

State of Wisconsin
Department of Corrections
Prairie du Chien Correctional Institution

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2004 Annual Report

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MESSAGE FROM THE WARDEN

PDCI has undergone a steady transformation in its 7-year history, and this past year continued to bring a significant number of changes. One thing that has not changed is the institution's strong emphasis on education and programming; we provide the inmates entrusted to our care with an opportunity to learn the skills necessary to return to their communities and become productive members of society.

We continue to strive to meet the challenges brought by a reduced budget and to plan prudently for the future. PDCI is a pioneer in attempting a unique approach in staff utilization to meet the administrative needs of PDCI and WSPF.

Our staff is committed to excellence and should be commended for the manner in which they perform their duties. The accomplishments included in this report reflect the efforts of PDCI's dedicated staff and we look forward to the challenges of the year ahead.

Gerald Berge
Warden

PRAIRIE DU CHIEN CORRECTIONAL INSTITUTION

MISSION STATEMENT

In keeping with the Division of Adult Institutions Mission Statement, which applies to the protection of the community, offender accountability and competency building to help offenders live responsibly and productively in the community, Prairie du Chien Correctional Institution has the following mission:

To protect society from unwarranted acts, both now and in the future, which offenders referred to us for the purpose of habilitation may commit. The primary way we can fulfill that responsibility, as far as the future is concerned, is through a program of "productive adjustment," education, team building, and positive role modeling.

OBJECTIVES

- To ensure public safety, using the least restrictive control measures feasible.
- To promote the health, safety, dignity, and rights of offenders committed to our institution
- To manage resources, including community agencies and volunteers, in the most efficient, effective, and practical manner consistent with the attainment of institution goals.
- To motivate offenders to establish and implement goals; to determine what services are needed to accomplish those goals; to do whatever is possible to insure that those services are delivered; and to motivate offenders to utilize those services.
- To develop a helping relationship between staff and offenders by being positive role models, showing mutual and equal respect for each other, along with developing a mentoring relationship.
- To develop a helping approach to problems of the offenders; all staff members have this responsibility in their daily interactions with offenders. Every contact with staff is an opportunity for learning and correcting.
- To provide an environment which fosters and creates independent living skills by providing offenders with real choices, decision making, and the natural consequences of those choices and decisions, whenever possible and consistent with safety and security for staff, offenders, and the community.
- To develop a sense of responsibility for self and others by building inner self-controls. Offenders will be involved in structured meaningful programs.
- To promote a total approach to each offender's needs through addressing his physical, social, and educational needs, analysis and of skill deficits and addressing those deficits through relevant, proper programming.
- To create an environment that is clean, relaxed, humanistic and conducive to helping people change.
- To monitor and evaluate institution programs for general effectiveness and achievement of results.

FAST FACTS

Date Institution Opened	July 3, 1997
Security Level	Medium
Operating Capacity	424
Current Population	408
Officer / Sergeant Staff	95
Non-Uniformed Staff	69.5
Inmate to staff ratio	2.58 inmates / staff
Number of acres	55.5
Operating Budget	\$10,456,185
Amount collected from inmates for:	
restitution	\$7,027.60
child support	\$2,436.09
victim/witness	\$18,533.53
medical co-pay	\$5392.50

INMATE PARTICIPATION AND COMPLETION INFORMATION EDUCATION, TREATMENT, AND WORK

ACTIVITY	# OF INMATES PARTICIPATED	# OF INMATES COMPLETED
Education		
HSED	560	181
509 (Special Education Portfolio)	37	12
Home School District Diploma	7	6
Corrections Learning Network	251	239
Southwestern Wisconsin Technical College (SWTC) General Education Credits	955	797
SWTC Bricklaying Diploma	12	7
SWTC Certificate	30	19
SWTC Office Assistant Program Diploma	10	5
SWTC Certificate	55	30
Pre-vocational Janitorial Custodial Program SWTC Certificate	24	21
Alcohol & Other Drug Abuse (AODA) Treatment	71	68
Cognitive Intervention Program (CGIP) Phase I	49	33
Cognitive Intervention Program (CGIP) Phase II	33	25
Anger Management *	9	5
Victim Impact Program *	27	31
<i>*Staff who run these programs assisted with duties for staff vacancies at PDCI and WSPF – no programs ran for part of the year</i>		
172 inmate worker positions in the following areas: Kitchen, Maintenance, Yard Crew (Including outer perimeter), Laundry, Janitorial, Education Tutors, Clerks, and Garden Crew.		

PDCI ACCOMPLISHMENTS FOR FY2004

ADMINISTRATION

- July 2003 - Transition from DJC to DAI; previous age restriction lifted
- Expansion rooms completed; 98 beds added. Operating capacity increased from 326 to 424
- PDCI, as a component of the DOC Transformation, began sharing a number of management positions with WSPF, including Warden, Business Director, Business Manager, Human Resource Director, Education Director and Psychological Services Unit Supervisor.
- No staff assaults
- Laundry switched from contract to in-house
- Health & Safety Committee sponsored the institution's first and second blood drives
- Second annual Health and Safety Fair was held in October, with 13 vendors participating
- Development of PDCI Workplace Enhancement Committee; Open House for staff and families, and first annual employee picnic

EDUCATION/PROGRAMS

- HSED programming continues to be a key emphasis of the PDCI program
- The 509 High School Competency Based Diploma program continues to be enhanced to meet the alternative learning styles of inmates identified with significant learning problems and requiring accommodations to be academically successful
- The utilization of the Corrections Learning Network to provide distance learning opportunities was expanded
- Financial Education continued through a partnership with Economics Wisconsin
- A Pre-vocational Janitorial/Custodial program was expanded through a partnership with Southwestern Wisconsin Technical College to provide a "short course" certificate for inmates
- The Career Advisor position was continued and expanded with the utilization of a teacher on a part-time basis to address transition for inmates preparing for release. This included an expanded portfolio program for all inmates
- Prairie du Chien Education staff provide Special Education Services for PDCI inmates housed in TLU status at WSPF. This support was increased to include temporary aid when WSPF had staff absences due to long term medical leaves
- Inmates earned a total of 797 credits from Southwestern WI Technical College. This included vocational related classes in the Office Software and Office Assistant Programs as well as the Bricklaying/Masonry and Custodial programs. Many inmates also attended general education classes voluntarily for enrichment and further skill development
- Six inmates earned their High School Diplomas from their home school districts through cooperative efforts and earning credits and meeting graduation requirements at PDCI
- PDCI hosted 3 Social Work Interns from Upper Iowa University and 1 Human Services Intern from Southwest WI Technical College
- Successfully incorporated a school attendance policy within South Housing
- CHOICES Program developed and implemented
- Hosted institution tours for Criminal Justice students from Southwest WI Technical College and Northeast Iowa Community College; CHOICES inmate panel presentations to each group

PROGRAM REVIEW COMMITTEE

- PRC department has been trained and is approving decisions of other coordinators
- Prairie du Chien Correctional Institution's PRC department was expanded to include coverage for seven other facilities and jails, without increased staffing

SECURITY

- Outside Inmate Work Crews started in June 2004
- Armed the Perimeter Vehicle
- Participated in the 2003 joint ERU exercise
- As mutual aid, PDCI is housing the Prairie du Chien Police Department Emergency Response Vehicle in a building outside the secure perimeter of the institution
- Development of armory; constructed by PDCI staff and inmate labor
- Command Post relocated with added improvements
- Security staff received Weapons Certification training in arms

PSYCHOLOGICAL SERVICES UNIT

- Blended WSPF and PDCI Psychological Services Units
- Psychological Services Unit began evaluations supplementing educational services
- Increased Segregation rounds
- Re-instituted multidisciplinary meetings with all disciplines for special needs of inmates. This allows a true integration of the psychology staff and the institution

HEALTH SERVICES UNIT

- Transition from privatized service to State of Wisconsin employees January 01, 2003
- Medication delivery transitioned from Health Services Staff to Officers. Inmates allowed to maintain control of their "Keep on Person" medications
- Approximately 65% of inmates received Flu Vaccine at their request
- Canteen availability of basic medical supplies and medications has been established

FOOD SERVICE

- Produced 314,913 meals in Fiscal Year 2004
- Decreased the cost per meal by using the State Grocery Contract for groceries and some frozen foods, and by using the State Bread Contract. FY04 cost was \$1.11 per meal
- Location of the servery was moved and enlarged
- Dining Room seating was increased
- All recipes, prep sheets and production were changed for the inmate expansion
- Developed and implemented a Food Service Sanitation and Safety Audit Tool
- Purchased a new 80-quart mixer
- New coolers and freezers have been installed
- New Alto Shaam Combi Oven and warmer installed
- Replaced older, small steam kettles with 2 60 gallon kettles purchased from KMCI
- Receiving and storeroom floors repaired/replaced
- Monthly department meetings implemented to improve communication

BUILDINGS AND GROUNDS

- Asbestos removal in tunnels was completed, including addition of new expansion joints in hot water lines leading to South Housing
- New roof installed on North Hall
- Asbestos removal has been completed in the basement of the Administration Building. This will allow for placement of a new air compressor to control heating of this building
- Natural gas lines put into South Housing to allow for changeover from steam dryers to gas dryers
- Sprinkler head replacements in South housing completed. A recall of previous sprinkler heads necessitated this project
- A number of offices and card rooms in the Housing Units converted to inmate rooms in order to provide for population increase

**PRAIRIE DU CHIEN CORRECTIONAL INSTITUTION
COMMUNITY RELATIONS BOARD**

PDCI is committed to being a “good neighbor” to the surrounding communities. Our Community Relations Board was formed with local community representatives to provide a forum for regular discussion of pertinent issues that may impact the institution and its neighbors. Members are comprised of a diverse group of volunteers from throughout the local community:

Mr. William Adamany	Retired bank president
Ms. Paula Armentrout	P & P supervisor
Mr. Norb Aschom	WPRE/WQPC Radio / LaX Tribune
Ms. Dale Boldt	Prairie du Chien City Council
Mr. Dewey Christoph	WI Job Service
Ms. Sharon Cuchna	Prairie du Chien Chamber of Commerce
Mr. Phil Dagnon	Prairie du Chien City Council
Mr. Bob Dillman	Crawford County Board President
Mr. Chuck Elvert	Crawford County Board
Mr. Tom Farrell	Peoples State Bank President
Mr. Mark Hoppenjan	Prairie du Chien Fire Chief
Mr. Dave Hemmer	Prairie du Chien City Council
Mr. Dave Hernesman	CEO - Wyalusing Academy
Ms. Bonnie Homuth	Prairie du Chien City Council
Mr. Gary Howe	Courier Press
Mr. Jim Hutchison	Prairie du Chien business owner
Rep. DuWayne Johnsrud	WI State Assembly
Judge Michael Kirchman	Crawford County judge
Mr. Jack Kluesner	Prairie du Chien City Council
Mr. Michael King	Prairie du Chien Police Chief
Mr. Gary Koch	Prairie du Chien City Manager
Ms. Cheryl Mader	Mayor
Mr. Jerry Matousek	Prairie du Chien City Council
Mr. Erwin Mueller	Prairie du Chien City Council
Sen. Mark Meyer	WI Senate
Ms. Luanne Neumann	Prairie du Chien City Council
Mr. Jim O'Meara	Prairie du Chien School Superintendent
Mr. Maury Oehler	Retired teacher / PDCI neighbor
Sheriff Bob Ostrander	Crawford County Sheriff
Mr. Tom Peterson	Prairie du Chien City Attorney
Ms. Gail Petraw	Crawford County Victim Rights
Mr. Frank Pintz, Jr.	Prairie du Chien City Council
Ms. Sara Ryan	Crawford County Human Services
Ms. Irene Schauf	Prairie du Chien City Council
Mr. Ted Sheckler	Prairie du Chien City Council
Mr. Brad Steiner	Prairie du Chien City Council
Mr. George Sutton	Retired insurance agent
Mr. Frank Weeks	Owner - Design Homes

Restorative Justice Efforts

CHOICES PROGRAM

In conjunction with the Wisconsin Department of Corrections' (DOC) initiative towards restorative justice, PDCI is proud to sponsor "CHOICES," a youth diversion program. The aim of the CHOICES PROGRAM at PDCI is to reach out to surrounding communities and provide a crime prevention service that targets at-risk youth. It is designed to raise awareness in youth of the impact their choices may have on their lives, as well as those of their family, friends, and community. At the same time, selected inmates gain an opportunity to acknowledge how their decisions have impacted themselves and others and use their stories to help youth recognize the direction their actions are taking them, and hopefully, to make better choices and avoid criminal action.

PDCI program staff oversee the CHOICES PROGRAM and collaborate closely with agency staff to create a unique presentation to meet each group's particular needs. Interested inmates are carefully screened prior to program acceptance and undergo training prior to participation. Education and/or program participation, along with presentation skills and appropriate behavior, are required for inmates to participate in the program.

A panel of four to five inmates meet with student groups and discuss their crime, sentence, their life in prison, and changes they are making in their lives. Inmate participants come from diverse cultural and family backgrounds, and environments. Through open discussion, inmates relate how involvement with drugs, trouble-seeking friends, gangs, crime, etc. has negatively affected their lives, as well as those of their friends, family, and community. Inmates emphasize positive decision-making; both how they might have done so in the past and how they intend to do so once released. Frank conversation covers making mistakes, making amends, breaking ties with trouble-seeking friends, developing positive relationships, and opening lines of communication, as well as the difficulty and rewards in making positive changes.

This program was created with input from an advisory team comprised of staff from a variety of local agencies who serve youth. The first group was held in May of 2004; during FY 04, 6 groups totaling 39 youth were served. The Choices panel also presented to Criminal Justice students from UW-Platteville and Southwest Wisconsin Technical College (SWTC). Inmate participants are interviewed and must complete several training sessions. Of 75 inmates who applied to participate, 23 inmates were selected to serve on the Choices' panel.

VICTIM IMPACT PROGRAM

PDCI's Victim Impact Program started in March 2000, and was adapted from Mothers Against Drunk Driving (MADD) and the California Youth Authority model. The mission of this program is to enlighten offenders to recognize how their illegal actions have a profound effect on not only their victims, but also on their communities and their own families. Goals are to help offenders explore their tendency to depersonalize victims, become aware of the long-term impact of victimization, hold the offender accountable for crimes committed, develop personal safety skills, recognize patterns of victimization within personal environment, and differentiate hate and bias crimes from others. The program also provides an opportunity for victims to share their experience in an attempt to educate the offender as part of the victims' healing process. Ten chapters begin with property and drug-related crimes and

culminate with homicide. The program includes lectures and discussion groups, as well as group activities, daily journaling/assignments, videos, guest speakers, and community service projects.

Guest speakers have included detectives from local and urban area police departments, a quadriplegic victim of a drunk driver, a teller who survived an armed bank robbery, a funeral home director, members of Parents of Murdered Children, and others. Through grant funding, the program was able to host a full-day workshop on hate/bias crimes with Marcus Newson of the National Conference for Community and Justice (NCCJ) (and Wartburg College).

RESTORATIVE JUSTICE WEEK / VICTIMS' RIGHTS AWARENESS WEEK

PDCI makes a concerted effort to inform inmates and staff of Restorative Justice issues during Restorative Justice Week in November and Victims' Rights Awareness Week in April. Restorative Justice/Victims' Rights were a central topic of discussion in most classrooms throughout each week. Posters developed by inmates in the Victim Impact program were placed throughout the institution. Guest speakers were invited to present their stories to inmates; these included a quadriplegic victim of a drunk driver and the President of the Wisconsin Chapter of Parents of Murdered Children.

COMMUNITY SERVICE

PDCI strives to be a "good neighbor" and encourages the inmates in our care to participate in Community Service opportunities whenever possible. Inmates in the AODA and Victim Impact Programs regularly participate in Community Service projects:

- Preparing care packages and holiday treat bags/baskets for Valentine's Day, Halloween, and Christmas for Ronald McDonald Houses in Madison and Milwaukee
- Crafting and distributing flag pins to staff and community in honor of the National Day of Remembrance – 9/11
- Prepared ribbons and posters for Victims' Rights Awareness Week and again for National Drunk Driving Awareness Week
- Sponsored a school-supply and donated 11 boxes of supplies to local schools
- Filled 1000 plastic eggs with candy for the Community Easter Egg Hunt
- Filled 1000 sandbag luminaries for the American Cancer Society Relay for Life
- Sponsored a book drive for the Peace Corps for a new school library in Gambia, Africa
- PDCI inmates also built 2 raised garden beds for the local nursing home
- PDCI mails a monthly newsletter for the Family Resource Center

In the summer of 2004, PDCI inmates became eligible to work in crews outside the institution perimeter for the first time. Work initially consisted of only on-site care of PDCI perimeter grounds, but progressed to a supervised crew of inmates traveling to care for the City compost site just outside Prairie du Chien City limits. More project opportunities are in the planning stages.

INSTITUTION VOLUNTEERS

Volunteers are one of PDCI's most valuable assets. They serve a valuable function as a community role model. Their example as successful, law-abiding citizens is a great help in and of itself.

PDCI currently has 60 volunteers who are active throughout our education and program departments in a variety of roles. A number of volunteers serve regularly as speakers for the Victim Impact Program, Parenting classes, AODA Treatment Program and occasionally in other classes.

PDCI has a part-time Chaplain, so most religious services and study groups are provided through the time and efforts of volunteers. PDCI serves inmates with diverse cultural, ethnic, and religious backgrounds. The Department of Corrections recognizes the following "Umbrella" religious groups: Protestant, Catholic, Jewish, Islamic, Native American, Buddhist, and Wiccan. The Chaplain is continually recruiting new volunteers to meet the needs of this varied population. All volunteers are carefully screened prior to approval, once approved, they are provided with orientation and training prior to inmate contact. Other non-religious services that volunteers provide include AA, and art classes taught by a local artist.

PDCI honored volunteers in April by hosting a "Volunteer Tribute and Training" session. Security staff provides the training and certificates of appreciation are given to each volunteer.

HUMAN RESOURCES

The Human Resources Department is dedicated to ensure all Federal and State Employment laws are followed in the staffing and operation of the Prairie du Chien Correctional Institution, including a safe, and harassment-free workplace for employees. In addition, the team strives to foster and maintain a good working relationship with various unions at PDCI.

MANAGEMENT SERVICES

The Management Services Department provides services that facilitate the security of the institution, and ensures that inmate needs are met. The Department is comprised of several areas including the Business Office, Buildings and Grounds, Food Service, Stores, and Laundry.

The Business Office provides services to both staff and inmates. The purchase of supplies and services is coordinated in cooperation with each respective department to ensure the responsible use of funds and satisfaction of the institution needs. Inmate Accounts is responsible for receipting and disbursing inmate funds, and processing inmate payroll in accordance with all administrative guidelines and laws. This area handles all legal loans, postage, medical co-pays, and restitution. The Business Office coordinates canteen services for the institution including distribution of menus, and the submission of orders to the contracted vendor who is utilized for this service. This Department takes a strong lead in the continual management of the budget. Inventory levels are closely monitored to ensure that all institution needs are met while maintaining adequate supplies.

Food Service supplies, prepares, and serves food to meet the specific, nutritional needs of the inmates. The department has 7 foodservice staff in addition to correctional officers who are assigned one per shift, 2 shifts per day. There are currently 60 to 65 inmates employed in the food service

area. The department opens at 5:00 a.m. and closes at 6:00 p.m. Total food purchases totaled \$350,081.00 in Fiscal Year 2004.

PDCI EDUCATION AND TREATMENT PROGRAMS

All education and treatment programs at PDCI serve to carry out the mission of the Wisconsin Department of Corrections. The Education and Program Departments provide a safe learning environment that encourages students to meet high academic standards, develop life long learning and vocational skills, take responsibility for themselves and their actions, and become productive members of society. The two departments work closely together to ensure that inmates are given the opportunity to complete their Assessment and Evaluation (A&E) needs; inmates are allowed to continue school while in program placement when possible. Priority placement is given to inmates with an A&E need.

MISSISSIPPI VALLEY SCHOOL

The majority of this population has not experienced behavioral or academic success in a traditional school setting. Academic records indicate poor academic performance, inconsistent attendance and a significant number of behavioral interventions. In a significant number of instances, the individuals had been referred to Alternative School placements, but were unsuccessful there as well. A large percentage of our student (90%) dropped out before successfully completing their 10th grade year. The majority has not attended educational programming for a number of years.

The PDCI educational program emphasizes academic remediation for students below literacy level and preparation for the High School Equivalency Exam for students at higher levels, and technical college courses that include vocational and accompanying general education classes. The education program is flexible to meet the needs of individual students and changing population trends.

The Wisconsin Department of Public Instruction licenses the twelve academic teachers; seven teachers are also licensed in Special Education; and the Wisconsin Technical College Board licenses six of the teachers, including both vocational instructors. One teacher is designated as Title I and is funded through grant funds.

The Library at the Prairie du Chien Correctional Institution continues to receive significant use by the inmates and provides access to law library resources, current magazines, newspapers, and reference materials in addition to the general reading collections.

Current Educational Programs and Classes include:

- Remedial Academic Classes for students functioning below the literacy rate
- Students suspected to have Special Education needs are evaluated, and placement is pursued if appropriate. Special Education services are provided to all identified students
- High School Equivalency Diploma Classes: Social Studies, Science, Math, Writing Skills, Literature, Health, Civics and Employability Skills

Vocational Programs

- Office Assistant Program - Certificate (six months) and diploma (one year). This is a cooperative program with SWTC

- Bricklaying/Masonry Program – Nine month diploma program through a combined grant with Workforce Connections, SWTC, and PDCI
- A Custodial Short Course provides inmates with a SWTC Certificate
- General Education Classes are also taught in conjunction with these vocational programs and include Technical Communications, Applied Math, Customer Relations, Business Communications, and Human Relations

CAREER ADVISOR

In July 2000, the Department of Corrections entered into contracts with Workforce Connections, Inc. to assign a Career Advisor to PDCI through a grant with Department of Workforce Development. This grant ended in spring of 2004 and the Department of Corrections has provided continued support for this successful transition program.

The Career Advisor meets separately with participants to develop an individualized employment plan and tracked their progress towards reaching their employment goals after release. The process includes:

- Assessments of interests, work history, education and barriers to employment
- Job readiness training
- Career exploration and planning
- Establishment of short & long term goals and objectives
- Job search assistance
- Tuition for vocational education
- Post-release support services, job search assistance and job retention assistance
- Follow up to record achievements and address issues

All inmates seeking job search assistance are able to contact the Career Advisor for employment-related information and referrals. The Career Advisor developed a resource manual that details answers to many of the typical questions inmates have as they near release. Copies of these manuals are housed in the library at PDCI. Approximately 15 inmates per week receive these core services at PDCI.

The goal is to prepare inmates to have a successful reintegration into society that includes becoming self-sufficient and taking responsibility for self and family. Programming focuses on reducing recidivism by providing a support network and resources to address barriers to employment.

The Career Advisor developed a network of cooperating resources throughout the state that assist participants in gaining housing, job search information, transportation, work experience, additional training and treatment needs.

Over 300 inmates received direct transition services through the Career Advisor position and 21 inmates were enrolled in the actual "Windows to Work" grant program during FY04. The results of the inmates involved in the Career Advisor grant follow-up included:

- 1 revoked within 100 days of release / disenrolled
- 13 actively employed with an average wage of \$8.58 per hour for unskilled workers. The masons who completed the SWTC Diploma (2 enrolled) are higher at an average of \$15.51 per hour
- 6 remained in job search
- 1 was disenrolled due to noncontacts

Of those previously released and employed during the month of June 2004:

- 6 had been employed within 30 days of release
- 5 maintained employment at the 60 days after release measure
- 5 maintained employment at the 180 days after release measure

AODA (Alcohol and Other Drug Abuse) Treatment Program

Federal studies show that AODA Treatment can lower incarceration recidivism rates by 16%. PDCI offers a short-term (16-week) treatment program consisting of separate educational and group therapy components. The program provides 4 hours of direct service per day, along with assigned homework. It uses a bio-social-psychoeducational approach that focuses on breaking the cycles of chemical abuse and criminality. Treatment addresses dependency, thinking errors, communication, relationships, stress, anger management, coping mechanisms, decision making, problem solving, identifying use triggers and developing a use prevention plan.

Treatment is typically assigned as a need during the initial evaluation at DCI. There is a long waiting list and the program is offered to those inmates who are nearest their release date – most often inmates are completing the program within only a few months of their anticipated release. All participants are housed in the same unit, along with tutors (former participants who work with the instructors). PDCI runs two groups at all times, with 14 participants per group (1 ATR is accepted for participation in each group). Six to 7 groups are completed each year. Community Service is required of all participants. The Family Resource Center, through their own grant funding, provides two staff who teach a 6-week (one day per week) parenting session to each group.

CGIP (COGNITIVE INTERVENTION PROGRAM)

Cognitive Intervention is a research-based skills program that encourages the inmate to change personal beliefs, attitudes, and thinking patterns associated with criminal/dysfunctional behaviors. Treatment is assigned as a program need during an inmate's initial evaluation at DCI. The program targets inmates who are repeat offenders, probation/parole violators, have a history of violence, or who show poor institutional adjustment. Inmates who are unmotivated, anti-social, impulsive, non-reflective, who deny problems or demonstrate poor problem solving skills or poor social interaction are priorities for placement into the program.

The program consists of two phases, each 15 sessions. Each group meets 2 or 3 times weekly for 2 hours. There are about 60 program slots available each year (ATR's are accepted to participate in each group). Homework is assigned and checked daily.

AGGRESSION / ANGER MANAGEMENT

The C.A.L.M. Curriculum, a research-based program largely based on Rational-Emotive Behavioral Therapy (Ellis) and Cognitive Behavioral Therapy (Beck) teaches inmates the interaction between their emotions, thoughts, and behaviors and how to effect a change in habitual patterns of behavior. Inmates practice relaxation techniques, thought stopping, and redirection, and must develop a risk management and relapse prevention plan.

Treatment is assigned as a need during an inmate's initial evaluation at DCI. The program consists of bi-weekly 2-hour sessions for each of 12 weeks. Groups of up to 10 inmates are usually held as needed through the year. Due to staffing short falls, this program was placed on hold in Fall 2003.

VICTIM IMPACT PROGRAM

Based on the MADD/CYA model (Mothers Against Drunk Driving/California Youth Authority), the program is designed to assist offenders in recognizing the profound effect their actions have had, not only on their victims, but on their communities and families. Victim Impact is available to inmates on a volunteer basis only; it is often recommended by the Program Review Committee (PRC) but the inmate must make the decision to sign up for the course.

Victim Impact is a 10-week program that runs 2 hours per day. Community service is required and is a large component of the program. Videos, print material, and guest speakers are used to encourage thought and discussion.

RECORDS

The PDCI Records Office maintains all social services and legal documentation for inmates. Inmates are allowed to review their files every six months. The records office coordinates legal Assistance for Incarcerated Persons, a service provided by the UW-Madison Law School's Remington Center.

INTERNSHIPS

PDCI has worked closely with area schools to sponsor student social work interns. Orientation, general procedures, exposure to correctional methodology, and multi-cultural emphasis is provided through hands on experience under the supervision of staff social workers.

VISITATION

PDCI recognizes the importance, on many different levels, for inmates to maintain their relationships with family and friends throughout their incarceration. The visiting area is staffed and maintained four times per week to allow inmates to meet with approved friends/family members. The visitation program has been designed to provide the utmost safety for visitors, inmates, and staff.

PDCI HEALTH SERVICES UNIT (HSU)

PDCI's Health Service Unit strives to execute the mission of the Wisconsin Department of Corrections, Bureau of Health Services: "the administration and provision of health care, health education, and preventive care for the Department of Corrections consistent with professional, community, and correctional health care standards.

The purpose of the Health Service Unit is to:

- Maintain clinical practices that are consistent with established community standards of health care, state statutes, and the practice acts of the licensed practitioners
- To develop standards of health care to inmates based on accepted standards for correctional health care developed by recognized professional organizations

- Develop effective health care delivery programs that address emergency, acute, chronic, and preventive care needs of inmates
- Develop effective internal and external communication system, which enhance the provision of health care
- Deliver health care to inmates in a cost-effective manner.
- Develop an information system that generates program data essential to program decision-making
- Recruit and retain qualified staff
- HSU works together to provide healthcare services equivalent to those available in the community

HSU oversees the immediate healthcare needs of the inmates on a daily basis. Healthcare staff strives toward educating the inmates on their healthy lifestyle options and the impact that it has on themselves as well as others in prison or in the community. This includes understanding the consequences of their lifestyle choices (STD, TB, HIV, etc.), proper use of the healthcare system, and accountability in their healthcare needs.

HSU staff interface with public health agencies and other healthcare providers throughout DOC to share knowledge, establish continuity of care, provide prevention and screening programs (immunizations, TB screening and STD testing) and prevent the spread of disease.

MEDICAL/PSYCHIATRIC SERVICES

Physicians provide on-site medical and psychiatric services, such as, physical examinations, monitoring of chronic conditions, monitoring psychotropic medications, providing treatment for acute illness and emergency care.

Local healthcare facilities are utilized for emergency services. Consultations with the University of Wisconsin specialist and a local Optometry clinic is available as needed.

NURSING SERVICES

Nursing responsibilities include initial admission screening and exam, physical assessments, daily sick call, monitoring chronic conditions, emergency care, management of prescription medication, screening for sexually transmitted diseases, laboratory services, immunization clinics, health education, upkeep of medical records, coordination of off-site appointments when necessary for specialized or emergency services, segregation rounds, Health and Safety Committee membership, and Infection Control coordinators.

DENTAL SERVICES

The dentist, dental assistant and dental hygienist provide dental care and routine dental hygiene. Services include dental examinations that could lead to fillings, extractions, partials and an occasional root canal.

PSYCHOLOGICAL SERVICES UNIT

The mission of the Psychology Services Unit (PSU) is to provide mental health services that are in compliance with current ethical and professional standards and which are in keeping with the overall mission of the DOC. PSU provides early identification of and timely intervention for mental health needs. The goal is to prevent crisis situations, which can lead to mental and emotional distress for

the inmate, as well as risk for harm to the inmate and others. Specific services provided by PSU include:

CLINICAL MONITORING

Inmates who are coming through A&E at DCI are screened for Mental Health (MH) Needs. MH needs include mental, emotional and behavioral conditions that might interfere with optimal adjustment to the institution. Inmates with current MH Needs are assigned to Clinical Monitoring (CM). Services provided to inmates on CM may include medication, supportive and directive counseling, and (on rare occasions) psychotherapy. Over the past Fiscal Year, the number of PDCI inmates on CM has fluctuated between a low of 49 and a high of 64. This means that, on average, roughly 18 percent of PDCI inmates are on CM at any given time.

RECORD REVIEW AND SCREENING FOR MENTAL HEALTH (MH) NEEDS

PSU reviews records of inmates transferred to PDCI to screen for mental health issues. Inmates identified as such are interviewed and assessed for their current level of MH Needs. Inmates are assigned to CM, as needed and provided with mental health services in accordance with their specific needs.

SEGREGATION (SEG) ROUNDS

Inmates in SEG experience diminished contact with staff and other inmates, as well as diminished privileges, movement and activity. SEG can be stressful for some inmates. PSU conducts weekly rounds in SEG to monitor inmates' adjustment to SEG, to identify any problematic adjustment and to provide supportive and directive counseling as needed.

CRISIS INTERVENTION

PSU provides crisis intervention to inmates experiencing acute mental and/or emotional distress. Timely intervention can diminish the level and duration of distress, reduce the risk of harm to the inmate, and other as well as provide corrective experiences for inmates dealing with crisis.

CLINICAL OBSERVATION (OBS)

Inmates in mental and/or emotional distress can pose a threat of harm to themselves and/or others. OBS provides a safe and humane option for managing these risks. PSU can make the initial placement, or provide approval of placement in OBS if after hours. Subsequent to the initial placement, PSU provides assessment and supportive/ directive intervention at regular intervals per ethical and professional guidelines. Over the past Fiscal Year, 16 PDCI inmates have been placed in OBS.

CONSULTATION

PSU provides consultation services to staff in specific cases involving problematic inmate behavior. Efforts are made to identify inmates' specific needs and to formulate a plan for intervention and management.

MH SCREENING FOR WSPF

PDCI inmates can be placed in Temporary Lock-Up (TLU) and/or SEG at WSPF. Per a Federal Court decision, inmates with certain MH conditions cannot be placed at WSPF. PSU conducts MH Screening in order to ensure that inmates with these MH conditions are not placed at WSPF. Over the past Fiscal Year, 85 brief MH Screens for TLU and 162 full MH Screens for SEG have been conducted on PDCI inmates.

REFERRAL FOR MH PLACEMENT

PSU provides screening and referral for special placement of inmates with MH Needs. Special placements include, but are not limited to, the Wisconsin Resource Center, the Special Management Unit at CCI and the Therapeutic Treatment Community at OSCI. Over the past Fiscal Year, six PDCI inmates have been referred for special placement.

Inmate Complaint Review System

The Inmate Compliant Review System (ICRS) is established by the Wisconsin Administrative Code DOC 310. The ICRS provides a process by which inmate grievances regarding correctional statutes, codes, policies, and living conditions can be addressed. The Inmate Compliant Examiner (ICE) investigates each grievance and submits a recommendation to the Warden for a decision. If the decision requires a change in administrative practice, the change is then implemented. The ICRS benefits both the inmates and the staff by encouraging communication, policy clarification or revision, a means for inmates to raise concerns in an orderly fashion, reduce litigation and a means to assess the institution climate.

Summary of Complaints at the ICE Level in 2003

Subject of Complaint	Withdrawn	Affirmed	Dismissed	Rejected	Total
Classification	0	3	2	5	10
Correspondence & Publications	3	29	126	19	177
Discipline	2	3	39	76	120
Food	0	1	21	1	23
ICRS	0	0	1	0	1
Inmate Accounts	4	40	103	73	220
Medical	0	11	109	14	134
Other	4	17	166	68	255
Personal Physical Conditions	2	4	199	44	249
Personal Property	21	95	220	168	504
Religion	0	0	10	1	11
Rules	0	1	51	7	59
Staff	2	20	306	41	369
Visiting	0	3	7	2	12
Work & School Programs	0	1	8	9	18
Total for PDCI	38	228	1368	528	2162

Security

CONDUCT REPORTS

Majors - 983

Minors – 883

APPEALS
141 Processed
ACRONYMS

A&E	- Assessment and Evaluation
AODA	- Alcohol and Other Drug Abuse Treatment Program
ATR	- Alternative to Revocation
CALM	- Controlling Anger and Learning to Manage it
CGIP	- Cognitive Intervention Program
CM	- Clinical Monitoring
DAI	- Division of Adult Institutions
DCI	- Dodge Correctional Institution (Waupun, WI)
DJC	- Division of Juvenile Corrections
DOC	- Department of Corrections
FY04	- Fiscal Year 2004 (July 1, 2003 – June 30, 2004)
HIV	- Human Immunodeficiency Virus
HSED	- High School Equivalency Diploma
HSU	- Health Services Unit
ICE	- Inmate Complaint Examiner
ICRS	- Inmate Compliant Review System
LTE	- Limited Term Employment
MADD	- Mothers Against Drunk Driving
NCCD	- National Conference for Community Justice
OBS	- Observation
PDCI	- Prairie du Chien Correctional Institution
PRC	- Program Review Committee
TB	- Tuberculosis
TLU	- Temporary Lock-Up
SEG	- Segregation
STD	- Sexually Transmitted Diseases
SWTC	- Southwestern Wisconsin Technical College (Fennimore, WI)
WSPF	- Wisconsin Secure Program Facility (Boscobel, WI)

A HISTORY OF THE INSTITUTION

A railroad hotel was built on the current PDCI grounds in 1857 and was known as the Brisbois House. It was used as a hospital for soldiers for one year during the civil war and housed up to 300 soldiers. The hotel closed a few years later. Local citizens opened Prairie du Chien College on the site in 1866. The property was later turned over to the Christian Brothers who opened St. John's College.

In 1880 the property was deeded to the Jesuits, members of the Buffalo Mission of the German Province. They opened Sacred Heart College and received a Wisconsin charter in 1881. The school was closed to lay students and used as a Novitiate and House of Studies of the Order by the Jesuits from 1888 to 1898, when it was reopened as a high school and college.

Campion Jesuit High School was officially started on the grounds in 1925. A few of the present-day PDCI buildings were erected prior to Campion's reign, but a large number were built between 1936 and 1970. Campion High School closed in 1975 and the campus was sold to the Wisconsin Synod of the Evangelical Lutheran Church in 1976 for \$2,800,000. The facility reopened as Martin Luther Preparatory School (MLPS) in 1978 and closed in 1994.

The state of Wisconsin purchased the facility and grounds for \$2,500,000 in 1996, with the intent to use it as a third Division of Juvenile Corrections (DJC) Institution to house non-violent male juvenile offenders. Purchase included twenty-one buildings on 60 acres of land. However, decreases in the juvenile population, partly due to legislation that allowed 17 year olds to be tried in adult court, led the Legislature in the 1997 Senate Bill 113 to authorize the DOC to temporarily operate PDCI as a state prison for young adult prisoners. The Division of Adult Institutions (DAI) leased the facility from DJC to house young offenders, ages 15-21 and serving adult sentences of a non-assaultive nature.

Kyle Davidson was hired in July 1996 to serve as the first Superintendent. PDCI officially opened its doors to inmates one year later. January 1998 brought additional security enhancements including: a second perimeter fence; a separate fence enclosing the Housing Units; construction of perimeter road; vehicle patrol; Public Address System; security cameras added to the stairwells of the housing units; high frequency radios purchased for security personnel.

Additional security enhancements to the perimeter were completed in June 2000. A Deputy Superintendent was hired in July of that year. The foodservice program transitioned in January 2001 from a contract to state run operation.

In November 2001 Warden Davidson accepted the Superintendent's position at Ethan Allen School. The inmate population at PDCI was increased from 302 to 326 inmates in December 2001. Warden Catherine Farrey accepted the Interim Superintendent position at PDCI in March 2002 and served until preparations for the opening of the New Lisbon Correctional Institution took place in July 2003.

On April 25, 2002, Secretary Litscher announced the potential closing of PDCI due to the additional \$20 million cut to the corrections budget recommended by the Senate. The Community Relations Board met and submitted a petition to the legislature and DOC to keep PDCI open.

PDCI transferred to the Division of Adult Institutions in July 2002. In August 2003 Warden Gerald Berge was named PDCI Warden in addition to his duties at WSPF. Due to a continuing decline in the juvenile population, an increasing adult population, and the intent to return Wisconsin inmates housed in out-of-state facilities, the Legislature passed a Biennium Budget in 2003, which eliminated the age restriction for PDCI. The first older inmates arrived in September. The non-assaultive offense restriction remains in place.

PRAIRIE DU CHIEN CORRECTIONAL INSTITUTION BY DEPARTMENT

WARDEN

- Warden's - (Shared with Wisconsin Secure Program Facility (WSPF))
- Warden's Secretary - (Headquartered and shared with WSPF)
- Inmate Complaint Examiner – a half-time, limited-term position

DEPUTY WARDEN

- Deputy Warden
- Confidential Secretary (shared with Human Resources)

HUMAN RESOURCES

- Human Resources Director (shared with WSPF)
- Payroll & Benefits Specialist

MANAGEMENT SERVICES DEPARTMENT

Management Services Director (shared with WSPF)

Business Office

- Financial Program Supervisor (shared with WSPF)
- 3 Financial Specialist 2
- Storekeeper

Maintenance

- Buildings and Grounds Superintendent
- 2 Facility Repair Worker 4
- 2 Maintenance Mechanic 3
- Electronics Technician Security Senior
- 5 Power Plant Operator Senior
- Groundskeeper

Food Service

- Food Service Administrator
- Corrections Food Service Leader 3
- 3 Corrections Food Service Leader 2
- 3 Correction Food Service Leader 2 - LTE

SECURITY

- Security Director
- Program Assistant – Confidential
- 6 captains and 3 Lieutenants
- 34 Correctional Sergeants
- 61 Correctional Officers
- 1 part-time LTE officer who oversees our seasonal, outside perimeter/community work crew

EDUCATION DEPARTMENT

- Supervised by an Education Director (shared with WSPF)
- 1 Librarian
- 13 teachers
- 1 Program Assistant
- 1 SWTC Bricklaying Instructor – this position is a unique cooperative effort between SWTC and PDCI. The instructor is employed by SWTC but housed at PDCI. PDCI provides the classroom and work area and uses grant funding to pay tuition for students in the program.

PROGRAM SERVICES

- Corrections Program Supervisor
- AODA Social Worker
- .50 time Chaplain
- Offender Registrar
- Offender Records Assistant II
- 3 Recreation Leaders

HEALTH SERVICES UNIT (HSU)

- Nursing Supervisor
- 3.5 Nurse Clinician 2
- Medical Program Assistant Associate
- .40 Medical Doctor – (WSPF Headquartered and shared with PDCI)
- .05 Psychiatrist – (WSPF Headquartered and shared with PDCI)
- .25 Dentist - (WSPF Headquartered and shared with PDCI)
- .25 Dental Assistant - (WSPF Headquartered and shared with PDCI)

PSYCHOLOGICAL SERVICES UNIT (PSU)

- Psychologist Supervisor - (WSPF HEADQUARTERED AND SHARED WITH PDCI)
- Psychologist

HOUSING UNITS

- Unit Manager
- 27 regular officer positions assigned to south housing with numerous utilities officers
- 3.5 Social Workers

PROGRAM REVIEW COMMITTEE

- Offender Classification Specialist
- Program Review Department Program Assistant

Employee Recognition

Ron Brewer, Education Director, received the National Award for Innovative Programming and Implementation of Learning Strategies Instruction Model in a Correctional Setting from the Center on Research and Learning at the University of Kansas, October 2003.

Trina Kroening, Classification Specialist, was named the Wisconsin Corrections Association Volunteer of the Year for 2003. She was recognized for her fund-raising efforts in her Board position for the WCA Scholarship and Special Olympics involvement, as well as her volunteer activities outside of Corrections.

During Correctional Employee Week in May 2004, PDCI recognized the following staff with awards for length of service:

25 YEARS OF STATE SERVICE
Kathleen Martin
Robert Hable

15 YEARS OF STATE SERVICE
Pamela Timler

10 YEARS OF STATE SERVICE
Sara Mason
Craig Revolinski

5 YEARS OF STATE SERVICE
Brenda Allman
Martha Barlow
Gregory Boland
Thomas Coulson
Michael Hanfeld
Christine Ingham
Christopher Kotte
Gregory Rickleff
Deanna Thein
Shawn Torgerson
Joseph Vacha
Richard Wachter

5 YEARS OF SERVICE AT PDCI
Brenda Allman
Martha Barlow
Gregory Boland
Christine Ingham
Gregory Rickleff
Larry Stich
Deanna Thein
Shawn Torgerson
Joseph Vacha
Richard Wachter

The following staff were recognized for good attendance,
measured by minimal sick leave usage:

0 HOURS OF SICK LEAVE USED: **Aelred Mezera, Denny Reger, Larry Stich, and Todd Koboski**

1-8 HOURS OF SICK LEAVE USED: **Patrick Alberts, Robert Berns, Ronald Brewer, Leo Gerlach, Jerry Krachey, Sara Mason, Janice Rutter**

9-16 HOURS OF SICK LEAVE USED: **Kathy Brewer, Robert Hable, Mark Kartman, Michael Ostrander, Robert Panka, Gregory Rickleff**