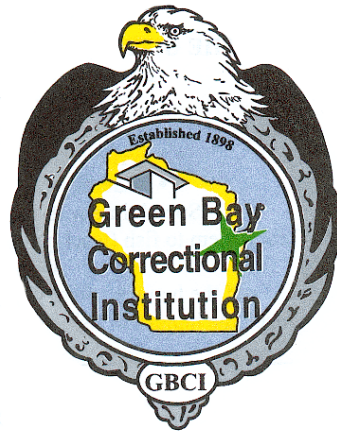


Green Bay Correctional Institution
Annual Report - FY04



Wisconsin Department of Corrections
Division of Adult Institutions

Daniel R. Bertrand, Warden

Table of Contents

GBCI Mission & History3

Interesting Facts.....4

Education4

Treatment Services6

Security10

Segregation Building.....10

GBCI Accomplishments12

Community Advisory Board.....15

Record Office15

Health Services.....18

Offender Classification19

A MESSAGE FROM THE WARDEN

June 30, 2004

The Green Bay Correctional Institution (GBCI) has seen significant changes in the recent past to improve security as well as staff and inmate safety. Our institution staff has worked effectively with the increasing demands of these changes that have added to GBCI's long history of accomplishments.

Much has been done to upgrade the technological aspects of our infrastructure: We are proud of our new video monitoring system, in-house inmate information channel, an electrical system upgrade, use of digital video equipment to produce educational and training videos, more automation of data retrieval, and plans to improve security working areas in the housing units.

We are an organization that cares about others, in and outside our prison walls, as our increase in community service projects has shown. Beneficial partnerships have been formed with citizen groups, churches, and businesses to include Marion House, Nativity of Our Lord Parish, KI, Inc., New Community Shelter, the Brown County Library, Resurrection Lutheran Church, and a mission in Africa. Handmade items, crafted with donations from these groups, have given the various programs at GBCI ways to reach out to the community.

Daniel R. Bertrand, Warden
Green Bay Correctional Institution

Mission

To ensure the safety and protection of the public under the direction of the Department of Corrections by operating a safe, secure and humane institution for the treatment of offenders by managing all available resources effectively, and **To promote a diverse work force** to maintain a harassment-free work environment.

While in pursuit of this mission, necessary controls and regulations will be utilized by our administration and all staff to provide a safe, secure, and productive environment, and **staff will conduct themselves professionally** to encourage inmates to act responsibly.

During incarceration, programs together with activities will be provided:

Treatment programs for their physical, mental, and emotional well being, **Health care** standardized with professional, community, and correctional health services, **Academic and vocational programs** to improve the inmates' competence and ability, **Work activities** to develop strong work habits for employment in the community, **Religious and cultural programs** to aid in institution adjustment; develop community ties.

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 (104 cells) 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 1075 offenders is housed in the two original 294-bed cell halls, two dormitory units (consisting of 104 and 50 bed units), Mainstream 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, laundry/textiles facilities, school (academic and vocational), health service unit, chapel, psychological/social service areas, maintenance facilities (including yard and garden), indoor and outdoor recreation facilities, a visiting room, and administrative offices.

Interesting Facts:

➤	GBCI opened:	August 31, 1898	
➤	Security level:	Maximum security	
➤	Operating capacity:	749 Males	
➤	Current population:	1075 Males	
➤	Security staff:	231	
➤	Non-security staff:	130.75	
➤	Inmate to Staff ratio:	3:1	
➤	Number of acres:	29 acres	
➤	Operating budget:	\$21,419,900	
➤	Inmate restitution:	\$ 9,185.62	Child support
		\$ 11,004.53	Court ordered restitution
		\$ 51,243.97	Victim Witness Surcharge/DNA
		\$ 6,174.31	Institution Restitution
		\$ <u>1,892.89</u>	Medical co-pay
	TOTAL:	\$ 79,501.32	

Education

Adult Basic Education program consists of the following:

1. Basic Mathematics and Basic Communications required for Academic Scores below 6.0 grade level.
2. Intermediate Mathematics, Communications, and Social Studies for students with Academic Grade Level Scores of 6.0 to 8.9.
3. High School Equivalency Diploma Instruction composed of Mathematics, Communications, Social Studies, Science, Literature, Health and Civics, and Employability Skills.
4. Vocational Course offerings that include Barber/Cosmetology, Wood Tech/Cabinet Making, Graphics/ Printing, Masonry, Office Assistant, Painting and Refinishing, and Academic Related Math and Communications. The training in the state licensed Barber/Cosmetology program is the only DOC program that trains the inmate worker pool to do the large volume of haircutting at all institutions.
5. The Special Educational courses for students age 21 or younger in 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 also approved for the Discipline of 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 2004 are below:

Full or Part-Time	757	Vocational Classes/Courses	183	Correspondence courses	10
ABE Basic	285	EEN Courses	36	Title I courses	107
Intermediate Level Classes	87	HSED level Classes	158		

Library. Services are provided to all segments of the inmate population through specialized collections in legal materials, reference, newspapers and magazines, young adult fiction, and high interest, low skill level reading books.

Graduates – FY 2004 Program Completions. During FY 2004, 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).....	410	Barber/Cosmetology.....	0
Completed HSED-Diplomas.....	47	Masonry	6
Parenting Program.....	30	Office Assistant.....	18
Cognitive Intervention Program	20	Painting & Refinishing	3
Challenges & Possibilities.....	90	Printing/Graphics	12
SMART.....	8	Wood Tech/Cabinet Making	5

Additional Programs

1. **English as a Second Language Program (ESL)** had approximately 30 student participants. This program assists students with English language difficulties in developing basic literacy skills to qualify for more advanced training and programs available in the Education Department.
2. **Pro Literacy of America Program.** The PLA Program is utilized in our low level reading development and English as a Second Language programs. Class is scheduled for Fall 2004.
3. **Challenges & Possibilities Program** involves approximate 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 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 in an intensive 20-hour program. Among other topics covered are: various coping skills, community resources, legal issues, conflict resolution, employment and personal growth skills. Each group has 25 to 30 inmates.
4. **Cognitive Interventions Program** focuses on the individual thinking processes. Examination of personal

thinking style is part of the process, along with presentation of educational material. The goal is to have each participant become aware of his personal thinking patterns, obtain skills to make changes in the thinking patterns, and integrate the changes into the behavior. Each group is facilitated by both a teacher and social worker. Students are selected based their assessed need. Approximately four to six sessions are operated each year for twelve students at a time.

5. **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.
6. **SMART Program:** The SMART session had 12 student participants.

Special Projects and Activities: The Education Department continues to supervise a community service project sewing teddy bears for use by various community and law enforcement agencies. Teddy bears were given to the Dane County Judicial System, the Green Bay Fathers' Club, local hospitals and shelters. Support was given to the Girl Scout troop from Oakhill Correctional Center through sales of cookies to inmates at GBCI.

Additional Community Projects. GBCI's partnership with the community was strengthened through involvement in these community projects: 1) Inmates designed, constructed and stained a music cabinet for the Green Bay Symphony auction; 2) Painted and refinished 110 doors for the homeless shelter; 3) the Multi-Cultural Club donated inmate art items to an auction for the Cathedral Homeless Shelter in Milwaukee; 4) the Mainstream Unit sewed blankets and quilts for the elderly; 5) Printing projects for the community included Oconto County, Big Brothers/Big Sisters of Door County, the Hispanic Out-Reach Council, and several local churches.

Treatment Services

Under the leadership of the Social Service Director, a staff of six general population and one segregation Social Workers provides 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, coordinate release planning including inter-state 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.

The institution also has a special living unit called the Mainstream Unit. It provides specialized

programming to inmates who are low functioning intellectually and/or socially and who may be vulnerable to problems, if placed in a general population setting. A teacher is assigned full-time to the unit to provide instruction in basic math and reading skills, daily living skills such as hygiene and money management, and interpersonal skills. Inmates are screened for the unit by a multi-disciplinary team. The men in this unit have been very active in Community Service, creating lap robes, scarves, quilts, baby clothes and other products that have been distributed to various charitable, non-profit organizations in the community.

Inmate Activity Groups. Social Workers facilitate both Cognitive Intervention Program groups and the BRICK program in conjunction with the Education Department. The Alcoholics Anonymous group is also expedited by a Social Worker. A new program, My Brothers Keeper, was initiated in the institution this past year, under the leadership of one of the Social Workers. Self-Help group is monitored by a teacher.

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.

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.

My Brothers Keeper is a program based in the community of Green Bay. It is aimed at promoting responsibility as a male. One group of 10 men completed all the sessions offered at GBCI. This particular series of sessions put an emphasis on issues related to preparation for returning into the community, since the men selected for the program were within one year of release.

BRICK Program. The letters in BRICK stand for **B**reaking down the walls to **R**eality through **I**ntervention and **C**ounseling for **K**ids. 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. Almost 450 "at risk" youth were served in 30 sessions of the program in FY 04.

Cognitive Interventions is a program that helps participants examine their personal thinking patterns, make decisions about changes they want to make in the patterns of thinking, and assists them in making the changes. The program covers a very well-defined curriculum, involving lecture, group and individual exercises, homework and keeping a journal. Three groups were completed in FY 04, with a total of 20 men completing the program.

Chapel Programs

Our Chapel Programs are designed to meet a wide variety of religious needs of inmates through formal worship, instructional classes, special events, and counseling with staff chaplains, volunteers, and community clergy. Thirty-five to forty percent (35–40%) of the population is involved in at least one chapel activity, while many are involved in several activities.

Special Religious Events

1. One Prison Fellowship Seminar was held on a weekend led by volunteers from Prison Fellowship. Fifty inmates and fourteen volunteers participated in this seminar.
2. There were twenty Baptism ceremonies held in the Chapel.
3. Premarital counseling was conducted by the Chaplains.
4. A representative from Campus Crusade for Christ International visited the institution weekly and ministered to about twenty-five inmates.
5. Green Bay Catholic Auxiliary Bishop Robert Morneau presided at Thanksgiving Day Mass.
6. Green Bay Catholic Bishop David Zubick presided at Mass Holy Thursday.
7. One Catholic Residents Encounter Christ weekend retreat was led by volunteers from the Catholic diocese. Ten inmates and 24 volunteers participated in the retreat.
8. The following special feasts were observed: Ghost Feast for Native Americans; Samhain for Pagans; Eid-ul-Fitr for Muslims; and Passover for Jewish inmates.
9. Two memorial services were conducted for Officer Dan Derocha.

Psychological Services

The Psychological Services Unit offers psychological treatment programs using a variety of individual and group techniques. Psychological testing is also used for diagnostic and treatment purposes. The unit provides programs for sex offenders, aggressive and assaultive inmates, and mentally ill inmates. Services also include crisis intervention, clinical monitoring, assessment of inmates' needs for psychotropic medication and/or transfer to a treatment facility, as well as evaluations requested by the Parole Board, Program Review Committee, etc. The Psychological Services Unit also provides 24-hour on-call services to the institution for psychological emergencies, including placement in restraints, and placement in observation status.

Specific programs and their descriptions are as follows:

Sex Offender Program. GBCI provides sex offender treatment for approximately fifty (50) offenders in the course of a year. Offenders are required to participate in a core therapy group and a psychoeducational group. Offenders must successfully complete a four workbook Safer Society series and a relapse prevention contract. Offenders sign a Statement of Understanding.

Frequency of Contact: One two-hour therapy group weekly; one two-hour psycho-educational group weekly.

Treatment Term: A minimum commitment of one year is required (200 hours); average length of time in the program is two years and range of time in the program is one to three years.

Therapists: One therapist; two inmate program aides.

Waiting List: None currently.

Anger Management Program. GBCI offers anger management programming for up to 90 offenders annually. This course consists of 16 weeks of psycho-educational groups that meet once weekly for two hours.

Therapist: One therapist.

Waiting List: Dependent on MR and Discharge dates. Priority is given to individuals with shorter time to MR or Discharge. There are currently over 198 inmates on our waiting list.

SCHEMA Group (Childhood Abuse). This group focuses on historical and current patterns of behavior that have been self-defeating and may be associated with being a victim of childhood physical and/or sexual abuse.

Frequency of Contact: The group meets weekly for 90 minutes.

Treatment Term: A minimum commitment of six months is required (75 hours).

Therapist: One therapist.

Waiting List: None currently.

Security

Contingency Plans for Emergency

An annual meeting was conducted on February 19, 2004 with local emergency government officials to renew plans for disturbance control and emergency management.

All officers and selected non-security staff were qualified with the rifle and shotgun. The Emergency Response Unit conducted monthly training sessions and participated in a joint ERU training session with other units from throughout the state. The unit also conducted a tactical demonstration for the institution's administrative and non-security staff.

Update training for selected security staff was conducted in disruptive groups, computer usage, Scott Air Pack/Fire Science, Emergency Preparedness, Hostage/Disturbance Situations, Crisis Negotiations, Pepper Ball, Band-it, Ultron II, Baton, Cell Entry, Suicide prevention and Dealing with inmates in mental health crisis.

Inmate visits numbered 12,912 and totaled 24,850 for the fiscal year.

Segregation Unit

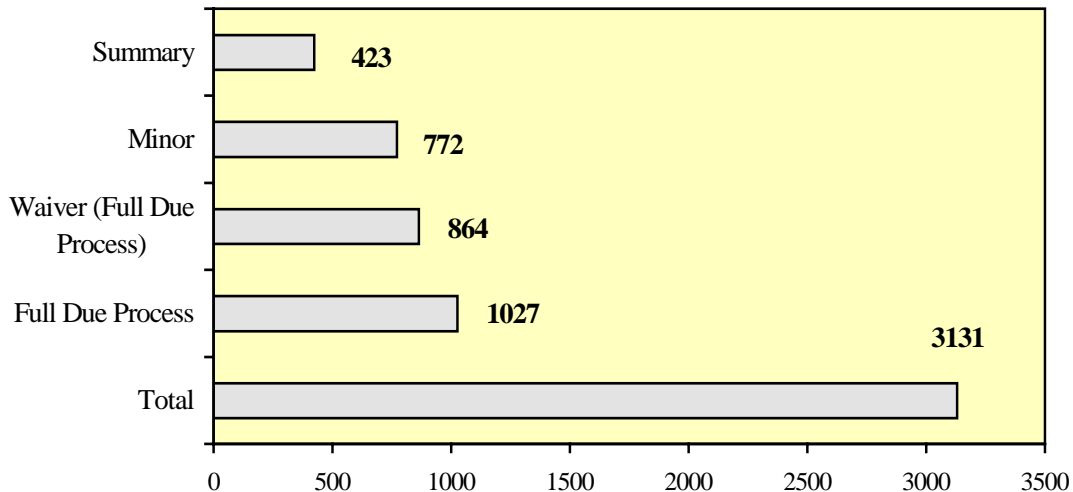
The Segregation Unit is utilized as a means of providing security separation of inmates whose behavior substantially affects the safe and secure operation of the institution. Placement within this type of housing will usually occur through an inmate disciplinary process regarding an inmate's violation of department and institution rules and regulations.

The Segregation Building population averaged 140 inmates throughout FY 04. The Segregation unit was designed to operate under the concept of a Unit Management Team, however the Unit Manager position has been vacant since November 16, 2001. The institution is in the process of converting the Unit Manager position to a Programs Supervisor position. In the meantime the unit is managed by a security supervisor.

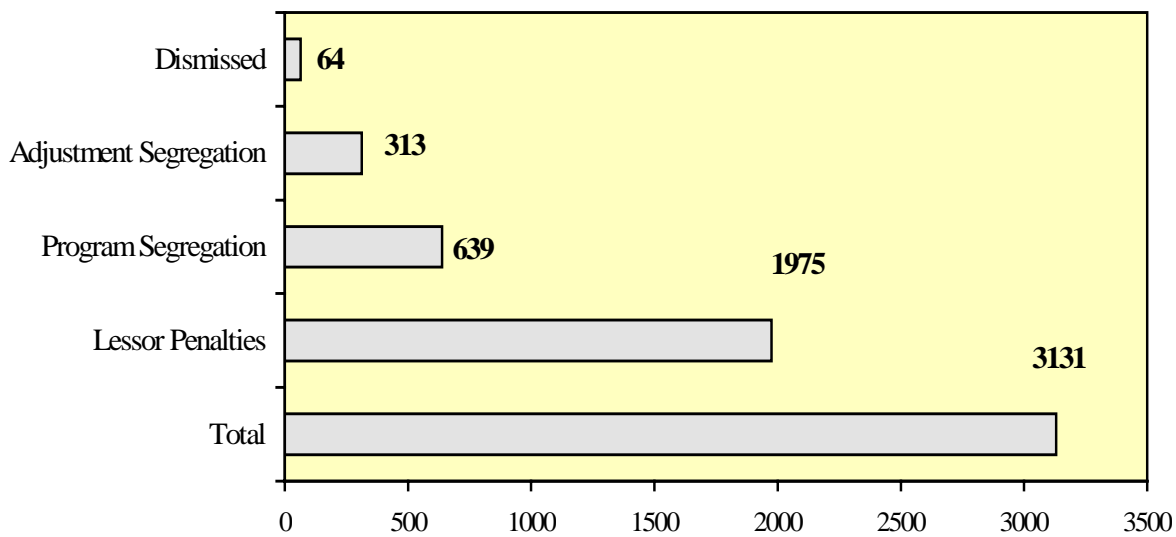
Each inmate receives regular meals, first class mail, canteen privileges, personal property, visits, state-issued clothing, hygiene supplies, medical, dental, and clinical services, and use of library books including a law collection.

The Segregation Building facilities include: 146 cells, 4 observation cells, and 12 secured recreation areas. A computerized control center regulates inmate movement and unit operations. Other rooms consist of health service, food service, property, hearing, programming, 4 televist stations, staff break room, and administration wing.

Conduct Reports by Hearing Type



Conduct Reports by Disposition Type



Appeals of the above conduct reports numbered 429 (13.7%).

GBCI Accomplishments – FY2004

- Video Surveillance Upgrade and Expansions Project is nearing completion.
- The 35% drawings are under review for the Secure Workstation Project planned for the housing units.
- Administration LAN infrastructure was completed as well as migration to Active Directory.
- Ramps were constructed and installed from the Rotunda to Dorm A housing to increase mobility for inmates with temporary handicaps.
- Increased job training opportunities were provided for staff with minimal overtime. Training Day offerings covered a wide range of health (physical and mental), security, legal and self-improvement areas.
- Yearly weapons requalifications were restructured to significantly reduce use of overtime.
- Number of staff certified in inmate electronic control devices was increased fifty percent from the prior year.

GBCI Annual Report – FY04

- Institution climate showed improvement, especially through staff efforts in both increasing cleanliness and decreasing noise in the cell halls.
- Institution population was increased by fifty-five inmates.
- Area K-9 handlers and the institution agreed to conduct realistic training scenarios at the institution in exchange for GBCI K-9 searches, designated by the institution.
- Staff facilitated two Cognitive Intervention Groups.
- Social Services staff supervised weekly AA meetings and served as BRICK advisors.
- Chaplains facilitated programs for members of seven umbrella religious groups which included Bishops visits from the Green Bay diocese, reconstruction of the Native American Sweat Lodge, and participation in 1000 Jizos for Peace (Buddhist).
- Volunteer participation at GBCI increased through religious activities (200 total), special projects, and community programs. Volunteers have been recruited and trained to work on the Teddy Bear and Mainstream Unit projects.
- Time periods were increased for conducting religious services by revising schedule of weekend services for inmates.

- Participation of staff increased in Training Day, Inmate Work, and Policy and Procedure Committees.
- Special activities held at GBCI included: holiday programs by Gary Stanton for over 300 inmates, Prison Fellowship Seminar, Salvation Army Toylift for children of inmates, Residents Encounter Christ retreat weekend (Catholic inmates), and Girl Scout cookies sales to inmates.
- Inmates produced nearly 1000 teddy bears that were donated to various non-profit agencies. Over 400 sewn items (lap robes, walker/wheelchair bags, quilts and hats) were produced and donated to community agencies.
- Fulltime Licensed Practical Nurse on days (was converted from a Nurse Clinician position) and a new half-time Medical Assistant position for second shift were added to Health Services staff. Significant benefits include:
 - Medication was distributed by Health Services staff in a more cost efficient and appropriate manner.
 - Registered Nurses were relieved of the time-consuming task of passing controlled medications, maximizing time to allow for assessment and patient

- care.
 - LPN has assumed the responsibility of lab draws, formerly done by RNs
 - Medical Assistant, as a second person on the PM shift, made the RN more accessible for responses to emergencies and urgent calls.
- The Segregation Unit continues have a nurse onsite five days per week.
- The Diabetic Chronic Disease Management program has been initiated. Seizure patients are now followed by a lead RN who works collaboratively with the physician in assuring appropriate monitoring and care. Monthly hypertension clinics have continued, while other chronic diseases are being followed per MD orders.
- A newly remodeled Dental Unit combined with a new staff brought about a smooth running Dental Services operation at GBCI. With their increased organization and efficiency, the backlog of hundreds of patients was addressed. Dental services were generously covered during several periods of dentist vacancies by dentists from other institutions.
- The conversion of an idle kitchen into a treatment room has allowed HSU to increase the use of onsite physical therapy and provide a more appropriate setting for the optometrist to work. Scheduling of outside providers and LTE psychiatrists had been limited by lack of appropriate rooms for treatment.
- GBCI and WRC have worked in collaboration to improve mental health services for inmates in the Segregation Unit. We have strengthened our working relationship and greatly improved information sharing on cases being transferred between the institutions.

- GBCI's partnership with the community was strengthened through involvement in these community projects: 1) Constructed and painted twenty-eight wooden signs for the Ribbon of Hope Golf Challenge, a breast cancer fundraiser; 2) Gave teddy bears created by inmates to Friends of Stoughtons who then shipped them to the Dr. Stoughton African mission in Zimbabwe; 3) Vocational school program inmates built a valet key box for the remodeled Lambeau Field Opening Event, a benefit for St. Mary's Hospital; 4) Exhibited items/information/pictures from the vocational programs as part of a decorated tree display in the YWCA Festival of Trees event; 5) Started collection of former GBCI Warden portraits through cooperation of NWTC student and also the Neville Public Museum; 6) Collaboration with the local Boys and Girls Club in preparing a grant application by the B&G Club for providing services to families of incarcerated persons.
- Internal investigations resulted in outside charges for bringing contraband into the institution, e.g., drugs, tobacco.
- GBCI Crisis Intervention Worker, Dennis Mosher, was chosen to receive the 2003 Dr. Juliette Martin-Thomas Award that was given by the Wisconsin Correctional Association. This award recognizes an individual who has made significant contributions to the field of human services and a valuable commitment to multi-culturalism.
- New Gates for #4 and #7 have been constructed to allow electronic operation from

either the new video monitoring room or Gate 4. Work commenced on the Electrical Distribution System Replacement Project.

- The Challenges and Possibilities class in our Education Department has improved their contacts with community leaders and professionals who give inmates information on various community topics. These contacts have lead to the following inmate programs: 1) Teddy Bear Project, a self-supporting effort where inmates create teddy bears for donation to local charities; 2) Expansion of our closed circuit TV system to provide educational opportunities for inmates; 3) Acquisition of donated video equipment for video production that will include the topic of deterring juveniles from crime for the school system; 4) Partnered with UW-Green Bay to apply for a grant to request funding for purchase of educational videos.
- The institution garden harvest was a total of 18,040 pounds of produce.
- Water Softener and Dealkalizer Project for power plant to reduce water pressure was completed.
- Security and Social Services Departments took over 600 inmate pictures for the ID project.
- Standardized PRC system was implemented statewide for reviewing and documenting requests for early PRC's.
- Transfer list was established to fill bed space at SCI.
- New inmate transfer process was piloted for WRC transfers.
- PRC process is presently being piloted for appeals.
- Program Delivery Schedule was utilized and maintained.
- Bureau of Classification and Management staff worked closely to assist at sites statewide with data entry and PRC's, due to staff cuts.
- Wisconsin Correctional Center System placement restrictions were utilized/implemented to assist in appropriate placement.
- Plastic strips installed on the thresholds of all segregation cells to prevent inmates from passing contraband.
- Project has been approved and contractor selected to replace all the segregation cell ventilation grills with an "S" shaped grill to reduce suicide attempts.
- Projects to replace the Garage roof, Vocational School roof, and Paving of Circle Dr and the Service Rd. have been approved and are in design or bidding process.

- Automated system for processing cashiers' checks and money orders received for inmates has eliminated the duplication of staff time for writing receipts and then performing data entry.
- Medication room relocation has provided the Health Service Unit with a larger and more efficient work and storage area as well as addressing security concerns on the need for secure storage.

Community Advisory Board

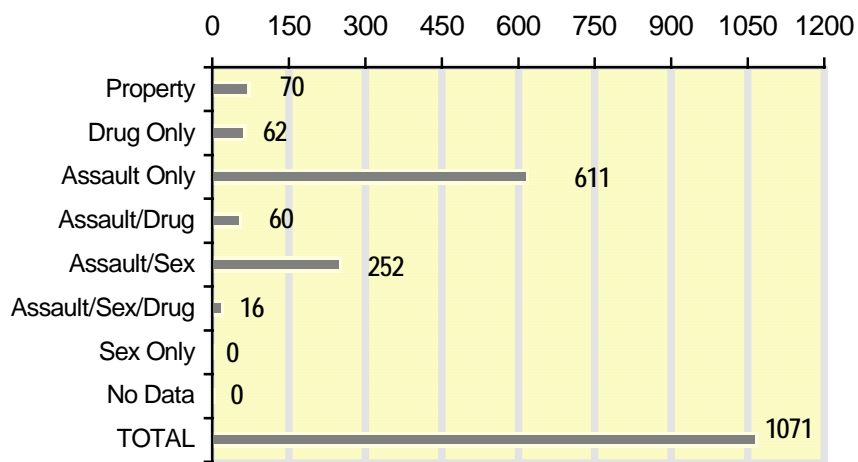
The Green Bay Correctional Institution, Community Corrections, and Sanger B. Powers Correctional Center have a joint Community Advisory Board. Membership consists of local and state governmental officials, business leaders, and citizens. Information concerning changes or trends that are occurring within the agencies are 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. We have had a number of members that have left the board due to elections or retirements. A number of new candidates will be asked to join the board and represent the community.

Records – Fiscal Year 2004

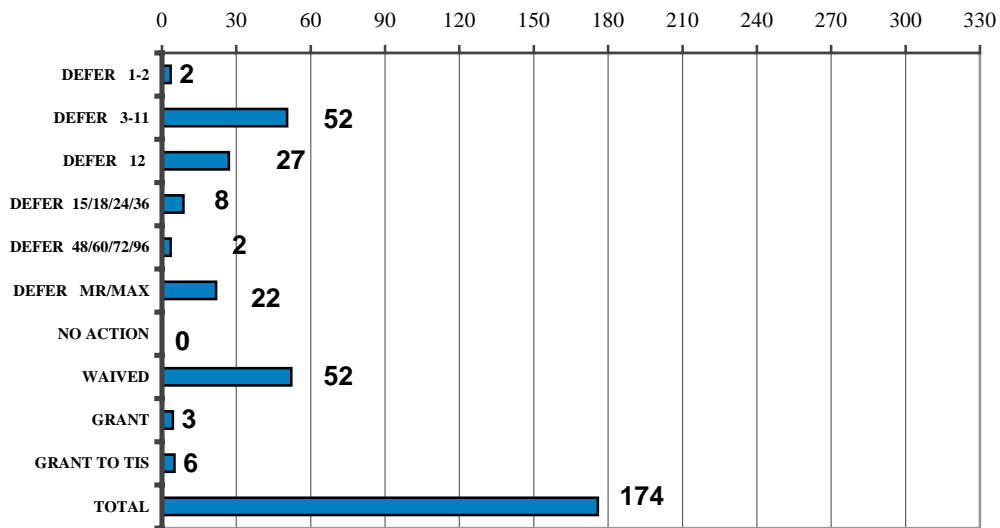
The GBCI Record Office is responsible for maintenance of accurate inmate records involving lawful custody and release of inmates as directed by the Wisconsin Statutes, Department policy, and court rulings. This includes management of inmate legal files, coordination of parole hearings, facilitation of release, transfer and admission data, and processing, calculating and updating of new sentence information. In addition, the Record Office processes interstate and intrastate detainer requests, assists inmate requests for speedy disposition of warrants and detainees, service of process, provides notary service to inmates and staff, and responds to Open Record requests. In addition, staff also maintains the Visiting List computer files and the inmates' Social Service files. The Record Office consists of five staff members and is located in the Treatment Center, Second Floor.

Statistics for the Inmate Population. Life sentences numbered 153 (or 7%) in a population of 1,071 inmates. Types of offenses are listed in the following graph:

Inmate Population



Actions Taken at Parole Board Hearings – July 1, 2003 to June 30, 2004



GBCI Annual Report – FY04

Admissions/Transfers In		Transfers Out	
July 1, 2003 to June 30, 2004		July 1, 2003 to June 30, 2004	
A&E	211	Maximum Institution	94
Maximum Institution	124	Medium Institution	297
Medium Institution	114	WRC	71
WRC	49	Contract	0
Contract	91	WCCS	11
WCCS/Minimum	29	DACC	2
		Federal Prison	0
		DCI/A&E	0
Total:	618	Total:	475
Temporary Releases July 1, 2003 to June 30, 2004			
<i>492 out on Warden's Order(Medical)</i>			
<i><u>458</u> out to Court(Writ)</i>			
<i>950 TOTAL</i>			
Milwaukee	189	Dodge	16
Waukesha	32	Marathon	15
Outagamie	27	Kenosha	14
Brown	25	Winnebago	14
Dane	18	Racine	11
		Rock	7
		Sheboygan	6
		U.S. Marshall	6
		Other counties	78
Releases at GBCI – July 1, 2003 to June 30, 2004			
Mandatory Release	51	Parole	4
Extended Supervision	45	Court Order Release	3
Maximum Discharge	16	Death	2
Total:	121		

Race/Ethnicity		Age	
White	424	Under 18	13

GBCI Annual Report – FY04

Black	588	18 -20	120
Asian	16	21 - 29	471
American Indian	43	30 – 39	286
Other	0	40 & Over	181
Total	1071	Total	1071

Health Services

The Health Services Unit (HSU) is staffed from 6:00 a.m. – 10:00 p.m. Monday through Friday. On weekends and holidays, there is an RN on-site from 8:00 a.m. to 8:00 p.m. An RN is on-call whenever there is not one on-site. Controlled medications are administered by RNs four times a day. HSU has 2 beds (private) which can be used for medical observation, monitoring and treatment. Patients requiring 24-hour hands-on nursing care are transferred to the DCI Infirmary.

GBCI has made a much larger and user friendly medication room by remodeling a former storage area. We continue to provide on-site Oral Surgery, Optometry, and Physical Therapy health care providers. Psychiatrist hours were increased from 13 to 20 per week.

HSU Staffing Level	
HSU Director	Nurse Clinicians (6)
Physician	Licensed Practical Nurse
Medical Program Assistant	Dentist
Medical Assistant II (0.5)	Dental Assistant

HSU STATISTICS		
Type of Treatment	No. of Inmates	% Change
Medical:		
Appointments/Sick Call	7,765	– 34.0 %
Laboratory	11,711	+ 32.8 %
Medication (given by RN)	25,604	+ 24.6 %
X-ray	464	+ 61.0 %
Medical Off-Site		
St. Vincent Hospital ER	99	– 27.0 %
St. Vincent Hospital (in patient)	5	– 28.0 %
Dental	1,090	+ 17.8 %
Dental Hygienist	130	+ 113.0 %
Dental Off-Site Oral Surgery Assoc.	2	– 10.0 %
UW-Madison Hospital Visits	305	– 13.6 %

Offender Classification

The Program Review Committee (PRC) provides a systematic review of an inmate's custody level, program needs and placement. The full PRC committee consists of the Offender Classification Specialist, a Security Supervisor and the Social Services Director. The committee is charged with the responsibility to review the status of an inmate's security classification, assignment to an institution, and treatment program assignment. 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.

The Classification Department no longer does inmate orientation. Security is now responsible for the orientation process.

During the second half of the fiscal year there were an average of 90 inmates awaiting transfer to other in-state facilities.

Placements to out-of-state facilities have dramatically decreased with only about 420 inmates currently being housed out-of-state at CCAP (Appleton, MN). It was determined that maximum custody inmates will not be used to fill out of state beds. Future out-of-state placements will come from the medium sites if necessary.