

State of Wisconsin
Department of Corrections
Division of Adult Institutions
Prairie du Chien Correctional Institution



Fiscal Year 2005 Annual Report

Richard Schneiter
Warden

Table of Contents

Message from the Warden.....	3
Mission Statement	4
History of PDCI.....	5-6
Fast Facts	7
Institution Accomplishments	8
Community Relations Board.....	9
Restorative Justice Efforts	10-11
Choices Program	10
Victim Impact Program	10-11
Restorative Justice & Victim’s Rights Awareness Week.....	11
Community Service & Charitable Efforts.....	11
Institution Volunteers	12-13
Programs for Inmates.....	13-17
Mississippi Valley School.....	13-14
Career Advisor.....	14-15
Jobs Workgroup	15
Treatment Programs.....	15-16
Alcohol & Other Drug Abuse Treatment	15-16
Cognitive Group Intervention Program	16
Religious Services	16
Recreation	16-17
Records Office.....	17
Visitation	17
Inmate Complaint Review System	18
Health Services Unit	19-20
Medical/ Psychiatric Services	19
Nursing Services	20
Dental Services	20
Psychological Services Unit	20-21
Clinical Monitoring	20-21
Record Review/ Screening for Mental Health Needs.....	21
Clinical Observation.....	21
Mental Health Screening for WSPF.....	21
Human Resources Department.....	21
Management Services Department.....	22-23
Business Office.....	22
Food Service	22
Buildings & Grounds.....	22-23
Store	23
Laundry.....	23
Program Review Committee.....	23
Staffing & Departments.....	23-25
In Recognition (Employee Awards)	26
Acronyms	27-28

Message from Warden Schneider

I was given the opportunity and rewarding challenge of becoming Warden for both Prairie du Chien Correctional Institution (PDCI) and Wisconsin Secure Program Facility (WSPF) located in Boscobel. I became Warden for both institutions on March 6, 2005. Over the course of my time facilitating PDCI, I have discovered many of the significant projects and exciting events the staff here have accomplished in FY2005 and are continuing to work diligently on.

One of the significant projects PDCI staff is working on is developing a Reintegration Pre-Release Program that will service Southwestern Wisconsin. This will incorporate a seven-county area that includes Crawford, Grant, Vernon, Richland, La Crosse, Iowa and Lafayette counties. The Pre-Release Program will consist of two tiers. One tier will provide general pre-release information and services to all inmates and the second tier will provide more specific pre-release programming to inmates within the seven-county region. Programming will focus on developing individualized case plans, education, employment/ employability, substance abuse, mental health, life skills, identification and entitlement program benefits, housing family reunification, community support systems and overall transition planning.

As you continue through this Annual Report, you will discover many of the accomplishments of the PDCI staff for FY2005 all while the year brought more challenges associated with the budget deficits. Indications point towards more fiscal challenges in the next year, however, I am confident our staff will prevail together as a team as we face many challenges. I feel honored to work with such a dedicated and professional staff here at PDCI and look forward to a rewarding and challenging year ahead.

Richard Schneider
Warden

Prairie du Chien Correctional Institution

Mission Statement

In keeping with the Division of Adult Institution's 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 and team building by use of positive role modeling.

OBJECTIVES & GOALS

- 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 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.

History of Prairie du Chien Correctional Institution

A railroad hotel was built on the current PDCI grounds in 1857 and was known as the Brisbois House. It was later used as a hospital for soldiers for a year during the Civil War and housed approximately 300 soldiers. The hotel closed a few years later. Local citizens established the 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 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 buildings at PDCI were erected prior to Campion's reign, however, the majority of the buildings were built between 1936 and 1970. Campion High School closed in 1975 and the campus sold to the Wisconsin Synod of Evangelical Lutheran Church in 1976 for \$2.8 million. The facility reopened as Martin Luther Preparatory School (MLPS) in 1978 and closed in 1994.

The State of Wisconsin purchased this facility in 1995 for \$2.5 million to be used as a Juvenile Correctional Institution for non-assaultive male youthful offenders. The purchase included 21 buildings on 60 acres of land. Due to the decreases of juvenile offender population in the Division of Juvenile Corrections (DJC), the Legislature in the 1997 Senate Bill 113, authorized the Department of Corrections (DOC) to temporarily utilize this facility for the Division of Adult Institutions (DAI). The DJC contracted 302 beds at PDCI to the DAI to serve as a medium-security correctional institution for male youthful offenders with adult sentences in the age range of 15 to 21 years.

Kyle Davidson was hired in July 1996 to serve as Superintendent of PDCI. PDCI became operational on July 3, 1997. In January 1998, security enhancements were implemented which included additional strand of razor wire on the existing perimeter fence, second perimeter fence with two strands of razor wire, construction of the perimeter road, perimeter vehicle patrol was added to security of the institution, a fence with two rows of razor wire enclosed the Housing Units, second gate entrance installed for emergency, Public Address System completed, security cameras added to the stairwells of the housing unit and high-frequency radios purchased for Security Personnel.

In July 2000, the Deputy Superintendent was hired. In November 2001, Superintendent Kyle Davidson accepted the Superintendent position at Ethan-Allan School. In December 2001, the operating capacity increased from 302 to 326 inmates. In March 2002, Warden Catherine Farrey accepted the Interim Superintendent position for PDCI.

On April 25, 2002, Secretary Litscher announced the potential closing of PDCI due to the

additional \$20 million cut to the DOC Budget recommended by the Senate. In May 2002, PDCI staff met with the Community Relations Board (CRB) to discuss the potential closing. Senator Meyer and Representative Johnsrud attended the meeting. The CRB and the County Board met and submitted a petition to the Legislature and the DOC to keep PDCI open. In June 2002, Secretary Litscher meet with PDCI staff to announce that the DOC was confident PDCI nor any other institution would close due to the budget reform bill. Secretary Litscher also discussed the need for PDCI to transition to the DAI, as well as increase population and age of inmates.

On July 1, 2003, PDCI transitioned from the DJC to the DAI. The age restriction of the inmates was lifted for PDCI at that time. In August 2003, Warden Gerald Berge was named PDCI Warden in additional to being Warden at WSPF in Boscobel.

During FY2005, the operating capacity of PDCI was increased from 326 to 424 in August 2004. On March 6, 2005, Richard (Sam) Schneiter, formerly DAI Security Chief, was named Warden of PDCI and WSPF in Boscobel. PDCI continues to operate as a medium-security correctional facility within the Division of Adult Institutions.

Fast Facts

Profile:

Date Institution Opened	July 3, 1997
Security Level	Medium
Operating Capacity	424
Current Population	418
Officer / Sergeant Staff	98
Non-Officer / Sergeant Staff	73.5
Inmate to Staff Ratio	2.44 inmates / staff
Number of Acres	55.5
Operating Budget	\$11, 231,854.65
Amount Collected from Inmates for:	
Restitution	\$4,992.65
Child Support	\$2,535.89
Victim / Witness	\$19,066.11
Medical Co-pay	\$5,911.25

Programs:

PROGRAM	INMATES PARTICIPATED	INMATES COMPLETED
<i>Education</i>		
High School Equivalency Diploma (HSED)	545	208
509 Program (Special Education Portfolio)	42	13
Home School District Diploma	8	5
Corrections Learning Network	275	255
Southwestern Wisconsin Technical College (SWTC)	655*	639*
*Denotes Credits Earned, not # of Inmates		
SWTC Bricklaying Diploma	8	4
SWTC Bricklaying Certificate	43	37
SWTC Office Assistant Diploma	6	4
SWTC Office Assistant Certificate	45	15
SWTC Pre-Vocational Janitorial/Custodial Certificate	30	25
<i>Treatment</i>		
Alcohol & Other Drug Abuse (AODA)	84	58
Cognitive Intervention Program (CGIP)-Phase I	70	35
Cognitive Intervention Program (CGIP)-Phase II	26	24
Victim Impact Program (VIP)	46	29

Institution Accomplishments For FY2005

- ❖ Added a second Unit Manager position – Hired in May 2005.
- ❖ Courtyard Movement was implemented to allow inmates more outside leisure time.
- ❖ Supervised Community Projects Inmate Work Crews were expanded and accomplished 929 hours of community work for the City of Prairie du Chien and Wyalusing State Park.
- ❖ Hosted institution tours for 54 Criminal Justice students from Southwest Wisconsin Technical College, which included three separate tours; 20 Criminal Justice students from Northeast Iowa Community College and 11 students from LaCrosse School District through a mentorship program partnered with the LaCrosse Police Department. The Choices Program Inmate Panel made up of five inmates presented to each group.
- ❖ The Food Service Department recognized and provided religious feasts for the Native Americans, Wiccans and Muslims.
- ❖ Received a grant from Reading is Fundamental (RIF) Shared Beginnings Program to host several book fairs. The first PDCI book fair was held on Saturday, April 30, 2005. There were 53 participants (45 inmates, 8 children). There were 105 books distributed to the participants.
- ❖ HSU and Recreation implemented a Physical Therapy Exercise Area to accompany and enhance Physical Therapy received off-site. Currently, there are seven inmates that use this area for their Physical Therapy exercises.
- ❖ The Department of Corrections (DOC) Parenting Curriculum was adopted and implemented by PDCI in FY2005 with 78 inmates successfully completing the course.
- ❖ Two Blood Drives were held in FY2005; the first one was held on November 11, 2004 with 23 pints of blood collected and 7 first-time blood donors; the second one was held on March 17, 2005 with 36 pints of blood collected. In July 2005, the blood drives will be opened to the community.
- ❖ A Flag Ceremony was held in late Summer 2004 for a PDCI Correctional Officer upon return from Iraq while serving in the US Military.

Community Relations Board

Prairie du Chien Correctional Institution (PDCI) is committed to being a "good neighbor to the City of Prairie du Chien and surrounding communities. Our Community Relations Board (CRB) was formed with local community representatives to provide a forum for regular discussion of pertinent issues that may impact the institution and its neighbors. The CRB meets on a quarterly basis and its members are comprised of a diverse group of volunteers throughout the local community. The community members include:

- Mr. William Adamany, Star Cinema Business Owner
- Paula Armentrout, Probation & Parole Director
- Norb Aschom, WPRE/WQPC Radio & LaCrosse Tribune
- Dale Boldt, Prairie du Chien City Council
- DuWayne Christoph, Prairie du Chien Job Service
- Sharon Cuchna, Prairie du Chien Chamber of Commerce
- Robert Dillman, Crawford County Board President
- Tom Farrell, Peoples State Bank President
- David Hemmer, Prairie du Chien City Council
- David Hernesman, CEO of Wyalusing Academy
- Bonnie Homuth, Prairie du Chien City Council
- Mark Hoppenjan, Prairie du Chien Fire Department Chief
- Gary Howe, Courier Press
- Michael King, Prairie du Chien Police Department Chief
- Jack Kluesner, Prairie du Chien City Council
- Gary Koch, Prairie du Chien City Manager
- Cheryl Mader, Mayor of Prairie du Chien
- Jerry Matousek, Prairie du Chien City Council
- Mark Meyer, WI State Senate
- Erwin Mueller, Prairie du Chien City Council
- Luanne Neumann, Prairie du Chien City Council
- Maury Oehler, Retired Teacher/ PDCI Neighbor
- James O'Meara, Prairie du Chien School District Superintendent
- Robert Ostrander, Crawford County Sheriff
- Gayle Patraw, Crawford County Victim Rights
- Frank Pintz, Jr., Prairie du Chien City Council
- Sara Ryan, Crawford County Human Services
- Irene Schauf, Prairie du Chien City Council
- Ted Scheckler, Prairie du Chien City Council
- Brad Steiner, Prairie du Chien City Council
- George Sutton, Retired Insurance Agent
- Frank Weeks, Design Homes Business Owner

Restorative Justice Efforts

Choices Program

In conjunction with the Department of Corrections (DOC) initiative towards restorative justice, PDCI is proud to sponsor "Choices", a youth diversion program. The objective 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 the lives of family, friends and community. At the same time, the selected inmates are able to acknowledge how their decisions have impacted their own lives and the lives of family, friends and community. The inmates use their stories to help youth recognize the direction their choices and actions are taking them. The goal is to influence youth to make better choices and avoid criminal action.

The PDCI Program Staff coordinates the Choices Program and collaborates closely with agency staff to create a unique presentation to meet each group's specific needs. Inmate participants are interviewed and must complete several training sessions. Education and program participation, presentation skills and professional behavior are required of the inmates. The first Choices Program group was held in May 2004. In FY2005, two groups were held with 16 youth. There were 36 inmates that applied for the Choices Program panel. Eleven inmates were selected along with two inmates that remained on the panel from FY2004.

A panel of four to five inmates meets with the youth groups to discuss their crime and sentence, their life in prison and the changes they are making in their lives. The inmate participants come from diverse backgrounds. Through open discussion, the inmates relate how involvement with drugs, trouble-seeking friends, gangs, crime, etc. has negatively impacted their lives and the lives of others. Inmates emphasize positive decision-making, how they would have done so in the past and how they intend to make positive decisions once released. The topics of discussion include making mistakes and making amends, breaking off ties with trouble-seeking friends, developing positive relationships, opening lines of communication and the difficulty and rewards of making positive changes.

This program has also served as an educational tool for local colleges and school criminal justice programs. In FY2005, the Choices Program panel presented to 54 Criminal Justice Students from SWTC, 20 Criminal Justice Students from Northeast Iowa Community College (NICC) and 11 students from the La Crosse School District.

Victim Impact Program

The Victim Impact Program (VIP) at PDCI began in March 2000. It was adapted from Mothers Against Drunk Driving (MADD) and the California Youth Authority model. The mission of this program is to enlighten offenders in recognizing how their illegal actions have a profound effect not only on their victims, but also on the victims' families, their own families and their communities. The goals of this program are to help offenders discover their tendencies to depersonalize victims, become aware of the long-term impact of victimization, hold the offender accountable for their crimes, develop personal safety skills,

recognize patterns of victimization within personal environment and differentiate hate/ bias crimes from others.

The program study includes ten chapters beginning 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. This 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.

Restorative Justice Week / Victims' Rights Awareness Week

Every year PDCI focuses on recognizing Restorative Justice Week in November and Victims' Rights Awareness Week in April. Restorative Justice issues and Victims' Rights are a primary subject in classrooms throughout the recognized weeks. Inmates in the Victim Impact Program (VIP) create posters to be displayed throughout the institution during these recognized weeks. Also, guest speakers are invited in to present their stories. Guest speakers have included detectives from local and urban area police departments, a quadriplegic victim of a drunk driver, a bank teller who survived an armed bank robbery, a funeral home director and members of Parents of Murdered Children.

Community Service & Charitable Efforts

PDCI is committed to being a "good neighbor" to Prairie du Chien and the surrounding communities and has shown that through inmate involvement in the following projects:

- ❖ Created 1,000 ribbons for Domestic Violence Awareness Week
- ❖ Created 500 ribbons for National Day of Remembrance
- ❖ Created 50 Halloween Bags, 200 Christmas Bags, 50 Valentines Day Bags and 200 Easter Bunnies for the Ronald McDonald House.
- ❖ Created 100 ribbons for Crawford County Victim/Witness Program during Victim's Rights Week
- ❖ Filled 500 Sandbag Luminaries for American Cancer Society's Relay for Life in Prairie du Chien.

The FY2005 Community Service projects listed above were completed by the Victim Impact Program participants. PDCI inmates also mail the monthly newsletter for the Family Resource Center in Prairie du Chien and donate produce from the inmate garden to the Community Action Program Food Bank.

Institution Volunteers

Our volunteers at PDCI are one of our most valuable assets. Their example as successful, law-abiding citizens serves a valuable function in providing inmates with appropriate community role models. Volunteers 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, etc.

PDCI has a part-time Chaplain so most of the religious services are provided through the time and efforts of our religion volunteers. PDCI serves inmates with diverse cultural, ethnic and religious beliefs. Our Chaplain is continually recruiting new religion volunteers to meet the needs of this varied population. The PDCI Chaplain, under the supervision of the Program Supervisor, serves as the staff advisor for all our volunteers. PDCI volunteers are carefully screened prior to approval; once approved, they are provided with orientation and training prior to inmate contact.

Our volunteer roster grew from 60 to 130 dedicated volunteers in FY2005. Our religion volunteers provided the following religious services/studies in FY2005:

Religious Service/Study	Inmate attendance for FY2005
Weekly Catholic Mass/Confession	352
Monthly Catholic Mass/Confession in English & Spanish	154
Weekly Catholic Study	386
Weekly Protestant Study (5 different groups)	2411
Weekly Protestant Service	868
Weekly Christian Choir Practice	388
Protestant Special Events (Joyce Myers Ministry, Captive Free, Christmas Concert)	123
Weekly Islamic Study	339
Weekly Native American Pipe Ceremony / Monthly Sweat Lodge	453
Monthly Wicca/Shaman Service	81

Additional accomplishments made by our Institution Religion Volunteers for FY2005 include:

- Obtained a full-immersion baptismal with no cost to the institution
- Donated sound equipment for the Chapel.
- Donated a Native-American Drum
- Donated a number of books and shelving for the Chapel Library in which volunteers worked many hours alongside inmates to prepare and is scheduled to open in August 2005.
- The volunteer-led inmate choir performed at numerous religious services along with presentations during graduations and other special events.
- Volunteers led full-immersion Christian Baptisms for the first time for five inmates.
- Volunteers made regular pastoral visits with inmates on an individual basis.

We also have volunteers from Alcoholics Anonymous (AA) who run a bi-weekly AA meeting with PDCI inmates, which is separate from our regular AODA treatment program.

PDCI has honored our volunteers each April during National Volunteer Recognition Week by hosting a "Volunteer Tribute and Training" session. On April 30, 2005, Lyndall Johnson of Aslan Institute in St. Paul, MN served as a guest speaker and spoke with 60 of our volunteers on healthy boundaries between caregivers/volunteers and their clients. Certificates of Appreciation were also presented to each volunteer at PDCI during National Volunteer Recognition Week.

Programs for Inmates

All programs offered at PDCI serve to carry out the mission of the Wisconsin Department of Corrections (DOC). The Education and Program Services 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 their education while in program placements whenever possible; priority placement is given to inmates with an A&E need.

Mississippi Valley School

The majority of our inmate population has not experienced behavioral or academic success in a traditional school setting. Academic records indicate poor academic performance, truancy and a significant number of behavioral interventions. A significant number of individuals had been referred to Alternative School Placements, however, were still unsuccessful. The majority of our students (90%) dropped out of school before successfully completing the 10th grade. The majority have not attended educational programming for several 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. The High School Equivalency Diploma (HSED) programming continues to be a key emphasis of the Education Program. The PDCI Educational Program also offers technical college courses that include vocational programs 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 (DPI) licenses our twelve academic teachers; seven of the teachers are also licensed in Special Education. The Wisconsin Technical College Board licenses six of the teachers including both vocational instructors. One of our teachers is designated as Title I and is funded through grant funds.

The current educational classes and programs at PDCI 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. 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. PDCI Educational staff also provide Special Education Services for PDCI inmates housed in Temporary-Lock Up (TLU) status at WSPF.
- High School Equivalency Diploma Classes include Social Studies, Science, Math, Writing Skills, Literature, Health, Civics and Employment Skills.

Vocational Programs (through cooperative effort with SWTC) include:

- Office Assistant Program – Six-month Certificate or One-Year Diploma.
- Bricklaying/ Masonry Program – Nine-month Diploma through a combined grant with Workforce Connections, SWTC and PDCI.
- Pre-Vocational Janitorial/Custodial “short-course” Program – provides inmates with a SWTC Certificate.
- General Education Classes include Technical Communications, Applied Math, Customer Relations, Business Communications and Human Relations.

The Education Library at PDCI 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. There were 10,022 inmate visits to the Library in FY2005. The library was used extensively by inmates with 13,007 materials being check out. The majority of the materials checked out were fiction books with 5,426 fiction books checked out in FY2005. In addition, there were 168 InterLibrary Loans made to inmates and 10 InterLibrary Loans made to teachers.

Career Advisor

In July 2000, the DOC entered into contracts with Workforce Connections, Inc. to assign a Career Advisor to PDCI through a grant with the Department of Workforce Development (DWD). This grant ended in Spring 2004 and the DOC has provided continued support for this successful transition program. This position was continued and expanded with the utilization of a teacher on a part-time basis to address transition for inmates preparing for release, which includes an expanded portfolio program for all inmates.

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

- Assessments of interest, work history, education and barriers to employment.
- Job readiness training
- Career exploration and planning
- Establishment of short and 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 receive these services at PDCI per week.

The goal of this program is to prepare inmates to have a successful reintegration into society that includes becoming self-sufficient and taking responsibility for themselves and their families. The 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.

Jobs Workgroup

In FY2005, the inmate worker positions increased from 172 positions to 191 positions throughout several areas within the institution which include Kitchen, Maintenance, Yard Crew, Outside Work Crew, Laundry, Janitorial, Education Tutors, Clerks and Garden Crew. The added positions to FY2005 include WSPF Kitchen Crew and Community Service Project Crew.

In Summer 2004, PDCI began allowing inmates that were classified as minimum and minimum-community custody status to work on a supervised community projects crew outside the perimeter fence. In FY2005, PDCI Community Projects Work Crews accomplished 929 hours of community work for the City of Prairie du Chien and Wyalusing State Park. The projects these crews completed include working at the compost site for the City of Prairie du Chien Street Department; mowed grass, painted offices and removed snow from fire hydrants for the City of Prairie du Chien Waste Water Treatment Facility; washed and waxed fire trucks and painted firehouse for the Prairie du Chien Fire Department; and cleaned and prepared group camps, groomed and maintained trails for the Department of Natural Resources (DNR) Wyalusing State Park. PDCI continues to strive to expand our community involvement on an ongoing basis.

Treatment Programs

Alcohol and Other Drug Abuse

Federal studies show that Alcohol and Other Drug Abuse (AODA) Treatment can lower incarceration recidivism rates by 16 percent. PDCI offers a 16-week residential treatment program consisting of educational and group therapy components. The program provides four hours of direct programming per day along with assigned homework. It uses a bio-social-psycho-educational approach that focuses on breaking the cycles of chemical abuse and criminality. The treatment program addresses dependency, thinking errors,

communication, relationships, stress, anger management, coping mechanisms, decision making, problem-solving, identifying use-triggers and developing a use-prevention plan.

AODA Treatment is typically assigned as a need during an inmate's initial evaluation on intake at Dodge Correctional Institution (DCI). There is a long waiting list for this treatment at PDCI and the program is offered to those who are nearest to their release dates. Most often inmates are just completing the program within a few weeks or months of their anticipated release. All AODA participants are housed in the same unit along with tutors who are former participants that work with the instructors. PDCI runs two groups at all times with 14 participants per group. The treatment program completes six to seven groups each year. The final discharge summary is sent to each participant's Probation & Parole (P&P) Agent. The Family Resource Center in Prairie du Chien provides a six-week, one day per week parenting session with two staff members to each AODA group through their own grant funding.

Cognitive Group Intervention Program

Cognitive Group Intervention Program (CGIP) is a research-based skills program that encourages the inmate to change personal beliefs, attitudes and thinking patterns associated with criminal/dysfunctional behaviors. CGIP 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 history of violence or 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 this program.

The CGIP consists of two phases with 15 sessions for each phase, which includes 30-45 hours per phase. The groups meet two or three times weekly for two hours per day. There are 60 slots available for this treatment each year and Alternative to Revocation (ATR) inmates are also accepted. The participants are assigned homework, which is checked daily.

Religious Services

PDCI ensures that all inmates have the opportunity to pursue their choice of religious practices. Department of Corrections currently recognizes the following "Umbrella" religious groups: Buddhist, Catholic, Jewish, Islamic, Native American, Protestant and Wiccan. Participation in religious programs is voluntary. Religious instruction, counseling and other resources are made available to all inmates. Weekly study groups are available to interested inmates in several religious groups. In the past, individual visits by the Chaplain was unavailable; in FY2005, the Chaplain averaged 10-15 individual visits per week. Community volunteers provide a majority of PDCI religious services. The Chaplain recruits, trains and serves as a staff advisor for all PDCI volunteers.

Recreation

Many inmates have poor social skills and do not know how to manage their leisure time. PDCI recognizes that appropriate use of free time is important to the quality of life. The recreation program attempts to improve inmate use of free time by encouraging good decisions and participation in individual and group sports, individual hobbies, board/card

games and other appropriate leisure pursuits. All programs emphasize the importance of suitable leisure skills.

Records Office

The Offender Registrar and Offender Records Assistant oversee and maintain all inmate social service and legal files. The inmates are allowed to review their files every six months. The Records Office is responsible for computations, revocations and legal issues. They maintain Admissions/Releases, Parole Eligibility, Court Issues, Open Records, Warrants/Detainers, Litigations and Inmate Visiting Lists. The Records Office also coordinates for Legal Assistance for Incarcerated Persons (LAIP), which is a service provided by the UW-Madison Law School Remington Center.

Visitation

PDCI recognizes the importance, in several different areas, of inmates being able to maintain relationships with family and friends throughout their incarceration. The visiting room at PDCI is staffed with two officers and maintained four times per week, which includes weekends to allow inmates to visit with approved family members and friends. The visitation program was designed to provide the utmost safety for visitors, inmates and staff.

There were a total of 2,262 visits in FY2005 with an average of 188 visits per month. Visits were expanded beyond the standard two-hour time limit for 327 visits in FY2005 to accommodate for long distances traveled and infrequency of visits.

Inmate Complaint Review System

The Inmate Complaint Review System (ICRS) provides inmate with an opportunity to raise concerns or grievances in an organized system, to have policies explained and clarified and to have grievances investigated by impartial staff. The ICRS process also serves to assess the institution's climate.

Subject of Complaint	Withdrawn	Affirmed	Dismissed	Rejected
Classification	0	0	0	4
Correspondence & Publications 1 Informally resolved	0	29	97	31
Discipline	2	2	40	63
Discrimination	0	0	1	0
Food	0	3	12	1
ICRS	0	0	1	1
Inmate Accounts	1	16	59	34
Medical	2	14	155	32
Other	0	13	50	13
Personal Physical Conditions	2	3	148	32
Personal Property	2	28	111	79
Religion	2	0	8	1
Rules	0	0	18	1
Staff	1	23	271	20
Visiting	0	2	10	2
Work & School Programs	0	0	11	2
Totals	12	133	992	316

CONDUCT REPORTS ISSUED IN FY2005

Majors - 642

Minors – 722

Appeals Processed in FY2005

72 Processed

Health Services Unit

The Health Services Unit (HSU) at PDCI strives to execute the mission of the Department of Corrections (DOC) Bureau of Health Services (BHS): "the administration and provision of health care, health education and preventative care for the DOC consistent with professional, community and correctional health care standards.

The purpose of the HSU is to:

- Maintain clinical practices that are consistent with established community standards of health care, state statues and the practice acts of licensed practitioners.
- To develop standards of health care to inmates based on accepted standards for correctional health care developed by recognized professional organizations.
- To develop effective health care delivery programs that address emergency, acute, chronic and preventive care needs of inmates.
- To develop effective internal and external communication systems, which enhance the provision of health care.
- To deliver health care in a cost-effective manner to inmates.
- To develop an information system that generates program data essential to program decision-making.
- To recruit and retain qualified, professional, skilled staff.
- To provide health care services equivalent to those available in the community.

The HSU oversees the immediate health care needs of inmates on a daily basis. HSU 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 i.e. sexually transmitted disease (STD), proper use of the health care system and accountability for their health care.

HSU interfaces with public health agencies and other health care providers throughout the DOC to share knowledge, establish continuity of care, provide prevention and screening programs (i.e. immunizations, Tuberculosis (TB) Screening and STD testing) and prevent the spread of disease. Local health care facilities are utilized for emergency services, orthopedic consults, surgical intervention, eye exams, x-rays, labs and pharmacy. UW-Madison Hospital also provides consultations and various medical specialized care.

Medical/ Psychiatric Services

The HSU Physicians provide on-site medical and psychiatric services such as physical examinations, monitoring of chronic conditions, monitoring psychotropic medications, providing treatment for acute illnesses and emergency care. In FY2005, there were 130 inmates per month that were monitored for chronic conditions and 52 inmates per month were monitored for psychotropic medications.

The local health care facilities are utilized for emergency services. Consultations with the UW-Madison Hospital Specialist, a local Optometry clinic and a local Orthopedic clinic including surgical interventions are available as needed.

Nursing Services

The 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 & Safety Committee membership, infection control and reintegration of inmates back into the community.

Dental Services

The Dentist, Dental Assistant and Dental Hygienist provide dental care and routine dental hygiene. Services include dental examinations that could conclude fillings, extractions, partials and root canals.

The HSU provides service to inmates from 6:00 a.m. to 10:00 p.m. on weekdays and from 8:00 a.m. to 4:00 p.m. on weekends. HSU provides on-call service for emergencies and various other illness/ injuries. There is one nurse that oversees infection control.

HSU Visits	07/01/2004- 06/30/2005
Physician/ Nursing	4,135
Dental	405
Dental Hygienist	55 (Nov. 2004 – June 2005)
Psychiatrist	535
Off-Site X-Rays	62
Off-Site Visits	368
Off-Site Admissions	5
Emergency Room	39

Psychological Services Unit

The mission of the Psychological Services Unit (PSU) is to provide mental health services that are in compliance with the current ethical and professional standards and which are in keeping with the overall mission of Wisconsin Department of Corrections (DOC). The 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 harm to the inmate or others. Some of the services that are provided by PSU include:

Clinical Monitoring

When inmates go through Assessment and Evaluation (A&E) at Dodge Correctional Institution (DCI) they are screened for Mental Health (MH) needs. Mental Health 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 occasionally psychotherapy. In FY2005, the number of inmates on CM has fluctuated between 49 to 64 inmates. On an average, roughly 18 percent of PDCI inmates are on CM at any given time.

Record Review/ Screening for Mental Health Needs

The PSU reviews records of inmates transferred to PDCI for any Mental Health (MH) 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.

Clinical Observation

Inmates in mental and/or emotional distress can pose a threat of harm to themselves and/or others. Clinical Observation (OBS) provides a safe and humane option for managing these risks. The PSU can make the initial placement or provide approval of placement in OBS if done after hours. Subsequent to the initial placement, PSU provides assessment and supportive/directive intervention at regular intervals per ethical and professional guidelines. In FY2005, there have been 16 inmates placed in Clinical OBS.

Mental Health Screening for WSPF

Inmates from PDCI can be placed in Temporary Lock-Up (TLU) and or Segregation (SEG) at WSPF in Boscobel. It is per a Federal Court decision that inmates with certain MH conditions cannot be placed at WSPF. In FY2005, there have been 85 brief MH screens for TLU and 162 full MH Screens for SEG on PDCI inmates.

The PSU also conducts weekly rounds in the Segregation (SEG) Unit to monitor inmates' adjustment to SEG, to identify any problematic adjustment and to provide supportive and directive counseling as needed. The PSU provides crisis intervention to inmates experiencing acute mental and/or emotional distress. Consultation services are provided to staff in specific cases involving problematic inmate behavior. PSU will also provide referrals for special placement of inmates with MH needs, which include Wisconsin Resource Center (WRC), the Special Management Unit at Columbia Correctional Institution (CCI) and the Therapeutic Treatment Community at Oshkosh Correctional Institution (OSCI). In FY2005, six inmates from PDCI have been referred for special placement.

Human Resources Department

The Human Resources Department is dedicated to ensuring all federal and state employment laws are followed in the staffing and operations of PDCI, which includes a safe and harassment-free workplace for employees. In addition, the team strives to foster and maintain a positive professional working relationship with the various Unions at PDCI.

Management Services Department

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

Business Office

The Business Office provides services for both staff and inmates. The purchase of all supplies and services is coordinated by the Business Office in cooperation with each respective department to ensure the responsible use of funds and satisfaction of the institution needs. A Financial Specialist is assigned to Inmate Accounts, which is responsible for receipting and disbursing inmate funds and processing inmate payroll in accordance with all administrative guidelines and laws. Inmate Accounts includes all legal loans, postage, medical co-pays and restitution. The Business Office coordinates canteen services for the inmates including distribution of menus and submission of orders to the contracted vendor utilized for the service. The Business Office also 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 and budget guidelines.

Food Service

The Food Service supplies, prepares and serves food to meet specific nutritional needs of the the inmates. In FY2005, food purchases totaled \$427,709.23 with 378,565 meals served and \$1.13 cost per meal.

Food Service employs approximately 65 inmates working both full-time and part-time. With older-aged inmates coming to PDCI, Food Service has increased the number of specific nutritional diets and interventions they provide. Food Service provides daily sack lunches for the inmate work crews. Food Service is open from 5:00 a.m. to 6:00 p.m.

Buildings & Grounds

The major projects completed by the Buildings & Grounds Department for FY2005 include:

- The Command Center Armory Project which includes completed underground boring to install new communications; installed new electrical service from Boiler House for emergency power; built rooms for handicap restrooms, shower room and hostage negotiations with all new flooring and suspended ceilings; hardened the Command Center Armory to meet requirements with new doors and new entrance; and added a new Air Handler air conditioning unit for the entire building.
- The Gatehouse Project which includes completed reconstruction of the Gatehouse to include a new holding cell, inmate bathroom and shower and a strip cell; hardened the Control Center to limit access to this area; built a new reception area and designed better routes for better flow in and out of the Gatehouse by staff and visitors.

- The Plumbing Project which includes replaced all flush valves on all toilet fixtures throughout the institution; installed washer and drier into North Housing for Outside Work Crews clothing to be kept separated from the institution laundry.
- The Phone System Project which includes completed installation of new Mitel phone system for the entire institution.
- The Kitchen Project which includes installed new Combi oven, installed new ice machine and replaced gas steam kettles to steam-operated kettles.
- The Activities Project which includes created horse shoe pits and volleyball court for more activities; enlarged the size of the garden space from 65' x 45' in FY2004 to 270' x 210' in FY2005 and incorporated an irrigation supply for the garden from existing wells in the Boiler House; created an inmate Painting Crew for South Housing; and increased Outside Work Crews to create more jobs.
- The Administration Building Project which includes installed new video visiting equipment; installed additional outlets in all classrooms and added a new air compressor for heating control in Administration Building and Hoffman Hall.
- The Roofing Project which includes new room on Marquette Hall, new roof on Security part of Segregation Building, new roof on Maintenance Building, removed steeple from Administration Building and repaired roof on Administration Building to match existing roof line.

Store

The Storekeeper is responsible for receiving orders and distributing supplies throughout all areas of the institution. The store also utilizes one officer and an inmate worker to assist.

Laundry

The inmate laundry workers are supervised by one officer and are responsible for keeping inmate clothes and bedding clean and sanitary.

Program Review Committee

The Offender Classification Specialist chairs and coordinates the Program Review Committee (PRC) to assess and evaluate changes to inmate custody levels, institution assignments and program needs. The Offender Classification Specialist in the PRC is also responsible at an objective level to approve other coordinators' assessments.

Staffing & Departments

Warden's Office

- Warden – Shared with WSPF
- Deputy Warden (1)
- Confidential Secretary (1)
- Inmate Complaint Examiner (ICE) (.50) – Limited-Term Employee (LTE)

Human Resources

- Human Resources Director – Shared with WSPF
- Payroll & Benefits Specialist (1)
- Human Resources Assistant (1)

Security

- Security Director (1)
- Program Assistant – Confidential (1)
- Captains (7)
- Lieutenants (3)
- Sergeants (33)
- Correctional Officers (64) (Two COs -Part-Time, LTE for Seasonal Outside Work Crew)

Management Services

- Management Services Director – Shared with WSPF
- Financial Program Supervisor (1)
 - Financial Specialist 2 (3)
 - Storekeeper (1)
- Buildings & Ground Superintendent (1)
 - Electronics Technician (1)
 - Facility Repair Worker 4 (3)
 - Maintenance Mechanic 3 (2)
 - Power Plant Operator-Senior (5)
- Food Service Administrator (1)
 - Food Service Leader 2 (3)
 - Food Service Leader 3 (1)

Program Services

- Program Supervisor (1)
- AODA Social Worker C (1)
- Chaplain (.50)
- Recreation Leaders (3)
- Offender Registrar (1)
- Offender Records Assistant 2 (1)

Education

- Education Director – Shared with WSPF
- Program Assistant 2 (1)
- Teacher (13)
- Librarian (1)

The SWTC Bricklaying/ Masonry Instructor is employed by SWTC and housed at PDCI. PDCI provides the classroom and work area and uses grant funding to pay tuition for students in the program.

Program Review Committee

- Offender Classification Specialist (1)
- Program Assistant (1)

Health Services Unit

- Health Services Supervisor (1)
- Program Assistant- Medical (1)
- Registered Nurses (3.5)
- Medical Doctor (.40)
- Dentist (.25)
- Dental Assistant (.50)
- Psychiatrist (.10)

Psychological Services Unit

- Psychologist Supervisor – Shared with WSPF
- Psychologist B (1)

Housing Units

- Unit Managers (2)
- Social Worker B (1.5)
- Social Worker C (2)

Internships

PDCI has worked closely with area colleges to sponsor student interns. Orientation, general procedures, exposure to correctional methodology and multi-cultural emphasis is provided through hands-on experience under the supervision of staff. In FY2005, we sponsored an internship for a Social Work student from Upper Iowa University.

Americans with Disabilities Act Coordinators

In the effort to ensure compliance with the American with Disabilities Act (ADA) for inmates, PDCI, under the direction of the DOC has named two PDCI staff members as the ADA Coordinators:

Mary Wayne, Management Services Director - 608-326-7828 ext. 2402
Lisa Pettera, Program Supervisor - 608-326-7828 ext. 2498

In Recognition

During State Employee Recognition Week June 13-17, 2005, the following PDCI staff were recognized for their state service and good attendance during the Recognition Ceremony on June 16, 2005:

5 YEARS OF STATE SERVICE

David Sandy	Maureen Kumlin	Jeff Trussoni
Russell Smith	Jason Kaufman	Mark Kartman
Jackie Wehrle	Justin Hauser	Richard Skime
Mike Ostrander	Josh Kreul	Travis Copsey
Jon Vangen	Karen Solomon	Tracy Horner
Jason Wehrle	Clarissa Webb	Adam Sutter
Deb Nolan	Robert Dilley	Jennifer Crary
Jim Trentin	Dean LaPointe	Scott Paulson
Mary Bartels	Kristin Cox	Mandy Mathson

10 YEARS OF STATE SERVICE

Marie Wade	Kevin Tripp	Ryan Shima
Anthony Bakken	Tonja Hesselberg	Chris Kuchinski

FIFTEEN YEARS OF STATE SERVICE

Steve Gard

TWENTY YEARS OF STATE SERVICE

Terry Yanske

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

0 HOURS OF SICK LEAVE USED:	Jan Rutter	Richard Gutknecht	Denny Reger
	Sara Proffitt	Christina Brendemuehl	
1-8 HOURS OF SICK LEAVE USED:	Elaine Gillitzer		
9-16 HOURS OF SICK LEAVE USED:	Mary Bartels	Ron Brewer	Karen Solomon
	Bob Hable	Jackie Wehrle	

ACRONYMS

A&E	- Assessment and Evaluation
AA	- Alcoholics Anonymous
ADA	- Americans with Disabilities Act
AODA	- Alcohol and Other Drug Abuse Treatment
ATR	- Alternative to Revocation
BHS	- Bureau of Health Services
CCI	- Columbia Correctional Institution
CGIP	- Cognitive Group Intervention Treatment
CM	- Clinical Monitoring
CO	- Correctional Officer
CRB	- Community Relations Board
DAI	- Division of Adult Institutions
DCI	- Dodge Correctional Institution (Waupun, WI)
DJC	- Division of Juvenile Corrections
DOC	- Department of Corrections
DPI	- Department of Public Instruction
DWD	- Department of Workforce Development
DNR	- Department of Natural Resources
FY04	- Fiscal Year 2004 (July 1, 2003 – June 30, 2004)
FY05	- Fiscal Year 2005 (July 1, 2004 – June 30, 2005)
HSED	- High School Equivalency Diploma
HSU	- Health Services Unit
ICE	- Inmate Complaint Examiner
ICRS	- Inmate Complaint Review System
LAIP	- Legal Assistance for Incarcerated Persons
LTE	- Limited Term Employment
MADD	- Mothers Against Drunk Driving
MH	- Mental Health
MLPS	- Martin Luther Preparatory School
NICC	- Northeast Iowa Community College
OBS	- Observation

OSCI - Oshkosh Correctional Institution
P&P - Probation and Parole
PDCI - Prairie du Chien Correctional Institution
PRC - Program Review Committee
PSU - Psychological Services Unit
RIF - Reading is Fundamental
SEG - Segregation
STD - Sexually Transmitted Disease
SWTC - Southwestern Wisconsin Technical College (Fennimore, WI)
TB - Tuberculosis
TLU - Temporary Lock-Up
VIP - Victim Impact Program
WRC - Wisconsin Resource Center
WSPF - Wisconsin Secure Program Facility (Boscobel, WI)