

**KETTLE MORRAINE
CORRECTIONAL
INSTITUTION**

**DEPARTMENT OF
CORRECTIONS**

**DIVISION OF ADULT
INSTITUTIONS**



**FY 2004 ANNUAL
REPORT**

**Jane Gamble
Warden**

FROM WARDEN JANE GAMBLE

FY2004 saw yet another successful year at KMCI. With budget deficits looming, we were still able to provide the best in service to protect the public, supply proper care to offenders and prepare them for reintegration into the community.

A number of our accomplishments are described in the Annual Report. Ongoing efforts have been directed to better management of budget and fiscal resources. Significant improvements have been noted.

We continue with record levels of intake and inmates returning from out of state facilities. Changes have been constant while we make room for new arrivals. Our programs continue to expand to meet the needs of our ever-changing population.

Transformation was the word of the year and will be for the foreseeable future. Transformation recommendations will guide DAI as we undergo many changes in the way we do business. DAI Transformation Teams worked very hard to prepare for coming changes. Management Councils are being formed to provide more consistency between institutions. Many KMCI staff members are providing expertise on Teams and Councils and will play key roles in guiding the Division as we move into the future.

Jane Gamble,
Warden

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INSTITUTION PROFILE

KETTLE MORAINÉ

CORRECTIONAL INSTITUTION

W9071 FOREST DRIVE

P.O. Box 31

Plymouth, WI 53073-0031

PHONE: 920-526-3244

DATE OPENED: 1962

OPERATING CAPACITY: 783

OFFICER/SERGEANTS: 211

NON-OFFICER/SERGEANTS: 128.3

FAX: 920-526-3989

SECURITY: MEDIUM

SIZE: 80 acres

CURRENT POPULATION: 1176

INMATE TO STAFF RATIO 3.44 to 1

INMATE PROGRAMS-----

INDUSTRIES

Badger State Enterprises

VOCATIONAL

**Auto Detailing
Building Services
Custodial Skills
Office Software
Welding
Cabinet Making**

ACADEMIC

**Adult Basic Education
Computer Learning Center
Language Arts Lab
Special Education
Parenting, Social Studies
Living Skills, Careers
Health Human Sexuality
Corrections Learning Network
High School Equivalency Diploma
Correspondence Courses
For the Love of Reading Relationships**

INSTITUTION MISSION STATEMENT-----

To ensure public/staff safety, keep inmates in medium custody until such time as they are properly released or transferred; provide for the custodial needs of inmates; motivate inmates to learn and develop skills which will prepare them to adjust to the community; and work cooperatively within the institution and with the Department and the public and to ensure that health care is provided to

inmates/youths at the institution consistent with professional, community, and correctional health care standards.

Kettle Moraine Correctional Institution

General Organizational Chart

FY 2004



HUMAN RESOURCES

DEPARTMENT	FULL-TIME	PART-TIME
OFFICE OF WARDEN	5	0
HUMAN RESOURCES	3	0
BUSINESS OFFICE	7	1
STORE	4	0
FOOD SERVICE	9	0
BUILDINGS/GROUNDS	15	0
SOCIAL SERVICES	24	0
PSYCHOLOGICAL	4	1
RECORDS OFFICE	4	0
CHAPLAINS	1	1
EDUCATION	25	1
LIBRARY/RECREATION	3	0
SECURITY	215	0
HEALTH SERVICES UNIT	9	5
TOTAL	328	9

INMATE TO STAFF RATIO: 3.439 to 1
INMATE TO OFFICER RATIO: 5.538 to 1

KMCI RETIREMENTS FY2004

Robert Peters	Correctional Officer	31 yrs
James Genesio	Teacher	9 yrs
David Danielson	Correctional Sergeant	18 yrs.

Hard working and dedicated staff is the key element to a successful correctional program. KMCI would like to wish good luck to those individuals who have concluded their careers with the Department of Corrections. We will miss them all as both co-workers and friends.

*“The quality of a person’s life is in direct proportion
to their commitment to excellence.”*

Bishop Gore

HUMAN RESOURCES

COMMUNITY RELATIONS BOARD

The board meets annually to provide information and discuss issues surrounding corrections and the community. The meeting is an attempt to enhance understanding, cooperation, and provide services to the community.

FY2004 COMMUNITY RELATIONS BOARD – KMCI STAFF

Richard Breister	Renee Chyba	Mike Dittmann	Deb Duel
Rosie Eickhoff	Sue Ewerdt-Joseph	Scot Galligan	Jane Gamble
Steven Hafermann	Mary Hanser	Bill McCreedy	Mike Meisner
Mary Jo Nelson	Mike O'Connor	David Picard	Barb Taddey
Mike Thurmer	Fred Waddell		

FY2004 COMMUNITY RELATIONS BOARD – COMMUNITY MEMBERS

Joseph Leibham-Wisconsin Senate	Mike Helmke-Sheboygan Cnty. Sheriff
Earl Luth-Town of Greenbush	Randy Karoses-Campbellsport PD
John Phillips-Moraine Park Tech. College	JoEllen Wichman-Salvation Army
Kevin Keough-Probation/Parole, Sheboygan	Mike Limberg-Town of Greenbush
Dione Knop-Victim/Witness Service Sheboygan	Carole Marchant-Ferber-Campbellsport PD
Ann Marie Wixom-Literacy Council, Sheboygan	Penny Werner-Victim/Witness Service FDL
Dave Pichette-State Patrol-District 3	Jack Lewis-Literacy Council, Sheboygan
Rep. Steve Kestell-Elkhart Lake Representative	Sara Filemy-Literacy Council, Sheboygan
Carla Petermann-Sheboygan County. DA	Dan Klahn-Town of Greenbush Supervisor
May Ann Bashaw-Sheboygan Memorial Med. Center	

EMPLOYEE PROGRAMS

CRITICAL INCIDENT STRESS DEBRIEFING (CISD)

CISD is a peer support program. This program is designed to ensure that staff involved in potentially traumatic incidents will receive the support and services necessary to cope with the stress of the incident and make a successful recovery. A number of DOC staff has been trained to provide peer support. Peer Supporters are the first point of contact for a potentially critical incident, assist in debriefings and are available for follow-up support.

PEER SUPPORTERS:

Dave Picard, Coordinator	Ron Erdmier	Michael Huck
Donald Faul	Marty Iverson	Marge Guell
David Pagel	Jerry Hauke	Debra Palm
Hayley Hermann	Bob Tolsma	

HUMAN RESOURCES

AFFIRMATIVE ACTION COMMITTEE

KMCI dedicates itself to the maximum utilization of its human resources. The Affirmative Action Committee seeks to ensure equal employment opportunity for all persons regardless of race, creed, color, sex, national origin or ancestry, age, religion, disability, sexual orientation, marital status, political affiliation or membership in any component of the military forces of the United States or this state.

MEMBERS OF THE KMCI AFFIRMATIVE ACTION COMMITTEE:

Mary Jo Nelson
Mel Free

Terry Wojahn
Jerry Hauke

Hayley Hermann

EMPLOYMENT RELATIONS

Union/Management meetings are held monthly and as needed. The following labor organizations represent staff at KMCI:

- Wisconsin State Employees Union (WSEU)
- Wisconsin Education Association Council (WEAC)
- United Professionals for Quality Health Care (UPQHC)
- Wisconsin Professional Employees Council (WPEC)
- Wisconsin State Building and Trades Council (WSBTC)

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The EAP is a voluntary program staffed by peer coordinators. EAP provides referral services to employees and family members dealing with personal, work-related, behavioral or medical problems. All EAP contacts are CONFIDENTIAL.

EAP Coordinators are:

Mel Free

Mark Reimer

Dick Taddey

Jane Boyle

Jeff Kleine

John Bollig

Charlotte Uhazie

Marilyn Buslaff

Jan Guse

Randy Fiedler

Michael Huck

Greg Teichmiller

HEALTH AND SAFETY COMMITTEE

KMCI's Health and Safety Committee conducts regular inspections of all work areas to ensure health and safety in the work place. The goals of the Health and Safety program are education, training, and prevention.

Committee Members are:

Michael O'Connor, Co-chair
Francis Bond
Keith Hellwig
Mary Hanser

Mary Jo Nelson, Co-chair
Ann Koepke
Greg Teichmiller
Michael Meisner

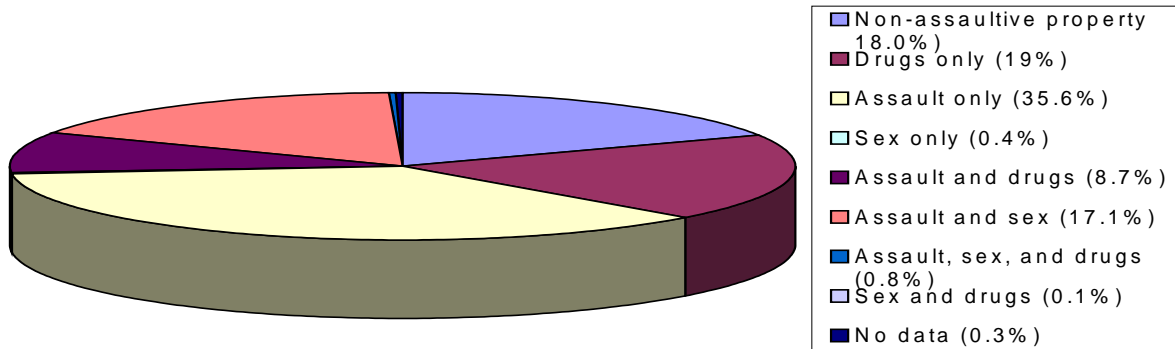
Royce Edwards
Margaret Hau
Richard Breister

RECORDS OFFICE

STAFF

The Records Office has one full-time Offender Records Supervisor, two full-time Offender Records Assistant 1's, one full-time Offender Records Assistant 3 and one Program Assistant 2.

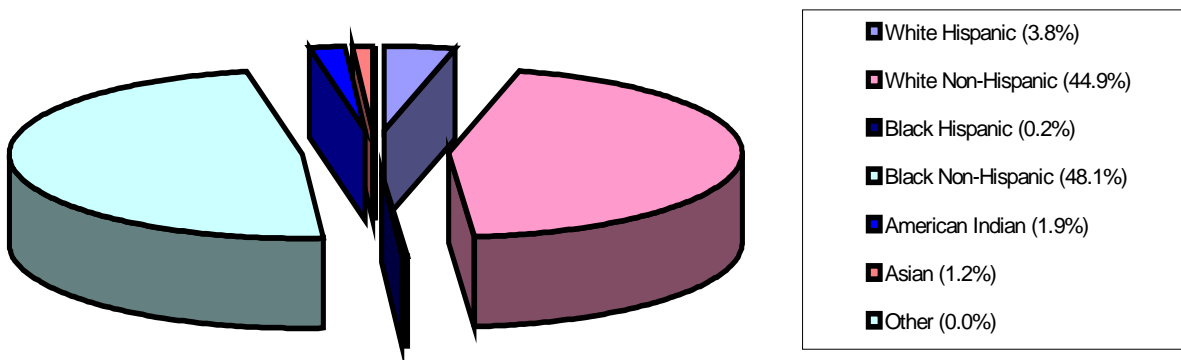
NATURE OF OFFENSE



RECORDS OFFICE STATISTICS

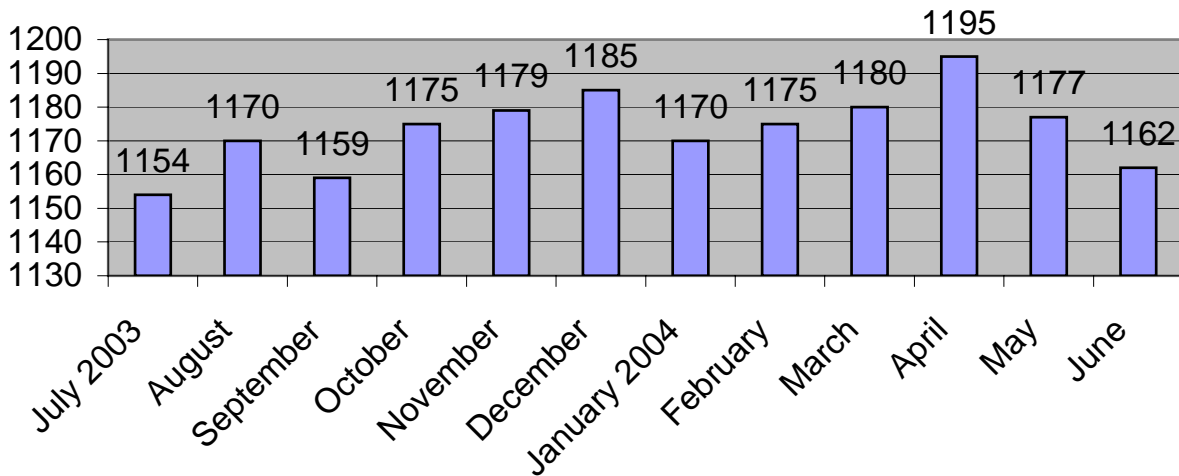
Average Inmate AGE at KMCI	32.21 years
Average STAY at KMCI	7.56 months
Average DAILY POPULATION at KMCI	1173 inmates
Rated Capacity as of 12-31-01	783 inmates

POPULATION BREAKDOWN BY RACE



RECORDS OFFICE

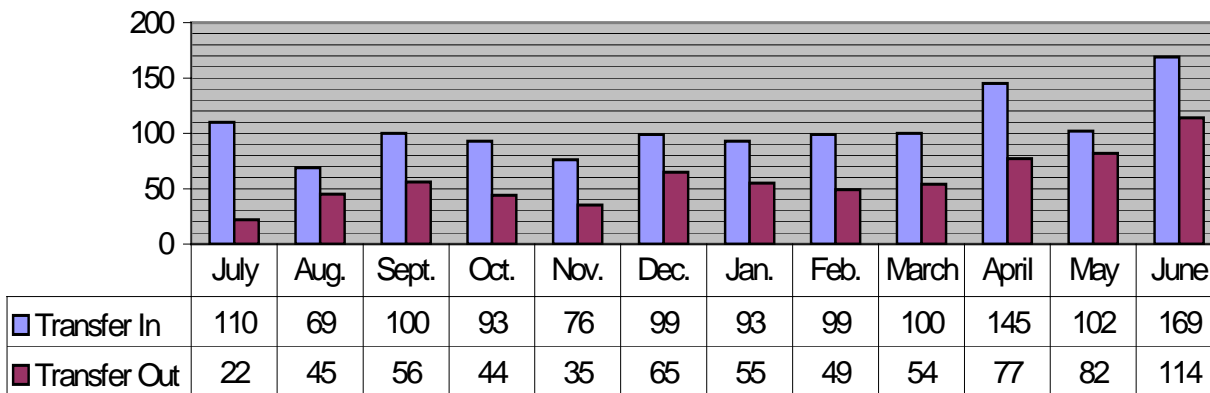
AVERAGE MONTHLY POPULATION



KMCI INMATE MOVEMENT FY2004

Transfers to Minimum	248
Transfers to Medium or Maximum	450
Paroles	98
Mandatory/Extended Supervision Releases	370
Maximum Discharge	29
Court Ordered/Sentence Modification	2
ATR/Other (no revocation)/DIS	9
Death	0
TOTAL	1,294

MONTHLY TRANSFERS INTO AND OUT OF KMCI



BUSINESS OFFICE

The Business Office at KMCI is staffed with 7 full-time positions and one part-time position. The Business Office monitors all institution purchases, including payment for purchases. This office is also responsible for all inmate account transactions as well as the institution budget shown below.

<i>FISCAL YEAR 2004</i>	
<i>July 1, 2003 to June 30, 2004</i>	
TOTAL SALARY BUDGET	\$20,229,035.93
SUPPLIES & SERVICE	689,983.43
CAPITAL	44,741.25
FOOD	1,147,961.47
VARIABLE NON-FOOD	600,572.28
REPAIR & MAINTENANCE	230,202.52
FUEL & UTILITIES	636,430.43
PROG FOR INCARCERATED	15619.5
TITLE 1 EXPENSES	81,107.92
SPECIAL EDUCATION EXPENSES	2,497.37
PHONE REVENUE EXPENSES	57,243.63
INST. ENTERPRISES	36,879.80.
PURCHASE OF SERVICES (FOR INMATES)	11,909.60
TOTAL	\$23,784,184.83

F I S C A L 2 0 0 4 C A N T E E N S A L E S	
J U L Y 2 0 0 3	\$ 5 6 , 0 0 0 . 6 3
A U G U S T	4 8 , 8 2 0 . 7 3
S E P T E M B E R	5 8 , 2 9 7 . 7 4
O C T O B E R	5 1 , 7 9 1 . 8 6
N O V E M B E R	5 0 , 4 1 4 . 7 0
D E C E M B E R	6 3 , 9 6 4 . 7 4
J A N U A R Y 2 0 0 4	4 4 , 5 7 8 . 1 3
F E B R U A R Y	5 1 , 8 2 1 . 9 3
M A R C H	6 2 , 8 0 2 . 1 4
A P R I L	5 0 , 8 3 8 . 3 6
M A Y	6 1 , 7 5 7 . 9 7
J U N E	4 6 , 5 2 6 . 8 5
T O T A L	\$ 6 4 7 , 6 1 5 . 7 8

MONEY COLLECTED FROM INMATES

VICTIM WITNESS SURCHARGE (VWS/VWS-B)	\$42,744.71
DEOXYRIBONUCLEIC ACID (DNA)	\$33,702.66
MEDICAL CO-PAYS	\$12,256.50
CHILD SUPPORT	\$19,754.95
COURT OBLIGATIONS & RESTITUTION	\$18,532.51

FOOD SERVICE

MEGA MEALS

- KMCI Food Service served 1,347,178 meals in fiscal 2004.
- The KMCI Food Service Department operated with no federal surplus commodities for the 2004 fiscal year.
- Average Cost = \$0.87 cents per man per meal.
- KMCI Averaged 75 ongoing special diets due to religious or medical requirements.

LOOKING BACK AT Fiscal 2004

From July 1, 2003 to June 30, 2004

FOOD SERVICE USED:

47,760 pounds of SUGAR

42,600 pounds of POTATOES

17,720 pounds of GROUND HAMBURGER

17,040 pounds of GROUND TURKEY

40,323 loaves of BREAD

27,360 dozen EGGS

27,648 pounds of BUTTER

STAFF & INMATES

- Food Service Department has a full-time staff of 9 employees.
- An average of 65 inmates work in Food Service.
- Inmates learn and increase job skills which makes them more employable and self-sufficient upon release.
- AVERAGE inmate pay in Food Service = \$0.26 per hour.
- Every Food Service employee is certified through the State of Wisconsin, in Sanitation and Safety.

PSYCHOLOGICAL SERVICES

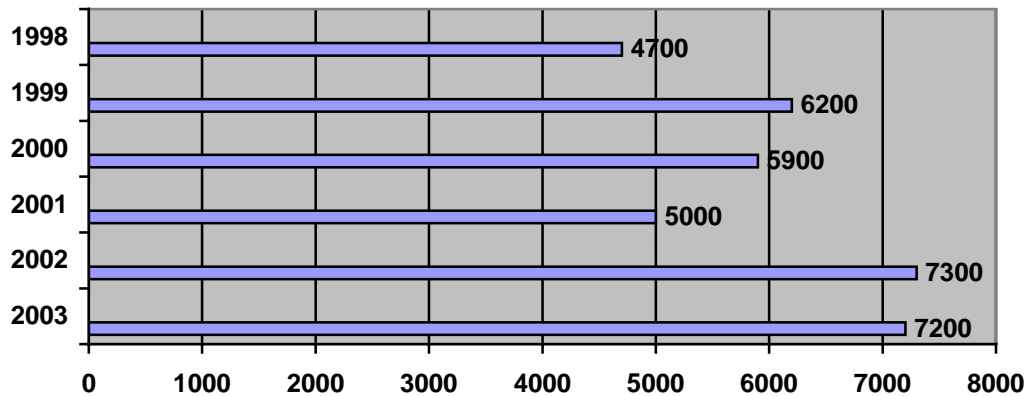
STAFF

- (1) Full-time Psychologist Supervisor
- (2) Full-time Psychologists
- (1) Half-time Psychologist
- (1) Full-time Psychological Services Associate – Objective

DUTIES

Psychological Services evaluates and provides treatment for the mental health needs of inmates, consults with other departments and institutions and oversees Sex Offender Treatment.

INMATE CONTACTS



PSYCHOLOGICAL CONTACTS INCLUDE

GROUP THERAPY

- INDIVIDUAL THERAPY
- CRISIS INTERVENTION
- SITUATIONAL STRESS
- CLINICAL MONITORING
- SEX OFFENDER TREATMENT (S.O.T.) PROGRAMS
- PSYCHOLOGICAL TESTING
- ESCAPE RISK EVALUATIONS
- CLINICAL SCREENING FOR WISCONSIN SECURE PROGRAM FACILITY PLACEMENT
- EVALUATIONS FOR MINIMUM CUSTODY PLACEMENT

PROGRAM REVIEW COMMITTEE

STAFF

The Classification Office (PRC) at KMCI is under the direction of the Division of Adult Institutions, Bureau of Offender Classification and Movement (BOCM).

The Classification Office consists of two full-time Classification Specialists and one full-time Program Assistant III. The Program Review Committee can consist of up to 4 members including:

**CLASSIFICATION SPECIALIST
TREATMENT REPRESENTATIVE
EDUCATION DEPARTMENT REPRESENTATIVE
SECURITY SUPERVISOR**

DUTIES

The Classification Specialist chairs the Program Review Committee (PRC) which meets weekly to review, assess, and document each inmate's program needs and progress, custody level and placement. The purpose of PRC is to determine the appropriate placement of an inmate in order to regulate the supervision and movement of inmates among institutions, and between institutions as well as community programs. The Classification Specialist provide backup coverage for other institutions as needed.

The Program Review Committee determines and assigns each inmate's:

- ◆ Security classification
- ◆ Priority for program placement
- ◆ Institution placement/transfer

FY2004 INMATE REVIEWS BY PRC	
Scheduled/early reviews	964
Waivers	406
Segregation reviews	125
Program change reviews	30
Total:	1525

HEALTH SERVICES UNIT

(H.S.U.)

STAFF

- | | |
|---|---------------------------------|
| (1) Health Services Manager | (5) Full-time Registered Nurses |
| (3) Part-time Registered Nurses | (2) Part-time Doctor |
| (1) Part-time Family Nurse Practitioner | (1) Dentist |
| (1) Part-time Dental Hygienist | (1) Dental Assistant |
| (1) Program Assistant | |

DUTIES

Dental services, routine medical care, laboratory and radiology services are provided by HSU. Emergency and specialty medical, dental, eye examinations, and diagnostic treatment are done OFF SITE at local hospitals and clinics or at the University of Wisconsin – Hospital (UWH).

FISCAL 2004 STATISTICS

OFF SITE APPOINTMENTS: (University of Wisconsin – Hospital)	699
OFF SITE APPOINTMENTS: (Other than U.W.H.)	624
OFF SITE ADMISSIONS: (University of Wisconsin – Hospital)	14
OFF SITE ADMISSIONS: (Other than U.W.H.)	22
DENTAL APPOINTMENTS	1,720
HYGIENTIST APPOINTMENTS	305
OFF SITE DENTAL APPOINTMENTS	2
TOTAL DENTAL APPOINTMENTS	2,027
TOTAL H.S.U. CONTACTS FOR FY2004	126,378
VISITS – VALLEY VIEW EMERGENCY ROOM	181
VISITS – U.W. – HOSPITAL EMERGENCY ROOM	26
DEATHS	0

INMATE COMPLAINT REVIEW SYSTEM (I.C.R.S.)

The purpose of the ICRS is to encourage communication between staff and inmates; explain policies; allow inmates to raise questions in an orderly fashion; to reduce the number of lawsuits; and to assess institution climate.

TOTAL COMPLAINTS

<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>FY2004</u>
2176	2524	3126	3202

COMPLAINT RESULTS FY2004

COMPLAINTS AFFIRMED	118
COMPLAINTS AFFIRMED W/MODIFICATION	110
COMPLAINTS DISMISSED	1873
COMPLAINTS DISMISSED W/MODIFICATION	418
COMPLAINTS WITHDRAWN	119
COMPLAINTS INFORMALLY RESOLVED	14
COMPLAINTS REJECTED	550

COMPLAINTS BY CATAGORY FY2004

<u>CATAGORY</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>FY2004</u>
01 STAFF	524	694	962	972
02 CORRESPONDENCE	83	91	84	99
03 DISCIPLINE	170	208	294	244
04 MEDICAL	168	182	323	288
05 PAROLE	35	25	22	4
06 PERSONAL PHYSICAL CONDITIONS	101	132	149	191
07 PROPERTY	516	549	610	569
08 RULES	31	67	107	176
09 RELIGION	45	31	24	16
10 WORK/SCHOOL	31	78	60	92
11 VISITS	45	48	45	32
12 OTHER	187	212	234	331
13 FOOD	22	39	46	77
14 CLASSIFICATION	45	26	35	16
15 INMATE COMPLAINT REVIEW SYSTEM	0	2	1	2
16 DISCRIMINATION	0	3	6	1
17 PAY RATE/ACCOUNTS	173	136	122	90
18 BADGER STATE ENTERPRISES	0	1	2	2

TREATMENT

STAFF

The Deputy Warden directly supervises the Treatment Department staff. Primary responsibilities of treatment staff are provision of inmate services, assessment and evaluation of treatment and security needs, monitoring of inmate programs, and coordination of services with internal and external staff.

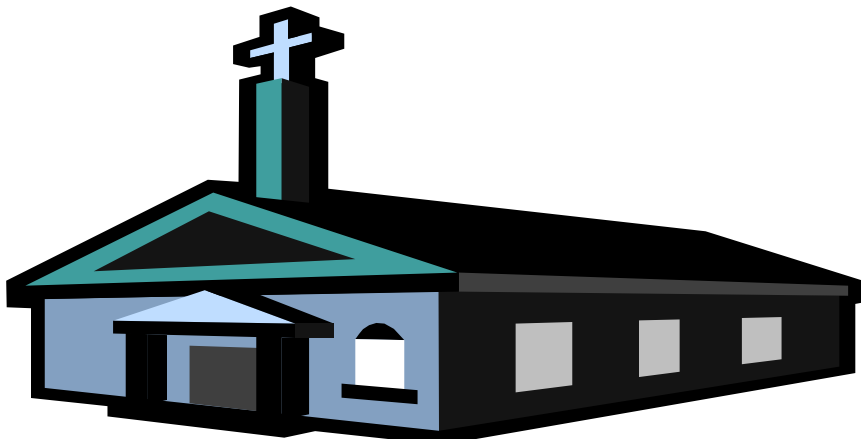
STAFF	AMOUNT
Corrections Unit Manager	1
Social Services Supervisor	1
Treatment Specialist	1
Social Workers	16
Offender Records Supervisor	1
Offender Records Assistant 3	1
Offender Records Assistant 1	2
Program Assistant I & II	3
Chaplains	1.5

CHAPEL

The goals and objectives of the Chapel and Religious Services are to meet the wide variety of inmate religious needs through formal scheduled worship services, instructional classes and video viewing, special events, and counseling with 2 full-time staff chaplains, volunteers, and community clergy.

- **18,756 inmates attended religious services/chapel activities in FY 2004**
- **1254 volunteer visits were made**
- **422 community clergy visits**
- **1 Prison Fellowship Seminars, 1 Angel Tree, 1 Toy Lift, and 1 Religious Feast was held during FY 2004.**

Services are provided for Protestants, Catholics, Muslims, Buddhists, Jewish, Wiccan, and Native American inmates. Other religious needs are provided for on an individual basis as requested and as resources permit.



TREATMENT

AODA TREATMENT GROUPS

KMCI offers 2 Alcohol and Other Drug Abuse (AODA) Treatment Programs:

NEXUS

Nexus is a four month, highly structured, intensive and comprehensive Alcohol and Drug Abuse/Addiction treatment program which also includes Domestic Relations treatment and Anger Management treatment utilizing a cognitive based approach. Major attention is given to the relationship between the three areas above and the inmates' criminal lifestyle and criminal thinking.

Entrance into treatment requires that the inmates sentence structure permits either consideration for transfer to minimum security or parole upon successful program completion. The program is full-time and participants are assigned to work tasks within the unit as part of the treatment experience.

The Nexus Program utilizes individual and group counseling, written assignments, peer confrontation, educational computer software and other therapeutic milieu to assist participants in beginning the process of taking responsibility for their actions and learning pro-social values while addressing their chemical dependency.

Group modules in the program are:

- 1 - Alcohol and Drug Addiction
- 2 - Relapse Prevention
- 3 - Chemical Dependency Support Groups
- 4 - Domestic Relations
- 5 - Anger Management
- 6 - Responsible Thinking/Victim Impact
- 7 - Small Group Counseling
- 8 - Decision Making
- 9- Cultural Diversity
- 10 - Personal Ethics
- 11-Computer Software Lab

TOTAL STARTING:	176
COMPLETIONS:	117
DROPOUT/TERMINATION	59
REFUSALS (131-78% ARE TIS)	168
SUCCESS RATE:	66%
SUCCESS RATE LESS	
DROP OUTS	70%

STOP

The special treatment options program (STOP) is a four-month chemical dependency program for men with academic limitations who have been identified by the assessment and evaluation process as appropriate participants. To enter, the participant must be eligible for consideration for minimum custody or parole upon program completion.

Participants are scheduled for part-time school. Each inmate develops, with staff help, their own release plan, a copy of which goes to their Parole Agent. Development of the plan involves using the alternative learning strategies such as computer enhanced self-learning strategies and videotaped self-awareness exercises.

STOP teaches and follows a problem-solving model in all facets of the program. This model will enable participants to learn to make more responsible decisions.

Psychoeducational modules are competency based and individual progress is monitored. Group modules in the program are:

- 1 - Alcohol & Drug Addiction
- 2 - Relapse Prevention
- 3 - Chemical Dependency Support Groups
- 4 - Domestic Relations
- 5 - Anger Management
- 6 - Victim Impact
- 7 - Responsible Thinking
- 8 - Decision Making
- 9 - Job Seeking Skills
- 10 - Computer Lab

TOTAL STARTING:	177
COMPLETIONS:	112
DROPOUT/TERMINATION	65
REFUSAL (59-72% ARE TIS)	82
SUCCESS RATE:	63%
SUCCESS RATE LESS	
DROP OUTS	69%

TREATMENT

INSTITUTION TREATMENT / SELF HELP GROUPS

Grief/loss group - is run periodically through the year for inmates. When a group is not feasible, individual counseling can be arranged.

Incarcerated Veterans – KMCI conducts quarterly vets meetings every year for all incarcerated veterans who have served six consecutive months or more in any branch of the military. The primary focus of this group is for informal and referral purposes.

Domestic Violence – 54 inmates participated in the 4 groups of programming provided this year. The Domestic Violence group is available to all inmates, with preference given to inmates who have a need for Domestic Violence Counseling.

Anger Management – KMCI offers anger/aggression management programming through the use of the ACA Cage Your Rage Program. This program is normally offered three times per year to approximately 45 general population inmates. This year 68 inmates participated in programming with 32 completions, Inmates having an AODA level 5 or 6 need are required to fulfill their anger management component in that program.

Chemical Dependency Support Groups – Alcoholics Anonymous, Spanish Alcoholics Anonymous, and Narcotics Anonymous groups held at KMCI meet on a weekly basis. The meetings are conducted with the assistance of volunteers and a social service staff member. In FY2004, Alcoholics Anonymous had 473 attendees with an average of 11 inmates attending per week, Spanish Alcoholics Anonymous has 214 attendees with an average of 5 inmates attending per week, and Narcotics Anonymous has 159 attendees with an average of 4 inmates attending per week.

Self-Management and Recovery Training (S.M.A.R.T.) – This program is also offered to inmates at KMCI as an alternative to the 12-step program. Ten inmates participated in S.M.A.R.T. this year.

Cognitive Intervention Program (CGIP) – KMCI offers CGIP, Phase I and II. Through the co-operative efforts of staff from social services, education, psychology and support service departments, 75 inmates participated this year with 38 completing the two-phase program.

Victim Impact Programming – is conducted twice per year. The program focuses on reducing criminality by heightening the awareness of victimization in crimes. Twenty-three individuals participated in this years programming.

Self-Help Inc – is a program facilitated by Social Services staff in co-operation with outside volunteers that work to develop problem resolution skills with inmates. An average of 21 participants attend per month.

EDUCATION

STAFF

6 Vocational Teachers	3 Recreation Leaders
13 Academic Teachers	1 Education Director
1 Librarian	3.5 Clerical Positions
1 Guidance Counselor	

The goal of the Education Program is intended to reduce illiteracy, attain High School Equivalency Diploma (HSED), increase job skills, and make released inmates more employable and self-sufficient. Educational programming is offered to inmates at KMCI who have educational needs in both academic and vocational areas. **Approximately 40% of the inmate population at KMCI participated in educational and/or vocational programming in FY 2004.**

STUDENTS

74 inmates earned HSED's

AVERAGE NUMBER OF STUDENTS

FULL TIME	368
PART TIME	<u>97</u>
TOTAL:	465

67% read below a 6th grade level
22% read from a 6th – 9th grade level
11% read above a 9th grade level

ADDITIONAL EDUCATIONAL PROGRAMS

LAL (Language Arts Lab) uses phonics and a language experience approach to teach reading, writing, and touch typing skills

CLC (Computer Lab Courses) teaches GED subjects

Human Sexuality

HSED Civics

Books on Tape for VSVH (Volunteer Services for Visually Handicapped)

Habitat for Humanity Projects

Hats/Mittens Projects

Employability Skills

Correctional Learning Network - satellite based HSED/Life Skills

FLORR (For Love of Reading/Relationships) – This is a Father Read Program

EDUCATION

VOCATIONAL PROGRAMS

The Vocational Programs in conjunction with Moraine Park Technical College began offering vocational college credits for work in classes. These include Welding, Auto-detailing, Custodial Skills, Cabinet Making, Building Services, and Office Software.

VOCATIONAL

MPTC credits earned

WELDING	540
WOODS	160
AUTO DETAILING	160
BLDG. SERVICES	320
CUSTODIAL	280
OFFICE SOFTWARE	132

MPTC COURSE COMPLETIONS FOR CREDIT

WELDING	45
AUTO DETAILING	20
BLDG SERVICES	40
CABINET WORKING	20
CUSTODIAL SKILLS	35
OFFICE SOFTWARE	11

CROCHET PROJECT

In 2004 KMCI continued a special project for the inmates. This project has inmates crocheting items to be donated to the community. This project allows inmates to either request to be assigned to the project or just volunteer to crochet. This project is a part of restorative justice, which allows inmates to do something for the community. In 2001 the inmates participating in this project, made hat/mitten sets, hats, and blankets. These items were donated to several agencies including Safe Harbor, Project Linus, Ann Marie Home, Shop with a Cop, and Heart Fire Ministries.

KAY NELSON LIVING SKILLS PROGRAM

The Kay Nelson Living Skills Program prepares inmates to deal with the outside by teaching them what is essential for taking charge and maintaining control of their lives. The curriculum deals with the basic living skills needed and possible problems facing inmates upon release. The Salvation Army funds the program. Kay Nelson, former manager of the salvation Army store in Plymouth, was instrumental in the development and prolonged existence of the program.

Instructors are volunteer DOC staff who contribute their expertise, business people for the community and surrounding areas and personnel from other support and human resource agencies. A spring and fall group is run with 12 inmates participating in each group.

EDUCATION

BOOKS ON TAPE

In FY 2004, the inmates read 991 hours.

LIBRARY ATTENDANCE

- Library attendance limit = 35 inmates per scheduled hour.
- **FY2004 Library Attendance = 42,448 inmates**
- An average of 3,537 inmates used the library each month



COMPUTER COURSES

LAL (Language Arts Labs) uses phonics and a language experience approach to teach reading, writing, and touch typing skills. **99 LAL ACHIEVEMENT CERTIFICATES WERE ISSUED IN FY2004.**

RECREATION

- Gym attendance limit – 85 inmates per scheduled hour
- **Total FY2004 Recreation Attendance = 206,564 inmates**
- Recreation Programs include:

Volleyball League
Handball Tournament
Soccer League
Chess Tournament
Blacktop Basketball
Cribbage Tournament
Inmate All Star Games

Softball League
3 on 3 Basketball
Horseshoe Tournament
Basketball League
Hot Shots Basketball
No Contact Football
Frisbee Golf Tournament

HOBBIES

- The Hobby Department operates Tuesday through Friday for 2 hours per day.
- **1266 inmates participated in Hobbies during FY2004.**
- Hobbies include:

Bead Work
Toothpick Art
Musical Instruments
Macramé

Knitting/Crocheting
Scrapbooks
Latch Hook kits
Painting/Drawing/Sketching

INMATE JOB FAIR

On October 6, 2003, KMCI hosted the third job fair held within the walls of a correctional institution in the state of Wisconsin. Approximately 190 inmates attended and viewed booths that companies set up. Twenty-seven companies and service agencies participated. All of the inmates were within six months of their Scheduled Release and had attended a workshop on how to participate in job fairs and how to converse with employers. They also had made cover letters and résumés. A workshop for the employers was offered in the morning prior to the start of the fair. The fourth annual fair will be held in the Fall of 2004.

MAINTENANCE

STAFF

The Superintendents of Buildings and Grounds administrate the Maintenance Program, which consists of : Auto Mechanic, Carpenter, Electrician, Electronics Technician 5, HVAC Specialist, (2) Utility Plant Operators, (2) Maintenance Mechanic 2, Maintenance Mechanic 3, (2) Facility Repair Worker 4, (9) Maintenance Security Staff, Program Assistant 2, and (2) Supervisors.

WORK ORDERS

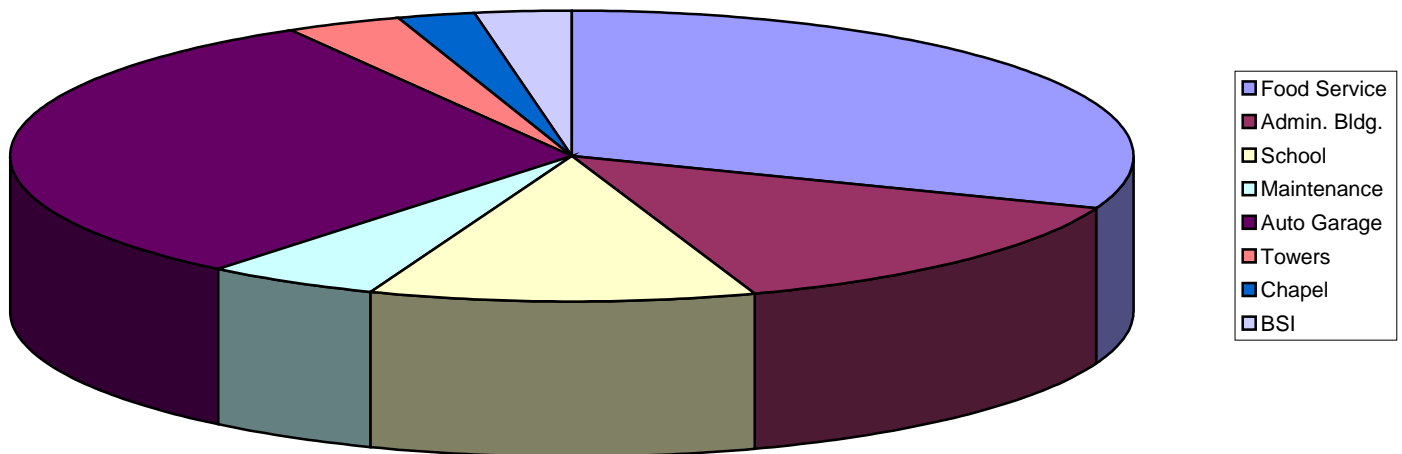
Incidental tasks completed in conjunction with approved work orders while in the same area cannot be included in totals unless reported to the maintenance department.

Preventative and corrective work orders totaled 6243 for FY2004.

Work orders by location for FY2004

UNIT	W/O	UNIT	W/O	LOCATION	W/O
Unit 1	218	Unit 9	210	Food Service	852
Unit 2	255	Unit 10	208	Admin. Bldg.	213
Unit 3	211	Unit 11	235	School	293
Unit 4	234	Unit 12	255	Maintenance	97
Unit 5	254	Unit 14	238	Auto Garage	430
Unit 6	325	Unit 15	592	Towers	45
Unit 7	285	Unit 16	302	Chapel	15
Unit 8	290			BSI/Unit 13/Canteen	60
				Other	126

Department Work Orders



MAINTENANCE

MAJOR PROJECTS COMPLETED IN FY2004

- Housing Unit Dayroom Floor Tile Replacement – Project approved in February for the removal of existing tile by a certified contractor, and installation of replacement tile by institution staff and work crews in housing units 3, 4, 6, 7, and 8. Small project funded by DOA/DSF.
- Control Center Renovation – Construction and installation of new cabinetry for equipment storage and organization. Removal of unnecessary wiring related to intercom and other obsolete systems. This project continues as time and funding permit.
- Visit Room Carpet – Removal and disposal of existing failing carpet by contractor work crews, installation of replacement products by contractor.
- Maintenance / Auto Garage Renovation – Construction by Institution staff and inmate work crews of masonry block wall to extend size of Auto shop to the south. The additional space absorbed one storage bay, allowing for relocation and supervision of the maintenance welding function in the auto shop.
- Perimeter Fence Erosion Control – Sheboygan County Highway Department work crews improved site and slope contributing to erosion of the fence system along 850 feet of perimeter road in the area of Unit 11. Small Project funded by DOA/DSF.
- Parking Pads for Towers – Sheboygan County Highway Department work crews improved site conditions for a two car-parking stall at each Tower, with the exception of Tower 1.
- Housing Unit Roof Replacement – Contractors replaced failing roofs on Units 9, 10, 11 and 12 in the Fall of 2003 and Units 1, 2, 3 and 4 were completed in Spring of 2004. Raised roof deck height on wing ends to match old roofline. Projected funded by DOA/DSF.
- Relocate Maintenance Tool Cage – Tool Cage relocated by Institution Staff and work crews. Provides improved visibility of area, increased tool control, inmate movement, and enhances overall security of the maintenance shop.
- Sewer Main Replacement – Replaced +/- 200' of failing sewer main in Food Service basement. Project funded by DOA/DSF.
- Roadway and Parking Lot Maintenance/Crack filling – DOA funded project to machine router and fill all cracks in asphalt throughout Institution including Perimeter Road and Parking Lots.
- Boiler Controls BSI / Canteen - DOC funded project to replace failing ignition programmers on both boilers.

MAINTENANCE

INSTITUTION RECYCLING

Conservation of resources is important, both as wise fiscal management and as concerned citizens. Every salvageable item sent to maintenance is reduced to the least common component through the efforts of assigned inmates. These efforts allowed the institution to recycle the following materials:

Scrape Iron, metals	18,740 lbs.
Commingled – tin cans, plastic, and aluminum	100 tons
Cardboard and Paper	250 tons

Recycling efforts also include the proper disposal of problematic items to local industries that recycle these items in an environmentally sound manner.

Anti-freeze	55 gallons
Spent Thinners	220 gallons
Light Bulbs	3,744 bulbs
Controlled Medical Waste	452.8 lbs.
Tires	53 tires
Waste oil	400 gallons

COMMUNITY SERVICE PROJECTS

The garden product continued in FY2004 as a community service project, an attempt to enable inmates at this institution to put something back into the community in the form of fresh garden produce. The institution's Food Service department used some of the fresh produce for meal production. Over 16,000 pounds of produce was donated to 2nd Harvest Food Bank and Broken Bread Hunger Prevention service located in Fond du Lac.

Total inmate hours for planting, maintaining, and harvesting in the garden totaled over 2100 hours. Produce donated in FY2004 totaled:

Cabbage	2428 lbs.
Kohlrabi	183 lbs.
Beans	224 lbs.
Tomatoes	12482 lbs.
Peppers (Green & Hot)	2248 lbs.
Zucchini/Squash	130 lbs.
Beets	68 lbs.
Radishes	116 lbs.
Cauliflower	191 lbs.
Broccoli	410 lbs.
Carrots	43 lbs.
Squash	70 lbs.
Cantaloupe	45 lbs.
Watermelon	55 lbs.
Pumpkin	256 lbs.
Potatoes	655 lbs.
Cucumber	40 lbs.
Onions	584 lbs.

MAINTENANCE

The importance of other Community Service Projects completed by Maintenance staff and inmates increased measurably in FY2004. Maintenance staff invested 163 hours in planning, directing and supervising KMCI inmates in the construction and finishing of community service projects requiring hours of inmate labor.

The Community Service Project program in maintenance provides an opportunity for inmates to put something back into the community through addressing the needs of non-profit organizations and other state agencies.

Community Service Projects	Staff Hours	Inmate Hours
Window Cages- Racine Correctional Institution	20	112
Helmut Cubby Holes - Free Spirit Riders	14	52
3 Picnic tables – Hermitage Conservation Club	11	35
New signs – Camp Vista	6	18
Writing Desk and Money Box – KMCI Golf Outing	12	178
Signs for DNR State Forest	12	60
Writing Desk - WCA	4	54
Repair and Refurbish chairs for Trinity Lutheran Church in Dundee	12	56
Fix Windows (Plexiglas) – trinity Lutheran Church	2	4
Picture Frames – DOC Central Office	10	50

LAUNDRY/TAILOR SHOP

The laundering of all state owned clothing and institution laundry, including alterations and/or repairs for all security staff uniforms and inmate clothing, is completed at the KMCI laundry in the Maintenance building.

Equipment includes: 5 – 50 pound front load commercial washers and 6 – 50 pound commercial dryers.

Under the direction of the Laundry Sargent, an average of 12 assigned inmates laundered 637,163 items in exactly 14,209 loads totaling 452,136 pounds in FY2004.

SECURITY

STAFF

A total of 226.5 security staff (including Correctional Officers and Supervising Officers) work under the direct supervision of the Associate Warden-Security (Security Directory).

The goal of the Security Department is to provide a safe and secure environment for the public, staff and inmates.

SECURITY DEVICES

- 24 HOUR SECURITY COVERAGE
- 12 FOOT DOUBLE FENCE WITH RAZOR WIRE
- 7 ARMED TOWERS
- SECURITY SEARCHES of inmates, cells, & institution grounds
- RADIO communications Hi-Band & Low Band radios
- DRUG DOGS – Searches
- KEY CONTROL – Key Watcher Systems
- FIREARMS Training Range
- TOOL CONTROL Policy Computer Tracking Program
- COMPUTER TRACKING PROGRAM – including chit system in control
- EMERGENCY RESPONSE UNIT (E.R.U.) & Emergency Preparedness Manual (E.M.P.)

INMATE PROPERTY

Inmates at KMCI are allowed to order personal property items. These items are processed in through our property department, which consists of 1 Sergeant and 2 Officers

INMATE VISITS

KMCI VISIT TALLEY FY2004

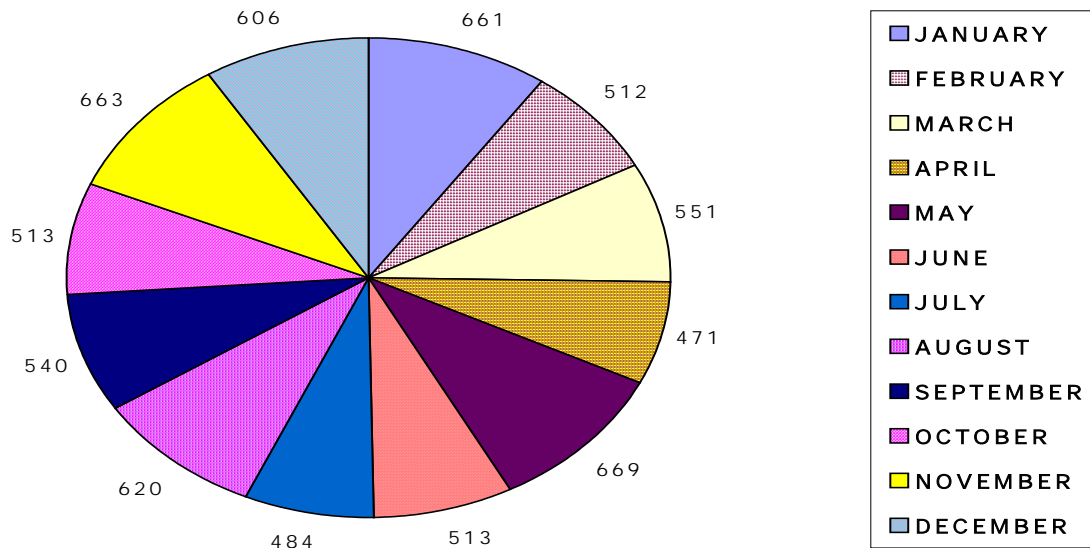
MONTH	VISITS	VISITORS
JULY	882	1731
AUGUST	1020	1888
SEPTEMBER	790	1361
OCTOBER	840	1435
NOVEMBER	1036	1855
DECEMBER	897	1754
JANUARY	986	1773
FEBRUARY	894	1612
MARCH	996	1805
APRIL	971	1651
MAY	1125	2029
JUNE	942	1768
TOTAL	11,379	20,662

SECURITY

CONDUCT REPORTS FY2004

MAJOR CONDUCT REPORTS	1970
MINOR CONDUCT REPORT/SUMMARY DISPOSITIONS	4833
TOTAL CONDUCT REPORTS	6803
APPEALED CONDUCT REPORTS	188

CONDUCT REPORT COMPARISION BY MONTH



KMCI TRIP SUMMARY

<u>YEAR</u>	<u># TRIPS</u>	<u># OFFICERS</u>	<u># INMATES</u>	<u>OVERTIME HOURS</u>	<u>TOTAL MILES</u>
FY2004	909	1944	1560	3817.75	99,588
2002	907	1566	1795	4003.60	104,115

SECURITY

INVESTIGATION REPORT

Throughout the course of a year, investigations relating to actives that violate the Wisconsin Administrative Code and Wisconsin State Statutes are conducted.

NUMBER OF INVESTIGATIONS

MONTH	NUMBER OF INVESTIGATIONS FY2004	NUMBER OF INVESTIGATIONS 2002
JANUARY	6	20
FEBRUARY	10	17
MARCH	8	27
APRIL	10	21
MAY	18	16
JUNE	12	18
JULY	25	18
AUGUST	13	21
SEPTEMBER	40	32
OCTOBER	17	27
NOVEMBER	10	27
DECEMBER	14	14
TOTAL	183	258

NUMBER OF INVESTIGATIONS PER MONTH (AVERAGE) 15.25 (FY2004) AND 21.5 (2002)

BREAKDOWN BY TYPE OF INVESTIGATION

TYPE OF INVESTIGATION	TOTAL	TYPE OF INVESTIGATION	TOTAL
STAFF MISCONDUCT	38	CHEATING ON TESTS	1
BATTERY/FIGHT	90	INMATE INJURY	1
INMATE CONFLICT	1	MISUSE OF MEDS	6
CONTRABAND	16	SOLICIT STAFF	2
PROSTITUTION	1	SEXUAL CONFLICT	1
DAMAGE TO STATE VEHICLE	1	CRIMINAL MISCHIEF	1
CHILD PORNOGRAPHY	1	MISSING SUPPLIES	1
USE OF FORCE	1	LYING ABOUT STAFF	1
DRUG TRAFFICKING	2	THEFT	1
POSSIBLE FIGHT/BATTERY	1	PROPERTY DAMAGE	1
STRONG-ARMING	1	GROUP RESISTANCE & PETITIONS	1
GAMBLING & DRUGS	2	ENTERPRISE & FRAUD	1
THREATS	8	UNAUTHORIZED TRANSFER OF PROPERTY	1

SECURITY

STAFF TRAINING FOR FY2004

- ❖ **CRISIS NEGOTIATIONS** – Members from the KMCI Crisis Negotiations Team HOSTED JOINT TRAINING IN AUGUST 2003. Attended training at GBCI in October 2003. Crisis Negotiations table top – Command Post EMP 01/01 – 06/04. Lt. Zank is the team leader.
- ❖ **GANG TASK FORCE** – A group of trained staff members are trained in identifying Gang members. Lt. Galligan and Lt. Engebregtsen are the Gang Task Force Coordinators. Team members sent to various training offered at Volk Field and Great Lakes International. Gang Investigators Coalition. Conducted training at 2003 WCA conference.
- ❖ **WEAPONS REQUALIFICATION** – Weapons requalification is done on a yearly basis for all security staff. Staff are qualified in the use of the Ruger Mini-14 and the Remington 870 Shotgun. Capt. Peachey, Capt. O'Brien, Lt. Galligan, Capt.. Thiede, Capt. Hafermann, Capt. Hellwig, and Sgt. Rincon are Firearms Instructors. Instruction included chemicals/agents, Mark 9.
- ❖ **SNIPER TRAINING** – The KMCI Sniper team is composed of 6 members. Each member is a trained sniper. During the year 2003 this team attended joint training with local law enforcement and trained at KMCI on 09/03, 12/03, 01/04, 03/04 and 05/04. The KMCI Sniper Team Leader is Capt. Hellwig.
- ❖ **FIRE DRILLS** – Institution fire drills are conducted in all areas of the institution on a regular basis to insure proper response to a fire emergency.
- ❖ **TORNADO DRILLS** – Tornado drills are conducted yearly to insure proper response in the event of a tornado.
- ❖ **COMPUTER TRAINING** – Staff utilizing computers as a part of their duties were given specific training to institutional systems. Coordinator for this training was Barb Taddey. Training is on going, consistent with institution needs.
- ❖ **CPR/AED** - This training was started in 2001 is on going to meet Red Cross standards. Training is provided to all interested staff for CPR/AED.
- ❖ **ERU (Emergency Response Unit)** - Training was conducted throughout the year. The team has 24 members. The training consisted of marching and tactical formations for crowd control and room clearing, use of batons, and use of chemical agents.

LIST OF ACRONYMS

AED	Automated External Defibrillator
AODA	Alcohol and Other Drug Addictions
ATR	Alternative to Revocation
BOCM	Bureau of Offender Classification and Movement
BSI/BSE	Badger State Industries/Enterprises
C.L.C.	Computer Lab Courses
CGIP	Cognitive Intervention Program
CISD	Critical Incident Stress Debriefing
CPR	Cardiopulmonary Resuscitation
DA	District Attorney
DIS	Division of Intensive Sanctions
DNA	Deoxyribonucleic Acid
DNR	Department of Natural Resources
DOA	Department of Administration
DOC	Department of Corrections
DSF	Division of State Facilities
EAP	Employee Assistance Program
EMP	Emergency Preparedness Manual
ERU	Emergency Response Unit
FDL	Fond du Lac
FLORR	For Love of Reading/Relationships
FY	Fiscal Year
GBCI	Green Bay Correctional Institution
GED	General Education Development
HSED	High School Equivalency Diploma
HSU	Health Service Unit
HVAC	Heating/Ventilation/Air Conditioning
ICRS	Inmate Complaint Review System
KMCI	Kettle Moraine Correctional Institution
L.A.L.	Language Arts Lab
MPTC	Moraine Park Technical College
PD	Police Department
PRC	Program Review Committee
SMART	Self Management and Recovery Training
SOT	Sex Offender Treatment Programs
STOP	Special Treatment Options Program
TIS	Truth in Sentencing
U.W.H.	University of Wisconsin Hospital
UPQHC	United Professionals for Quality Health Care
VSVH	Volunteer Services for Visually Handicapped
VWS	Victim Witness Surcharge
WCA	Wisconsin Correctional Association
WEAC	Wisconsin Education Association Council
WPEC	Wisconsin Professional Employment Council
WSBTC	Wisconsin State Building and Trades Council
WSEU	Wisconsin State Employee Union