

**KETTLE MORRAINE
CORRECTIONAL
INSTITUTION**

**DEPARTMENT OF
CORRECTIONS**

**DIVISION OF ADULT
INSTITUTIONS**



**FY 2007 ANNUAL
REPORT**

**Larry L. Jenkins
Warden**

Message from the Warden

FY 2007 produced many successes at KMCI. We continue to function under tight budget constraints, but once again it did not impact our ability to move new initiatives forward and provide excellent services.

Reintegration efforts continue to be a main focus of the Department. Several initiatives continue to move forward including the formation of a DOC Workgroup comprised of many talented individuals that developed a Standardized Prerelease Program. The AODA Treatment Program was also revised by eliminating the previous level system and incorporating the sixteen week A New Freedom Residential Program. KMCI is prepared to embrace these changes and address all components to assist offenders in a successful return to society.

Training days continue to be an avenue of sharing important information to all staff in an interactive setting. The DOC's steady support and mandated training of the Incident Command System (ICS) provides us the structure needed to handle emergency and non-emergency events that assists in maintaining safe and secure institutions.

KMCI staff have invested countless hours in preparation of several major physical plant projects including a fence upgrade, video surveillance project and the remodeling of the Sergeant's work station in Housing Unit's 1-12. Construction is slated to start in the fall of 2007.

The Wisconsin Integrated Corrections System (WICS) project continues to move forward. When complete, WICS will enhance the management of offenders by implementing a system that shares data and makes offender information available to all authorized users. Version 1.0 is expected to be rolled out this fall. This version converts CIPIS functions into the WICS system. Other versions regarding inmate movement and education will be introduced as work progresses.

The dedication of KMCI staff has been vital to the mission of the Department and they have my deep appreciation for contributing to a successful FY2007.

Larry L. Jenkins
Warden

TABLE OF CONTENTS

INSTITUTION PROFILE	1
KMCI ORGANIZATIONAL CHART	2
HUMAN RESOURCES	
Staff Numbers	3
Retirements	3
Community Relations Board	4
Critical Incident Stress Debriefing	4
Affirmative Action Committee	5
Employee Relations	5
Employee Assistance Program	5
Health and Safety Committee	5
Americans with Disabilities Act Coordinators	5
RECORDS OFFICE	
Staff	6
Nature of Offense	6
Records Office Statistics	6
Population Breakdown by Race	6
Average Monthly Population	7
KMCI Inmate Movement FY2007	7
Monthly Transfers Into and Out of KMCI FY2007	7
BUSINESS OFFICE	
Fiscal Year Expenses	8
Canteen Sales	8
Money Collected From Inmates	8
FOOD SERVICE	9
PSYCHOLOGICAL SERVICES	10
PROGRAM REVIEW COMMITTEE	11
HEALTH SERVICES UNIT	12
INMATE COMPLAINT REVIEW SYSTEM	13
TREATMENT	
Staff	14
Chapel	14
AODA Program – A NEW FREEDOM	15
Treatment/Self-Help Groups	15-18
EDUCATION	
Staff	19
Students	19
Additional Education Programs	19
Vocational Programs	20

Crochet Programs	20
Computer Courses	20
Library	21
Recreation	21
Hobbies	21
Inmate Job Fair	21
MAINTENANCE	
Staff	22
Work Orders	22
Major Projects Completed during FY2007	23
Institution Recycling	24
Community Service Projects	24-25
Laundry/Tailor Shop	25
Vermicomposting	26
SECURITY	
Staff	27
Security Devices	27
Inmate Property	27
Inmate Visits	27
Conduct Reports	28
KMCI Trip Summary	28
Investigations	29
Staff Training	30
BADGER STATE INDUSTRIES	31
LIST OF ACRONYMS	32

INSTITUTION PROFILE

KETTLE MORAINÉ

CORRECTIONAL INSTITUTION

W9071 FOREST DRIVE

P.O. Box 31

Plymouth, WI 53073-0031

PHONE: 920-526-3244

FAX: 920-526-3989

DATE OPENED: 1962

SECURITY: MEDIUM

OPERATING CAPACITY: 783

SIZE: 80 acres

OFFICER/SERGEANT STAFF: 218

CURRENT POPULATION: 1181

NON-OFFICER/SERGEANT STAFF: 138

INMATE TO STAFF RATIO 3.32 to 1

INMATE PROGRAMS-----

INDUSTRIES

Badger State Enterprises

VOCATIONAL

Auto Detailing

Masonry

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

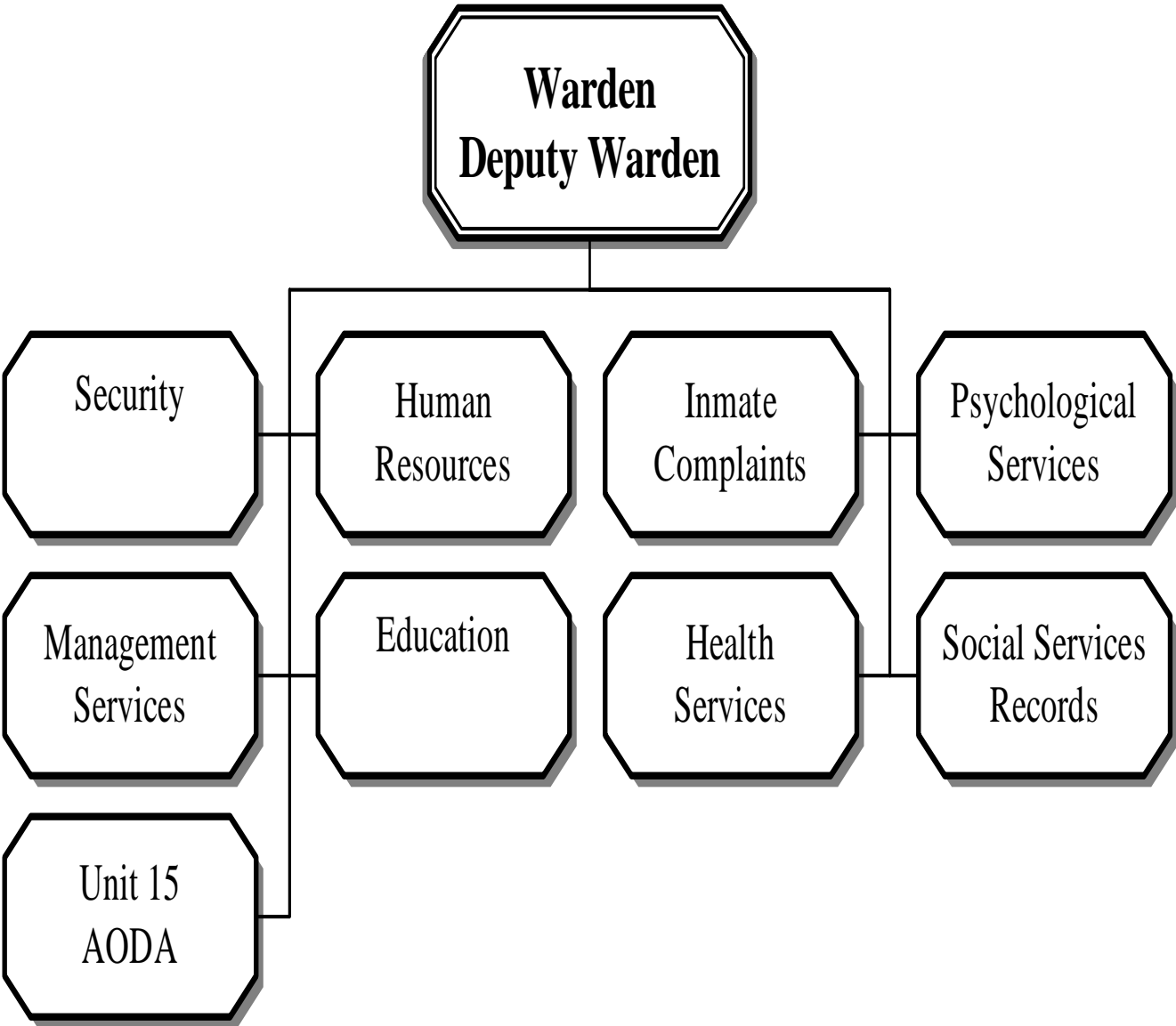
For the Love of Reading Relationships

Financial Literacy

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 2007**



HUMAN RESOURCES

Department/Office	Number of Staff
Office of the Warden	4
Inmate Complaint Office	1
Human Resources	3
Management Services:	1
♦ Business Office	6
♦ Stores/Canteen	4
♦ Buildings & Grounds	17
♦ Food Service	10
Education/School	23
♦ Library	2
AODA Program/Unit 15	11
Social Services	9
♦ Chaplains	2
♦ Records Office	5
♦ Program Support/Recreation	4
Psychological Services	5
Health Services/Dental:	12
♦ Physicians	2
♦ Psychiatrists	2
Offender Classification	2
Security:	3
♦ Supervising Officer I/II's	12
♦ Sergeants	80
♦ Officers	138
Total:	(338.8 FTE's) 356

INMATE TO STAFF RATIO: 3.32 TO 1
INMATE TO OFFICER RATIO: 5.42 TO 1

KMCI RETIREMENTS FY2007

Bruce Danielson	Sergeant	30 Years
Ellen Flynn	Payroll & Benefits Specialist	18 Years
Brian Hoffman	Sergeant	27 Years
John McCrary	Sergeant	10 Years
Karl Riem	Psychologist	19 Years
Patricia Ringwell	Sergeant	16 Years
James Russell	Sergeant	16 Years
Gary Seider	Officer	30 Years
Richard Schukow	Food Service Leader	29 Years
Tina Weiss	Food Service Leader	7 Years

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.

FY2007 COMMUNITY RELATIONS BOARD – KMCI STAFF

Larry Jenkins	Richard Breister	Mike Dittmann	Steve Austin
Rosie Eickhoff	Sue Ewerdt-Joseph	Mary Martin	Dave Tarr
William McCreedy	Michael Meisner	Jim Salter	
Mary Jo Nelson	Linda Crofts	David Picard	

FY2007 COMMUNITY RELATIONS BOARD – COMMUNITY MEMBERS

Joseph Leibham-Wisconsin Senate	Mike Helmke-Sheboygan County Sheriff
Earl Luth-Town of Greenbush	Randy Karoses-Campbellsport PD
John Phillips-Moraine Park Tech. College	Ginger Weimer-Salvation Army
Mike Limberg-Town of Greenbush	Dorothy Garcia-St. Agnes Hospital
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 Filemyr-Literacy Council, Sheboygan
Joe DeCecco-Sheboygan County. DA	Dan Klahn-Town of Greenbush Supervisor
Kevin Mueller-Comm. Corrections, Sheboygan	Karen Kielrosser-St. Agnes Hospital
JoEllen Wichman-Salvation Army	Mary Ann Bashaw-Sheboygan 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	James Olson	Debra Palm
Hayley Pucker	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 Terry Wojahn Hayley Pucker Jerry Hauke

EMPLOYMENT RELATIONS

Union/Management meetings are scheduled 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:

Dick Taddey	Greg Teichmiller	Jan Guse
Jane Boyle	Jeff Kleine	John Bollig
Charlotte Uhazie	Marilyn Buslaff	Michael Huck
Randy Fiedler		

HEALTH AND SAFETY COMMITTEE

KMCI's Health and Safety Committee conducts inspections of 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:

Jim Salter, Co-chair	Mary Jo Nelson, Co-chair	Mary Jo Schmitt
Richard Breister	Linda Crofts	Margaret Hau
Carl Clark		

AMERICANS WITH DISABILITIES ACT COORDINATORS

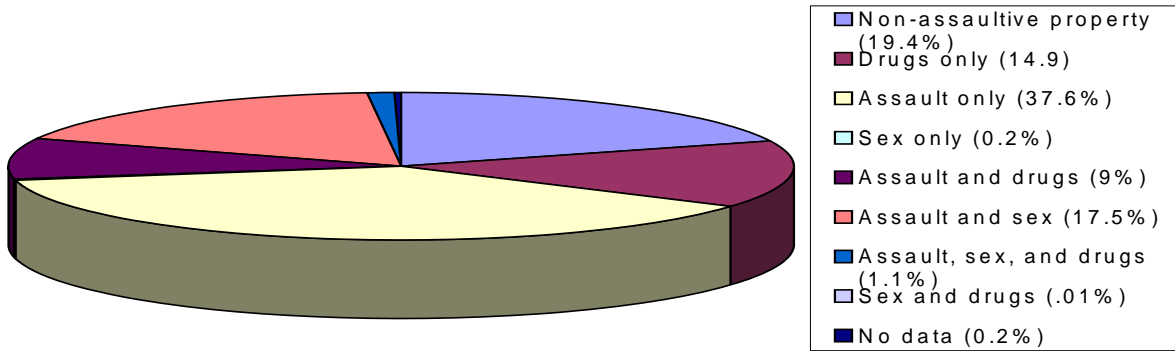
James Salter 920-526-9214
Sue Ewerdt-Joseph 920-526-9216

RECORDS OFFICE

STAFF

The Records Office has one full-time Offender Records Supervisor, two full-time Offender Records Assistant 1's (parole clerk and visit clerk), one full-time Offender Records Assistant 3 and one Office Operations Associate (half-time Records/half-time PSU).

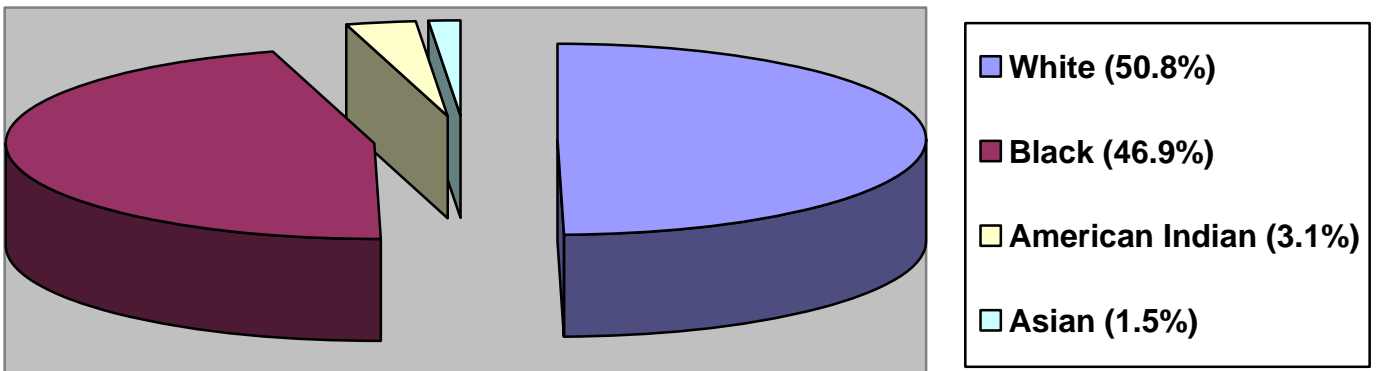
NATURE OF OFFENSE



RECORDS OFFICE STATISTICS

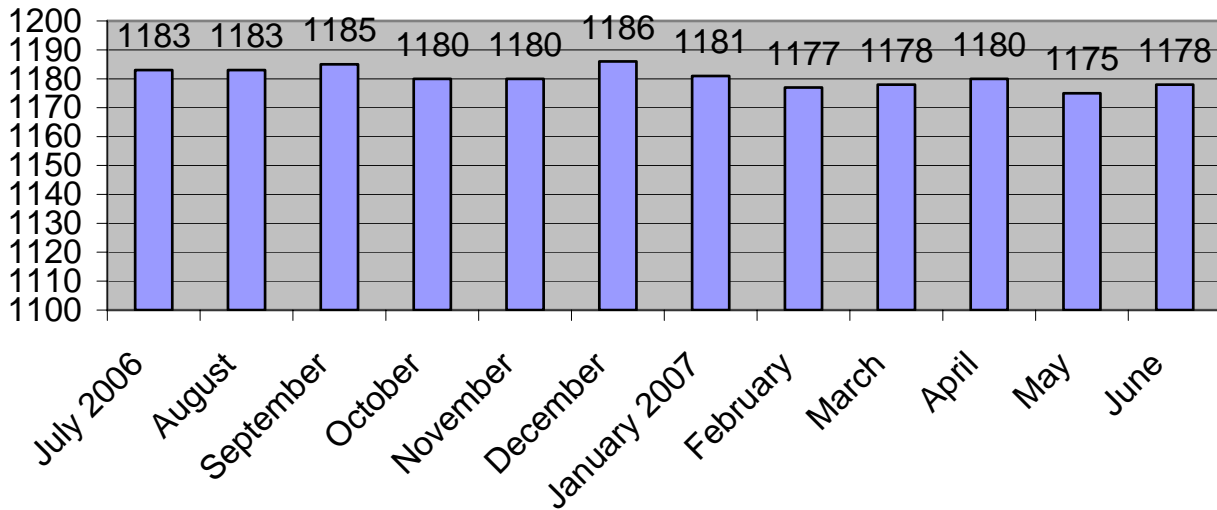
Average Inmate AGE at KMCI	32.93 years
Average STAY at KMCI	12.97 months
Average DAILY POPULATION at KMCI	1181 inmates
Rated Capacity as of 12-31-01	783 inmates

POPULATION BREAKDOWN BY RACE



RECORDS OFFICE

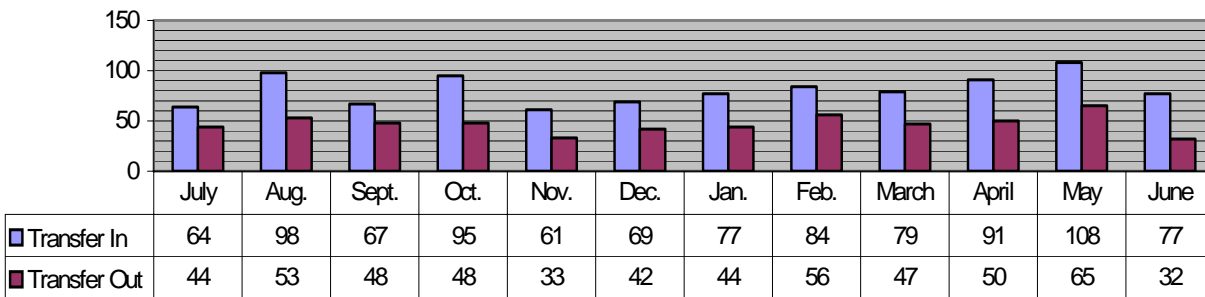
AVERAGE MONTHLY POPULATION



KMCI INMATE MOVEMENT FY2007

Transfers to Minimum	303
Transfers to Medium or Maximum	259
Paroles	16
Mandatory/Extended Supervision Releases	371
Maximum Discharge	20
Court Ordered/Sentence Modification	0
ATR/Other (no revocation)/DIS	0
Bond	0
Death	1
TOTAL	970

MONTHLY TRANSFERS INTO AND OUT OF KMCI



BUSINESS OFFICE

The Business Office at KMCI is staffed with 4 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 2007</i>	
<i>July 1, 2006 to June 30, 2007</i>	
TOTAL SALARY BUDGET	\$24,343,324.00
SUPPLIES & SERVICE	663,089.00
FOOD	1,282,381.00
REPAIR & MAINTENANCE	249,630.00
FUEL & UTILITIES	913,200.00
TITLE 1 SPECIAL ED. EXPENSES	64,493.00
PHONE REVENUE EXPENSES	54,989.00
INSTITUTION ENTERPRISES	29,314.00
PURCHASE OF SERVICES (FOR INMATES)	10,653.00
TOTAL	\$27,611,073.00

Fiscal Year 2007 Canteen Sales			
Month	Inmates	# of Sales	Total Sales
July '06	1141	2902	\$53,978.86
August	1197	3479	64,653.15
September	1184	2966	56,812.74
October	1161	2974	56,128.04
November	1183	3547	68,400.71
December	1127	2302	55,320.99
Jan. '07	1185	3283	66,970.43
February	1169	2887	57,408.35
March	1156	2693	63,804.88
April	1156	2980	57,936.04
May	1174	3423	66,762.35
June	1140	1140	55,923.60
Totals	13,973	34,576	\$724,100.14

MONEY COLLECTED FROM INMATES

VICTIM WITNESS SURCHARGE (VWS/VWS-B)	\$31,966.98
DEOXYRIBONUCLEIC ACID (DNA)	\$29,950.73
MEDICAL CO-PAYS	\$7,005.00
CHILD SUPPORT	\$25,067.78
COURT OBLIGATIONS & RESTITUTION	\$12,966.36

FOOD SERVICE

MEGA MEALS

- KMCI Food Service served 1,345,177 meals in fiscal 2007.
- Average Cost = \$0.95 cents per man per meal.
- KMCI Averaged 85 ongoing special diets due to religious or medical requirements.

LOOKING BACK AT Fiscal 2007

From July 1, 2006 to June 30, 2007

FOOD SERVICE USED:

4,145 pounds of SUGAR per month

3,700 pounds of POTATOES per month

1,883 pounds of GROUND HAMBURGER per month

1,816 pounds of GROUND TURKEY per month

3,701 loaves of BREAD per month

2,400 dozen EGGS per month

2,292 pounds of BUTTER per month

STAFF & INMATES

- Food Service Department has a full-time staff of 8 employees.
- An average of 69 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

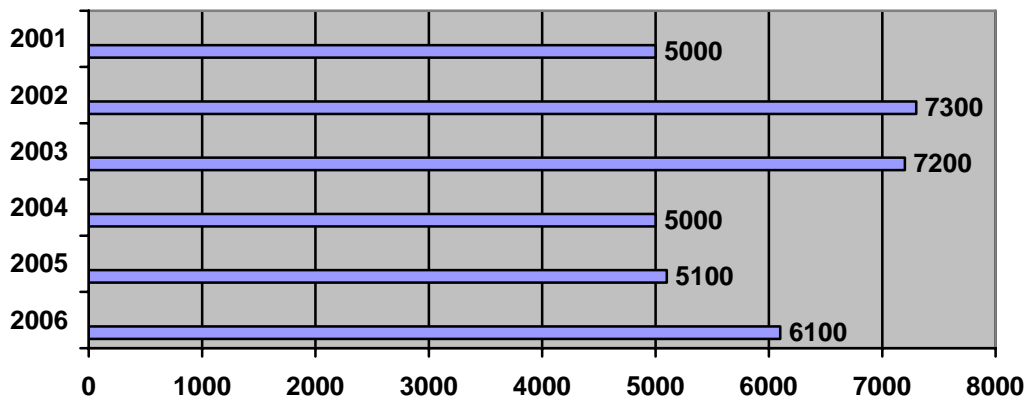
STAFF

- 1 Full-time Psychologist Supervisor
- 2 Full-time Psychological Associates
- 1.5 Full-time Psychologists

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:

- OVERSIGHT SEX OFFENDER TREATMENT (S.O.T.) PROGRAMS
- SCREENING FOR WISCONSIN SECURE PROGRAM FACILITY PLACEMENT
- EVALUATIONS FOR MINIMUM CUSTODY PLACEMENT
- CLINICAL ASPECTS OF REINTEGRATION TO COMMUNITY
- CLINICAL ASPECTS OF SUICIDE PREVENTION TRAINING
- INDIVIDUAL THERAPY
- CLINICAL MONITORING
- SITUATIONAL STRESS
- ORIENTATION OF NEW INMATES
- CRISIS INTERVENTION
- SEGREGATION ROUNDS
- PSYCHOLOGICAL TESTING

PROGRAM REVIEW COMMITTEE

STAFF

The Classification Review Office at KMCI is under the direction of the Division of Adult Institutions, Bureau of Offender Classification and Movement (BOCM). The Classification Office consists of one full-time Classification Specialist and one full-time Operations Program Associate. The Program Review Committee can consist of up to 4 members including:

CLASSIFICATION SPECIALIST
EDUCATION REPRESENTATIVE

TREATMENT 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 provides 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
- ◆ Earned Release and Challenge Incarceration Eligibility
- ◆ Placement for Re-integration purposes

FY2007 INMATE REVIEWS BY PRC	
Scheduled/early reviews	1035
Waivers	397
Segregation reviews	125
Program change reviews	33
Total:	1590

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) Medical Program Assistant Associate	

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 2007 STATISTICS

OFF SITE APPOINTMENTS: (University of Wisconsin – Hospital)	600
OFF SITE APPOINTMENTS: (Other than U.W.H.)	366
OFF SITE ADMISSIONS: (University of Wisconsin – Hospital)	9
OFF SITE ADMISSIONS: (Other than U.W.H.)	23
DENTAL APPOINTMENTS	1,513
HYGIENTIST APPOINTMENTS	391
OFF SITE DENTAL APPOINTMENTS	22
TOTAL DENTAL APPOINTMENTS	1,926
TOTAL H.S.U. CONTACTS FOR FY2006	142,462
VISITS – EMERGENCY ROOM	150
VISITS – U.W. – HOSPITAL EMERGENCY ROOM	2
DEATHS	1

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>FY2004</u>	<u>FY2005</u>	<u>FY2006</u>	<u>FY2007</u>
3202	3171	2600	2494

COMPLAINT RESULTS FY2007

COMPLAINTS AFFIRMED	97
COMPLAINTS AFFIRMED W/MODIFICATION	92
COMPLAINTS DISMISSED	1604
COMPLAINTS DISMISSED W/MODIFICATION	312
COMPLAINTS REJECTED	389

COMPLAINTS BY CATAGORY FY2007

CATAGORY	FY2004	FY2005	FY2006	FY2007
01 STAFF	972	922	665	590
02 CORRESPONDENCE	99	71	121	112
03 DISCIPLINE	244	266	217	210
04 MEDICAL	288	257	165	109
05 PAROLE	4	5	4	15
06 PERSONAL PHYSICAL CONDITIONS	191	214	159	208
07 PROPERTY	569	590	606	551
08 RULES	176	209	156	172
09 RELIGION	16	19	20	9
10 WORK/SCHOOL	92	131	77	71
11 VISITS	32	59	58	56
12 OTHER	331	188	165	193
13 FOOD	77	120	65	66
14 CLASSIFICATION	16	25	32	29
15 INMATE COMPLAINT REVIEW SYSTEM	2	13	5	14
16 DISCRIMINATION	1	4	2	1
17 PAY RATE/ACCOUNTS	90	78	74	82
18 BADGER STATE ENTERPRISES	2	0	8	5
19 BREACH OF CONFIDENTIAL HEALTH INFO	0	0	1	1

TREATMENT

STAFF

Primary responsibilities of treatment staff are provision of inmate services and programming, assessment and evaluation of treatment and security needs, monitoring of inmate case plans, preparation of inmate community reintegration and coordination of services with internal and external staff.

STAFF	AMOUNT
Corrections Program Supervisor	1
Social Services Director	1
Treatment Specialist	1
Social Workers	16
Operations Program Associate	1
Chaplains	1.5

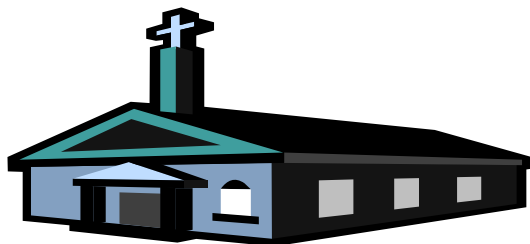
CHAPEL

Inmates are provided with the opportunity to pursue lawful religious practices of the religion of their choice consistent with security practices and principles; rehabilitative goals of offenders; health and safety issues; allocation of limited resources and responsibilities and needs of this facility.

The goals and objectives of the Religious Services are to meet the wide variety of inmate religious needs through formal scheduled worship services, study groups, special events and counseling with 1.5 full-time staff chaplains, volunteers and community clergy.

- **28,996 inmates attended religious services/chapel activities in FY 2007**
- **1,192 volunteer visits were made**
- **760 community clergy visits**
- **2 Prison Fellowship Seminars**
- **2 Toy Lifts – 1 Prison Fellowship Angel Tree and 1 Salvation Army**

Services are provided for Protestants, Catholics, Islamic, Pagan, Jewish, Native American and Eastern religious groups. Other religious needs may be practiced individually.



TREATMENT

AODA TREATMENT

The AODA Residential program is based on A New Freedom Program which is a comprehensive cognitive-behavioral treatment model, which includes coping skills, relapse prevention and risk factor management tools. The program is designed to carefully strip away defensiveness and guide the inmate to identify his own areas of vulnerability, risk factors for relapse and multiple dependencies. Inmates are offered the opportunity to learn critical coping skills designed to help address issues while incarcerated as well as post-release relapse prevention.

Standards also defined Social Worker caseloads as program inmates only. Therefore 1 of the 8 Social Workers was removed from facilitating groups and assigned the units general population inmates. This Social Worker will rotate with the start of each group cycle.

July 1, 2006 through June 30, 2007

Total starting - 210
Completions - 155
Terminations - 43
Withdrawals - 10

Success rate - 74%
Success rate minus withdrawals - 77%

INSTITUTION TREATMENT / SELF HELP GROUPS

Grief/Loss Group - This program is a ten-week initiative generally facilitated twice each year. It was developed to assist inmates with the many and varied losses encountered during incarceration, such as death, separation, physical disabilities, loss of freedom and divorce. When a group is not feasible or timely, individual counseling can be arranged. Program components include such things as:

- Stages of Grief
- Types of Grief
- Stage Progression/Lack of Progression/ Regression
- Individual Differences in the Grieving Process

TREATMENT

Incarcerated Veterans – The Department of Corrections and Kettle Moraine Correctional Institution partner with the Department of Workforce Development, the Department of Veterans Affairs and the County Veterans Service Officers in an attempt to reduce recidivism rates and enhance community safety by establishing employment, training and benefit services for eligible incarcerated veterans. **111** inmates were reviewed during this report period, with **52** inmates receiving assistance through external linkage and **102** inmates receiving internal staff assistance

Linkages with other Federal and State Entitlement and Assistance Programs

Six months prior to an inmate's release, social workers begin a screening process to determine whether inmates may be linked to services that would enhance their community stability.

Domestic Violence Counseling –. This program includes a 12-week curriculum focusing on the different types, causes and course of action for change. Facilitators operate four programs annually. The Domestic Violence group is available to all inmates, with preference given to inmates who have a need for Domestic Violence Counseling. **70** inmates participated in the 5 groups of programming provided this year.

Anger Management – KMCI offers anger/aggression management programming through the use of the *American Correctional Association's Cage Your Rage Program*. This program is normally offered two times per year for a ten-week period to general population inmates. The program is also made available to adjustment center inmates with sufficient time to complete the modules. Inmates with an AODA Residential Treatment need are generally required to fulfill their anger management component in that program. This year **30** inmates participated in programming.

Chemical Dependency Support Groups – Alcoholics Anonymous and Narcotics Anonymous groups are held at KMCI on a weekly basis. The meetings are conducted with the assistance of volunteers and a social service staff advisor. In FY2007, Alcoholics Anonymous had **842** attendees with an average of 18 inmates attending per week.

Cognitive Intervention Program (CGIP) – KMCI offers CGIP, Phase I and II programming. This program seeks to address high risk offender recidivism by changing the beliefs and thoughts that support the inmate's criminal behaviors. Through the co-operative efforts of staff from social services, education, and support service departments, **43** inmates participated in the 15-week, two-phase program this year.

TREATMENT

Victim Impact Programming – The program was adopted in its entirety from the *California Youth Authority Model*. This 17-week program is usually conducted twice per year. The program focuses on reducing criminality by heightening the awareness of victimization in crimes. Community volunteers intensify the depth of instruction. **17** individuals participated in this year's programming.

Self-Help Inc – This initiative is facilitated by a Social Services Advisor in co-operation with an outside volunteer that work to develop problem resolution skills with inmates. Twenty-six prepared lesson plans guide the process every 1st, 3rd and 5th week of each month. Sessions this year averaged **17** inmates per session, with **390** total participants. A sample of inclusions:

- *Choosing Friends*
- *Conflict Resolution*
- *Boundaries*
- *Well Being*
- *Fully Alive!*
- *Sorry, but...*
- *Responsibility vs. Shame*
- *Winning Comes 2nd*
- *Choosing Happiness*
- *Freedom as a State of Mind*

Release Unit Programming – KMCI operates a unit developed to enhancing the success of community reintegration for inmates being released into the community. Approximately four – six weeks prior to release, inmates are transferred to the unit to begin programming which includes:

- *Employment Search*
- *Resume Development*
- *Interviewing Strategies*
- *Parole Strategies*
- *Family Reintegration Strategies*
- *Obtaining/Reinstating a Driver's License.*
- *Employment Applications*
- *Community Corrections Employment Programs*
- *Goals Development*
- *Health Issues*
- *Community Resources*

Individualized work is available from a Special Education teacher for students with specialized needs to optimize their release success. Individual work is also done with releasing inmates and their social worker to solidify agent involvement and residential placements. Programming began in December 2004 with **899** inmates participating in the program to date and **809** completing the program. This year's reporting cycle indicates **344** program participants, and **320** program completions.

TREATMENT

Kay Nelson Living Skills - – 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 while incarcerated. The program deals with basic living skills and possible problems facing inmates upon release. The Salvation Army provides program funding. Kay Nelson, former manager of the Salvation Army store in Plymouth, was instrumental in the development and prolonged existence of the program.

Instructors include DOC staff, community individuals and other support and human resource agencies, who contribute their expertise to the program. A spring and fall group is run with **28** inmate participants annually. Components include:

- *Community Resources*
- *Victim Empathy*
- *Finances*
- *Self Esteem*
- *Health*
- *Coping Skills*
- *Supervision Expectations*
- *Support Obligations*
- *Meal Preparation*

Staff also wish to express our deep appreciation to the *Plymouth area Salvation Army* who provides release clothing to needy inmates.

EDUCATION

STAFF

6 Vocational Teachers	3 Recreation Leaders
12 Academic Teachers	1 Education Director
1 Librarian	2.5 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 KMCJ who have educational needs in both academic and vocational areas.

STUDENTS

92 inmates earned HSED's

AVERAGE NUMBER OF STUDENTS

FULL TIME	250
PART TIME	<u>110</u>
TOTAL:	350

65% read below a 6th grade level
22% read from a 6th - 9th grade level
12% 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.

Correctional Learning Network - Satellite based HSED/Life Skills

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

CLC (Computer Lab Courses) teaches GED subjects

Crochet/restorative Justice Projects

Parenting

Employability Skills

Book of the Month

Financial Literacy

Vocational Related courses

Human Sexuality/Health

HSED Civics

College of the Air (MPTC)

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, Masonry and Office Software.

VOCATIONAL

MPTC credits earned

WELDING	405
WOODS	288
AUTO DETAILING	242
MASONRY	209
CUSTODIAL	288
OFFICE SOFTWARE	253

MPTC COURSE COMPLETIONS FOR CREDIT

WELDING	27
AUTO DETAILING	23
MASONRY	21
CABINET WORKING	24
CUSTODIAL SKILLS	33
OFFICE SOFTWARE	16

CROCHET PROJECT

In FY2007 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 volunteer or fill one of eight paid positions. This project is a part of restorative justice, which allows inmates to do something for the community. In FY2007 the inmates participating in this project made hat/mitten sets, hats, and blankets. These items were donated to several agencies including Beacon House, Salvation Army, Sheboygan County Human Services and Oshkosh Labor of Love.

Afghans	79	Hat/Mitten Sets	126
Lap Blankets	125	Scarves	38
Baby Blankets	64	Shawls	39
Sweaters	45	Skull Caps for Soldiers	240

COMPUTER COURSES

LAL (Language Arts Labs) uses phonics and a language experience approach to teach reading, writing, and touch typing skills. **SIXTY LAL ACHIEVEMENT CERTIFICATES WERE ISSUED IN FY2007.**

EDUCATION

LIBRARY ATTENDANCE

- Library attendance limit = 35 inmates per scheduled
- **FY2007 Library Attendance = 50,136 inmates**
- An average of 4,178 inmates used the library each month.



RECREATION

- Gym attendance limit – 85 - 110 inmates per scheduled hour
- **Total FY2007 Recreation Attendance = 215,733**
- Recreation Programs include:

Volleyball League

Scrabble Tournament

Badminton Tournament

Blacktop Basketball

No Contact Football

Softball League

Soccer League

Chess Tournament

Cribbage Tournament

Dominoes Tournament

Inmate All Star Games

Weightlifting

Basketball League

Kickball League

HOBBIES

- The Hobby Department operates Tuesday through Friday for 2 hours per day.
- **1221 inmates participated in Hobbies during FY2007.**
- Hobbies include:

Bead Work

Painting/Drawing/Sketching

Musical Instruments

Cross Stitch

Knitting/Crocheting

Latch Hook kits

Card making

INMATE JOB FAIR

On September 21, 2006, KMCI hosted the sixth annual job fair for inmates in the gymnasium. Approximately 175 inmates attended and viewed booths that companies set up. Thirty-six companies and service agencies participated. All of the inmates were within one year of their scheduled release, 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 seventh annual fair will be held in the fall of 2007.

MAINTENANCE

STAFF

The Superintendents of Buildings and Grounds administrate the Maintenance Program, which consists of: (1) Auto Mechanic, (1) Carpenter, (1) Electrician, (1) Electronics Technician 5, (1) Facilities Maintenance Specialist Advanced -HVAC, (2) Utility Plant Operators, (3) Facility Maintenance Specialist Advanced 3, (2) Facility Repair Worker 4, (6) Maintenance Security Staff, (1) Office Operations Associate, (1) Building and Grounds Supervisor and (1) Building and Grounds Superintendent.

WORK ORDERS

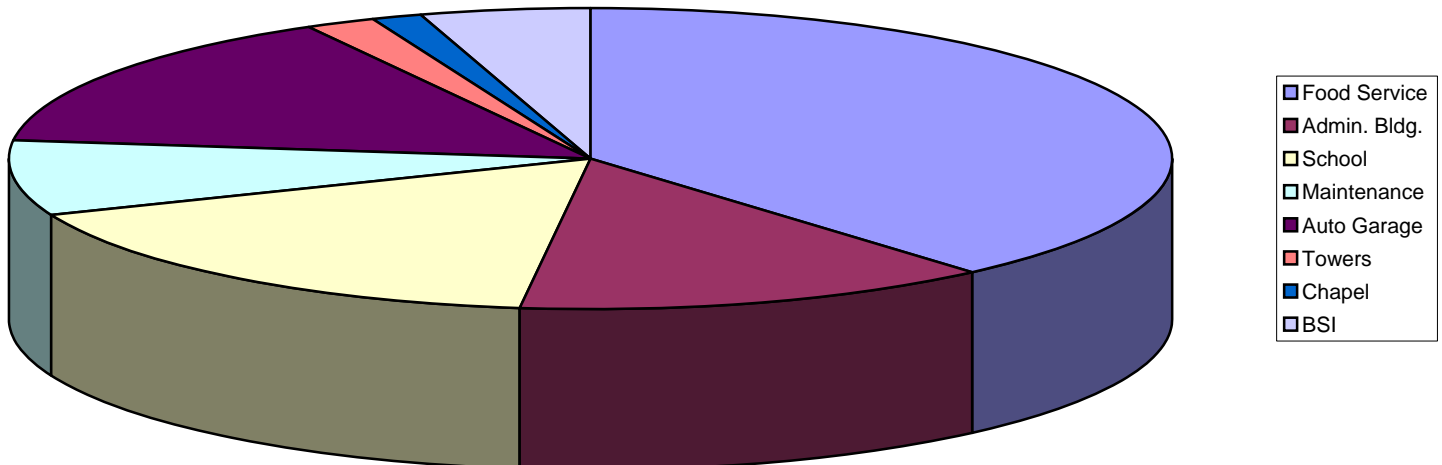
Incidental tasks completed in conjunction with approved work orders while in the same area cannot be included in totals unless reported to the maintenance department.

Preventative and corrective work orders totaled 6860 for FY2007.

Work orders by location for FY2007

<u>UNIT</u>	<u>W/O</u>	<u>UNIT</u>	<u>W/O</u>	<u>LOCATION</u>	<u>W/O</u>
Unit 1	210	Unit 9	293	Food Service	846
Unit 2	273	Unit 10	266	Admin. Bldg.	291
Unit 3	236	Unit 11	273	School	371
Unit 4	214	Unit 12	249	Maintenance	172
Unit 5	246	Unit 14	296	Auto Garage	329
Unit 6	241	Unit 15	793	Towers	41
Unit 7	284	Unit 16	322	Chapel	33
Unit 8	296			BSI/Unit 13/Canteen	103
				Other	182

Department Work Orders



MAINTENANCE

MAJOR PROJECTS COMPLETED IN FY2007

- ⇒ Vehicle Gate Power Unit & Cylinder Repairs – Replaced hydraulic hoses that were cracked, chaffed and leaking. Provide labor and materials to replace leaking hydraulic cylinders for the outer institution vehicle gates. Project supported by Facility Management Council using R & M funding.
- ⇒ Unit 15 Boiler Controls – Troubleshoot and repair burner firing controls on Bryan boiler. Project supported by Facility Management Council using R & M funding.
- ⇒ Repair Water Main Break – Six inch water main broke during cold weather and surfacing next to the institution perimeter road. Project supported by Facility Management Council using R & M funding.
- ⇒ Unit 15 Shower Area. – Replaced tiles in both north and south shower areas which were coming loose from floor and wall. Project supported by Facility Management Council using R & M funding.
- ⇒ School Welding Shop Heater Repairs – Replace faulty gas valve, replace manufacturer switch, and replace summer/off / winter switch and clean burners and pilot. Project supported by Facility Management Council using R & M funding.
- ⇒ Unit 15 Air Compressor Replacement – Remove worn-out “Curtis Air” 60 gallon, ¾ hp air compressor for Unit 15 heating system controls. Purchase and install new “Curtis Air” 60 gallon, 1.5 hp air compressor for heating system controls. Project supported by Facility Management Council using R & M funding.
- ⇒ State Radio Power Supply Replacement – Replace failed state base radio power supply with a remanufactured power supply. Project supported by Facility Management Council using R & M funding.
- ⇒ State Radio Repairs – Replace state base radio “ACE” board and “RIC” Board due to failure. Project supported by Facility Management Council using R & M funding.
- ⇒ Unit 11 Hot Water Heaters - Replaced corroded and leaking hot water tanks. Project funded by DOA/DSF.
- ⇒ Unit 14 Hot Water Tanks – Replaced 3 leaking hot water storage tanks and replaced the manifold. Project funded by DOA/DSF.
- ⇒ Unit 15 Boiler Repair – Rebuilt one failed boiler. Funded by DOA/DSF.
- ⇒ JWC Muffin Monster Repair – Replaced failing/worn cutter box on JWC Muffin Monster with a “Remanufactured” Cutter Box at Waste Water Treatment Plant. Funded by DOA/DSF.
- ⇒ Emergency Repairs to Unit 16 Primary Power Supply – Repaired damaged/melted electrical wiring components caused by failed insulation on one phase of power supply lines to Unit 16. Project supported by Facility Management Council using R & M funding.
- ⇒ Combi Oven Repairs – Replaced several heating elements (6) in several of the combi ovens along with water level probes (3) and thermostats (3). Project supported by Facility Management Council using R & M funding.
- ⇒ Gas Pressure Regulator Replacements – Replaced failing gas pressure regulator for the boilers in Unit 11. Project supported by Facility Management Council using R & M funding.
- ⇒ Bakery Oven Repairs – Company repair technician diagnosed, provided and installed replacement parts to repair the main Food Service bakery oven. Project supported by Facility Management Council using R & M funding.
- ⇒ Heat Exchange Replacement – Replaced (2) domestic hot water heat exchangers. Project supported by Facility Management Council using R & M funding.
- ⇒ Install Phones in School Classrooms – To enhance security and safety 20 phones were installed in the school classrooms.
- ⇒ Fiber Optic Backbone Project – Electrician installed fiber optics throughout the institution for the Electronic Law Library.

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:

Controlled Medical Waste	610.9 lbs.
Tires	120 tires
Batteries – Ni-Cid and LED Acid	1,847 lbs.
Electronics	3,891 lbs.
Light bulbs – Lamps, compact, HID Lamps and incandescent Lamps	3816

Scrape Iron, metals	42,460 lbs.
Commingled – tin cans, plastic, and aluminum	10.33 tons
Cardboard and Paper	42.72 tons

COMMUNITY SERVICE PROJECTS

The garden product continued in FY2007 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 28,490 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 1900 hours. Produce donated in FY2007 totaled:

Cabbage	7,150 lbs.
Kohlrabi	50 lbs.
Beans	820 lbs.
Tomatoes	12,500 lbs.
Peppers (Green & Hot)	1920 lbs.
Zucchini/Squash	570 lbs.
Beets	790 lbs.
Radishes	40 lbs.
Cauliflower	450 lbs.
Broccoli	780 lbs.
Carrots	230 lbs.
Squash	1,545 lbs.
Cantaloupe	190 lbs.
Potatoes	445 lbs.
Watermelon	45 lbs.
Onions	935 lbs.
Egg Plant	30 lbs.

MAINTENANCE

The importance of other Community Service Projects completed by Maintenance staff and inmates increased measurably in FY2007. Maintenance staff invested 138 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
Signs – Campbellsport Garden Club	3	34
Writing Desk – Free Spirit Riders Walk-A-Thon	12	132
Boat Shelf – Free Spirit Riders Walk-A-Thon	8	96
Writing Desk – WCA	10	112
Work Order Boxes – FDL Blue Line Hockey Club	4	64
Writing Desk – FDL Christian School	12	124
Coat Racks – FDL Blue Line Hockey Club	4	64
Custom Certificate Frames – Oshkosh Training Center	2	50
30 Picture Frames – Madison Training Center	2	48
30 Picnic Tables – Manitowoc County Airport	40	245
40 Benches – Manitowoc County Airport	24	200
Shelf Boat – KMCI Auction - Relay For Life	10	86
4 Frames (20 x 24) – FDL Parole	32	3
Mailboxes – FDL Blue Line Hockey Club	3	64
2 Football Cases – Free Spirit Riders	3	40

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 5 – 50 pound commercial dryers. Under the direction of the Laundry Sergeant, an average of 11 assigned inmates laundered 598,043 items in exactly 12,264 loads totaling 352,093 pounds in FY2007.

Vermicomposting at KMCI

Vermicomposting is the process of recycling cardboard, coffee grounds and eggshells, and green food waste generated from the preparation of meals, utilizing the natural occurring microorganisms and red worms to do the composting. As the red worms digest the carefully prepared green food waste, coffee grounds, and eggshells they also breakdown the cardboard bedding material into a nutrient rich compost and castings mixture desirable as a soil amendment. KMCI will initially use the compost in the institution vegetable garden and flowerbeds.

Maintenance staff currently supervises inmates in the various tasks required for successful vermicomposting. Daily inspections; food collection, preparation, and storage; and harvesting activities consume an average of approximately 20 hours per week for 3-8 inmates, depending upon conditions.

The total number of inmate hours and involvement in the vermicomposting project will increase as the existing worm population increases naturally from the current population of approximately 820,000 worms in 62 boxes, to an anticipated population of 3,000,000 worms in 300 boxes in about 2 years.

The current population of worms consumes about 500 hundred pounds of green waste from the food preparation activities in the food service building each week. An average of 1,500 pounds of waste cardboard per month is shredded for use as bedding material.

At an projected approximate population of 3,000,000 worms, nearly all of the green food waste generated from food production activities would be consumed, as well as a significant portion of the 250 tons of waste cardboard generated by KMCI on an annual basis would be recycled.

At the expected full operating capacity of the vermicomposting project, the various required tasks of the operation will require the efforts of approximately 30 inmates on a daily basis. Completing all the tasks necessary for a successful vermicomposting operation could require a total over 1,000 hours of inmate labor per month to support all aspects of a socially and fiscally responsible project to reduce the volume of solid waste generated by KMCI going to landfills.

We are looking forward to the challenges associated with implementing this recycling effort on a scale equal to the volume of green waste generated by normal KMCI operations. We are also looking forward to the satisfaction and fiscal rewards of ultimately diverting approximately 100 tons annually of easily composted waste materials from the institution solid waste stream that is destined for local landfills.

SECURITY

STAFF

A total complement of 230 security staff (including Correctional Officers and Supervising Officers) work under the direct supervision of the Security Director.

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
- K-9 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 Operations Plan (E.O.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 3 Officers.

INMATE VISITS

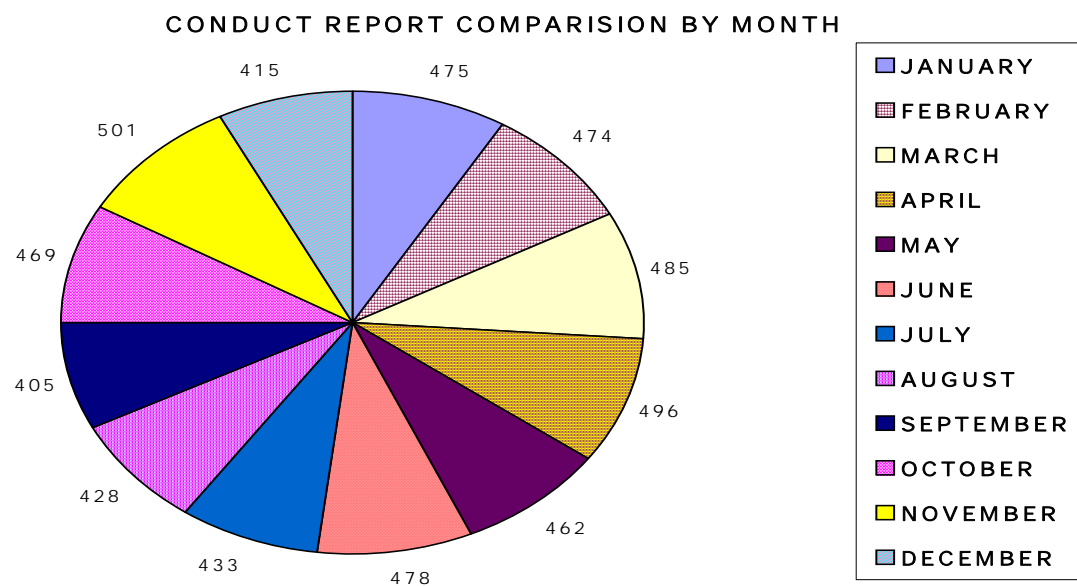
KMCI VISIT TALLEY FY2007

MONTH	VISITS	VISITORS
JULY	1218	2349
AUGUST	1037	1939
SEPTEMBER	1165	2081
OCTOBER	922	1645
NOVEMBER	892	1645
DECEMBER	1204	2300
JANUARY	881	1509
FEBRUARY	828	1554
MARCH	1172	2119
APRIL	736	1378
MAY	887	1556
JUNE	1244	2345
TOTAL	12,186	22,420

SECURITY

CONDUCT REPORTS FY2007

MAJOR CONDUCT REPORTS	1478
MINOR CONDUCT REPORT/SUMMARY DISPOSITIONS	4042
TOTAL CONDUCT REPORTS	5520
APPEALED CONDUCT REPORTS	244



KMCI TRIP SUMMARY

YEAR	# TRIPS	# OFFICERS	# INMATES	OVERTIME HOURS	TOTAL MILES
FY2007	817	1698	1236	4156	84,913
FY2006	694	1438	1116	3620	79,678
FY2005	806	1657	1132	3618	87,785

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 INVESTIGATION FY2007	NUMBER OF INVESTIGATIONS FY2006
JANUARY	5	5
FEBRUARY	5	1
MARCH	7	5
APRIL	5	3
MAY	5	9
JUNE	3	3
JULY	5	1
AUGUST	9	5
SEPTEMBER	5	9
OCTOBER	11	3
NOVEMBER	10	3
DECEMBER	5	6
TOTAL	75	53

NUMBER OF INVESTIGATIONS PER MONTH (AVERAGE) 6.26 (FY2007) AND 4.33 (FY2006)

BREAKDOWN BY TYPE OF INVESTIGATION

TYPE OF INVESTIGATION	TOTAL	TYPE OF INVESTIGATION	TOTAL
STAFF MISCONDUCT	17	SEXUAL CONDUCT	7
BATTERY/FIGHT	17	DISRUPTIVE GROUP ACTIVITY	2
CONTRABAND	12	SOLICIT STAFF	1
DISFIGUREMENT	1	FRATERNIZATION	1
INMATE MISCONDUCT	6	LYING ABOUT STAFF	2
THREATS	1	THEFT	1
POSSIBLE ESCAPE ATTEMPT	1	PROPERTY DAMAGE	1
GROUP RESIST. & PETITIONS	1	INMATE INJURY	2
WEAPON	1	MISUSE OF STATE PROPERTY	1

SECURITY

STAFF TRAINING FOR FY2007

- ❖ *COMPUTER TRAINING* – Staff utilizing computers as a part of their duties were given specific training to institutional systems. Coordinator for this training was Linda Crofts. Training is on going and is consistent with institution needs.
- ❖ *CRISIS NEGOTIATIONS* –A group of eight staff members trained specifically as negotiators. Team members are prepared to negotiate during hostage situations. Lt. Zank is the team leader.
- ❖ *CPR/AED* - This training was started in 2001 is ongoing to meet American Red Cross standards. Training is provided to all interested staff for CPR-AED.
- ❖ *ERU (Emergency Response Unit)* – The ERU unit members have attended various training sessions throughout the year. These training sessions consisted of marching and tactical formations for crowd control, room clearing, use of batons, use of chemical agents and CPR-AED. Unit members are also trained in the use of a Beretta 8040D handgun, Remington 870 12 gauge shotgun and Ruger Mini 14 Rifle.
- ❖ *FIRE DRILLS* – Institution fire drills are conducted in all areas of the institution on a regular basis to ensure proper response to a fire emergency.
- ❖ *GANG TASK FORCE* – A group of staff members are trained in identifying gang members. Capt. Galligan, Capt.Engebregtsen and Capt. Janssen are the Gang Task Force Coordinators. Team members attend various training seminars which are occasionally conducted at KMCI.
- ❖ *INFECTION CONTROL* – (formerly referred to as Blood Borne Pathogens) is required annually and is provided by our Health Services Unit.
- ❖ *P.O.S.C. (Principles of Subject Control)* – Required annual training for all uniform and non-uniform staff. Capt Buteyn is currently KMCI’s instructor.
- ❖ *SNIPER TRAINING* – The KMCI Sniper team is composed of four members. Each member is a trained sniper. During the FY2007 this team attended joint training with local law enforcement on several occasions and trained bi-monthly at KMCI. The KMCI Sniper Team won the DOC competition in the fall of 2006. The KMCI Sniper Team Leader is Capt. O’Brien.
- ❖ *SUICIDE PREVENTION* – Is a recent annual training requirement. This presentation is conducted by Security and Psychological Services Unit.
- ❖ *TORNADO DRILLS* – Tornado drills are conducted yearly to insure proper response in the event of a tornado.
- ❖ *WEAPONS REQUALIFICATION* – Weapons requalification for all security staff is done on a yearly basis. Security staff are trained in the use of the Ruger Mini-14 and the Remington 870 Shotgun. Capt. O’Brien, Capt.Thiede, Capt. Janssen, Capt Galligan, Lt. Zank and Lt. Olson are the institution’s firearms instructors.

BADGER STATE INDUSTRIES

In March of 2006, KMCI began to refurbish both manual and electric wheelchairs for the Wheelchair Recycling Program based in Madison, WI. After the chairs are refurbished, they are sent to Madison, where they are distributed to those in need of a wheelchair who do not have Medicare, insurance or monetary resources to purchase one. From July 1, 2006 to June 30, 2007, 416 wheelchairs were sent to KMCI, with 178 being fully refurbished. The remaining 238 were used for parts or sold as scrap metal.

The BSI shop at Kettle Moraine also produces mattresses and a line of textiles. In FY2007 the following items were produced:

384 mattresses	1,370 laundry bags
1,300 shower curtains	10,500 bed sheets
30,000 terry towels	31,700 wash cloths
12,300 pillow cases	2,000 HSU bags
250 glove pouches	210 walker bags for wheelchairs

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
DOA	Department of Administration
DOC	Department of Corrections
DSF	Division of State Facilities
EAP	Employee Assistance Program
EOP	Emergency Operations Plan
ERU	Emergency Response Unit
FDL	Fond du Lac
FLORR	For Love of Reading/Relationships
FY	Fiscal Year
GED	General Education Development
HSED	High School Equivalency Diploma
HSU	Health Service Unit
HVAC	Heating/Ventilation/Air Conditioning
ICRS	Inmate Complaint Review System
ICS	Incident Command System
KMCI	Kettle Moraine Correctional Institution
L.A.L.	Language Arts Lab
MPTC	Moraine Park Technical College
PD	Police Department
POSC	Principles of Subject Control
PRC	Program Review Committee
SOT	Sex Offender Treatment Programs
R & M	Repair and Maintenance
U.W.H.	University of Wisconsin Hospital
UPQHC	United Professionals for Quality Health Care
VWS	Victim Witness Surcharge
WCA	Wisconsin Correctional Association
WEAC	Wisconsin Education Association Council
WICS	Wisconsin Integrated Corrections System
WPEC	Wisconsin Professional Employment Council
WSBTC	Wisconsin State Building and Trades Council
WSEU	Wisconsin State Employee Union