:00 a.m. - 9:45 p.m., Sunday through Saturday. When there is not an on-site RN, there is a RN on-call. LPN staff, both permanent and LTE, are on-site daily assisting with medication activities. Other staff includes the Health Services Director, Physician, Dentist, Psychiatrists, Medical Program Assistants, Dental Assistant and Dental Hygienist, who work Monday through Friday with varying hours depending on operational needs.

Other Medical Services: Other medical services are provided for patients via contracted health care providers or LTE staff. On-site services include the following: X-ray, Optometry, Physical Therapy and Ultrasound. For specialty consultations, patients are seen by UWHC-Madison and Waupun Memorial Hospital specialists with prior authorization from the Bureau of Health Services. Emergency medical services are provided at St. Vincent’s Hospital of Green Bay.

Medications: Based on a prescriber’s order, patients receive non-controlled medications, which are kept in the patients’ rooms; and controlled medications, which are administered by nursing or correctional staff four times a day (i.e., 6:00 a.m., Noon, 3:45 p.m. and HS). Medication distribution is documented on a Medication Administration Record (MAR).

Medical Monitoring: The HSU has two private, secured rooms, which are utilized for close medical monitoring and treatment as ordered by the physician. Due to staffing patterns and coverage, patients who require 24-hour hands on nursing care are transferred to the DCI Infirmary where their medical needs can be met.

HSU Staffing Level	
HSU Director	Physician
Nurse Clinicians (5 - 1.0 FTE and 2 - 0.5 FTE positions)	Licensed Practical Nurses (3 - 0.5 FTE, and 5 LTE positions)
Medical Program Assistants (1 - 1.0 FTE, and 1 - 0.5 FTE)	Dentist
Dental Hygienist (0.4 FTE)	Dental Assistant
LTE Psychiatrists (28 hrs/wk)	Agency Staff (as needed)

HSU Statistics: Medical and Dental On-Site		
Type of Treatment	No. of Patients	% of Change
Medical On-Site:		
Doctor Appointments ¹	2,478	N/A
Nursing Encounters ²	8,068	N/A
Controlled Medications ³	422	+1.1%
Chronic Conditions ⁴	377	+0.1%
Psychiatry—on-site appointments ⁵	1,147	N/A
Psychiatry—telepsychiatry ⁵	2,201	N/A
Optometry ⁶	369	N/A
Record reviews ⁷	288	N/A
Dental On-Site:		
Dentist	1,583	- 0.9%
Dental Hygienist	745	- 0.5%

¹In prior annual reports, this category was combined as Appointments/Sick Call and included nursing appointments. This new category will include the number of patients seen by the medical doctor in general population and segregation.

²In prior annual reports, this category was combined as Appointments/Sick Call and included doctor appointments. This new category will include the number of patients seen by RN staff for sick call, scheduled appointment, emergency or admission to GBCI.

³This category includes the number of patients prescribed a controlled medication, including medical and psychotropic, that contributes to a team effort between Health Services and Security.

⁴Number of patients diagnosed with at least one chronic condition (i.e., Asthma, Diabetes, Dyslipidemia, HIV, Hepatitis C, Hypertension, and Seizure Disorder).

⁵This is a new category that will be included in HSU statistics as the number of patients seen by psychiatrists either on-site or via video, which is referred to as telepsychiatry.

⁶This is a new category that will be included in HSU statistics as the number of patients seen on-site by the contracted optometrist, and includes on-site OCT clinics. Previously, OCT appointments would be scheduled off-site, usually with UWHC.

⁷This is a new category that will be included in HSU statistics as the number of patients who review their medical records.

The annual report will no longer track medication activity, x-ray or laboratory appointments. These numbers are tracked and reported annually by Central Pharmacy Services, BHS and the DOC contracted providers for medical imaging and laboratory.

HSU Statistics: Treatment Off-Site		
Type of Treatment	No. of Patients	% of Change
Off-Site Treatment Appointments		
<i>Emergency Room/Admissions - Local</i>		
St. Vincent Hospital ER/admissions ⁸		
<i>Non-emergency, pre-scheduled appointments</i>		
Local (Green Bay/Fox Valley area) ⁹	91	+ 56.9%
DCI (oral surgery) ⁹	17	- 3.2%
Waupun Memorial Hospital (affiliates) ¹⁰	59	+ 55.3%
UWHC-Madison: on-site appointments ¹¹	97	N/A
UWHC-Madison: telemedicine ¹¹	33	N/A

⁸The number of patients sent to the local ER, including admissions, is maintained and available through the DOC Third Party Administrator—Vestica.

⁹There is a significant increase in the number of local appointments as oral surgery and optometry needs were addressed at local providers during most of the fiscal year; hence, the decrease in the number of DCI appointments.

¹⁰The Waupun Memorial Hospital (affiliates) appointments have significantly increased due to more timely access to care and less transportation concerns.

¹¹The UWHC-Madison appointments will now include categories of on-site appointments at the hospital and via video, which is referred to as telemedicine. The decrease in the number of appointments is due to an increase in the number of patients receiving conservative therapy at the institution level per BHS Therapeutic Committee recommendations, and the number of patients being treated by local providers or Waupun Memorial Hospital (affiliates) in order to provide adequate access to care.

Offender Classification

The Program Review Committee provides a systematic review of an inmate's custody level, program needs and placement. The full PRC committee customarily consists of the Offender Classification Specialist, a Security Supervisor, and the Social Services Director. The committee is charged with the responsibility to review an inmate's security classification, assignment to an institution, and treatment program needs. The committee's recommendations consider risk relative to offense and offense history, institution adjustment, sentence structure, medical needs, clinical needs, program needs and any other relevant factors. The reviews are completed according to DOC Administrative Code 302 and occur at intervals of no more than twelve months.

GBCI has an average of 46 inmates awaiting transfer, primarily to medium custody institutions.

Institution Complaint Examiner Department

Review of Complaints Processed

Returns	1547	
Decisions	<u>2578</u>	
Total complaints Received	4125	
Rejected	506	19.63%
Dismissed	1523	59.08%
Not Dismissed	549	21.30%
Appealed	796	
OOS Dismissed	762	95.73%
OOS Not Dismissed	32	4.02%
Reimbursed	25	
Amount Reimbursed	\$517.75	

Top Complaint Subjects

Staff	14.23%
Property	10.04%
HSU	7.73%