

**STATE OF WISCONSIN**  
**DEPARTMENT OF CORRECTIONS**  
**RACINE CORRECTIONAL INSTITUTION**  
**ANNUAL REPORT**  
**2004**





# TABLE OF CONTENTS

<b>MESSAGE FROM THE WARDEN .....</b>	<b>4</b>
<b>MISSION STATEMENT .....</b>	<b>5</b>
<b>FAST FACTS.....</b>	<b>6</b>
ACCOMPLISHMENTS.....	7
<b>COMMUNITY RELATIONS .....</b>	<b>10</b>
<b>RESTORATIVE JUSTICE .....</b>	<b>11</b>
REINTEGRATION EFFORTS.....	13
<b>VOLUNTEER PROGRAM .....</b>	<b>14</b>
<b>HEALTH SERVICES UNIT .....</b>	<b>14</b>
<b>INMATE COMPLAINT REVIEW SYSTEM .....</b>	<b>15</b>
<b>HUMAN RESOURCES .....</b>	<b>16</b>
CRITICAL INCIDENT STRESS DEBRIEFING (CISD).....	16
EMPLOYEE ASSISTANCE PROGRAM (EAP).....	17
CORPORATE CUP.....	17
HEALTH AND SAFETY .....	17
LABOR RELATIONS .....	17
<b>EDUCATION.....</b>	<b>18</b>
BELLE VENTURE SCHOOL.....	18
LIBRARY SERVICES .....	20
<b>MANAGEMENT SERVICES.....</b>	<b>23</b>
OPERATING BUDGET .....	23
BUSINESS OFFICE .....	24
WAREHOUSE (STORES), CANTEEN, AND CLOTHING/LAUNDRY .....	24
FOOD SERVICE DEPARTMENT .....	25
<b>PSYCHOLOGICAL SERVICES.....</b>	<b>26</b>
<b>RECORDS OFFICE.....</b>	<b>28</b>



<b>SECURITY DEPARTMENT .....</b>	<b>29</b>
SECURITY UPGRADES.....	29
CONDUCT REPORT STATISTICS .....	29
TRAINING ATTENDANCE TOTALS.....	30
RECREATION DEPARTMENT .....	30
VISITING.....	31
<b>PROGRAMS.....</b>	<b>32</b>
BEACON RESIDENTIAL SEX OFFENDER TREATMENT PROGRAM .....	32
ALCOHOL AND OTHER DRUG ABUSE PROGRAM.....	35
SQUARE ONE PROGRAM (DANE UNIT) .....	35
CHOICE (DANE UNIT) .....	36
SEX OFFENDER TREATMENT .....	36
BEACON (DANE UNIT) .....	36
LIGHTHOUSE.....	36
STANDARD .....	36
SPANISH .....	36
MOOD DISORDER .....	36
THOUGHT DISORDER .....	36
ALTERNATIVE TO REVOCATION (ATR).....	37
PHARMACOLOGICAL TREATMENT OF SEX OFFENDERS (PTSO/ATR).....	37
SPECIALIZED TRAINING & EMPLOYMENT PROGRAM (STEP) .....	37
COGNITIVE GROUP INTERVENTIONS PROGRAM.....	38
PHASE 1 & 2 .....	38
ANGER MANAGEMENT.....	38
DOMESTIC VIOLENCE (CLINICAL SERVICES).....	38
CHILDHOOD ABUSE COUNSELING.....	38
PARENTING (BELLE VENTURE SCHOOL) .....	38
CAGE YOUR RAGE .....	38
HOUSES OF HEALING (CLINICAL SERVICES) .....	39
ANGER MANAGEMENT (DODGE UNIT) .....	39
RELAXATION (DODGE UNIT) .....	39
COPING SKILLS (DODGE UNIT).....	39
I THINK I HEAR VOICES (DODGE UNIT).....	39
<b>STURTEVANT TRANSITIONAL FACILITY .....</b>	<b>40</b>
PROGRAMS.....	41
WORK RELEASE/WORK CREWS/FACILITY JOB ASSIGNMENTS .....	41
COMMUNITY SERVICE .....	41
ON-GROUNDS RECREATION OPPORTUNITIES .....	41
<b>ACRYONYMS.....</b>	<b>42</b>



## Message from the Warden

Racine Correctional Institution has seen many new horizons in 2003-2004. Added to our landscape has been the Sturtevant Transitional Facility (STF). This facility is designed to enhance offender transition. The dual structure of the facility allows 150 beds for minimum custody that incorporates work release and alternative to revocation programs. The 150 maximum custody beds allow for Probation and Parole Holds to be housed at the facility while awaiting completion of revocation proceedings. With the facility came renewed partnerships with Sturtevant and Racine area law enforcement and community members, and new partnerships with other counties such as Dane, Kenosha, Waukesha, and Walworth for use of the P&P Hold facilities. This was a major construction project for the Institution and the challenge was met to open each side as planned. The minimum custody portion was opened in December 2003 and the P&P Hold side was opened in May 2004.

Key leaders to the Institution joined the team as positions were filled for the Warden, Deputy Warden, and Business Manager as well as a Superintendent position added and filled to supervise STF.

Absorbing some of the supportive functions for the 300-bed STF as a unit of the Institution certainly proved challenging. The RCI staff morale and climate remained constant as this demanded flexibility and creativity in addressing the new challenges of the different custody levels and stakeholders.

We anticipate fiscal reductions in the upcoming budget deficits and know that the RCI staff is up to the challenge. Credit is given to the RCI staff as they have proven themselves in the past and comprise a strong team ready to embrace the new journey for the future.

### SWEARING IN CEREMONY

**Governor Jim Doyle swore in Warden Quala Champagne as Warden of RCI on September 16, 2003. Many state and local officials and DOC staff attended the ceremony that was held at the institution. This was the first swearing in ceremony by Governor Doyle at the appointee's institution.**





*Racine  
Correctional Institution*

## **Mission Statement**

The  
Racine Correctional Institution  
shall endeavor to protect society  
from harmful acts, both now, and  
into the future, which may be  
committed by offenders placed  
in custody for the purposes of  
confinement and positive change.  
A desirable way to pursue this  
mission is through an array  
of services aimed at the positive  
development of human learning,  
growth and meaningful  
behavior control.



## RACINE CORRECTIONAL INSTITUTION



2019 Wisconsin Street  
Sturtevant, WI 53177

Telephone (262) 886-3214  
Facsimile (262) 886-3514

Quala Champagne, Warden  
Brad Hompe, Deputy Warden

## FAST FACTS

- **Institution was opened** May 6, 1991
- **Security level** is minimum/medium/maximum
- **Operating Capacity:** RCI-1,021; STF Workhouse-150, STF P&P Hold-150 on 9/14/04
- **Current Population:** RCI-1,462; STF Workhouse-139, STF P&P Hold-115 on 9/14/04
- **Officer/Sergeant Staff:** 316
- **Non-officer/sergeant Staff:** 172
- **Inmate to Staff Ratio:** 3.21:1
- **Number of Acres:** 150
- **Operating Budget:** Approximately \$29,000.000
- **Amount of Money Collected for Restitution, child support, etc.:** \$106,884.16
- **Inmate Participation and completion info:**

**STEP:** Program Statistics:

144 participated

70 completers

24 terminated

50 anticipated completion August, October, and December 2004

**CGIP:** 79 of 90 completed

**STF:** Program Statistics through June 30, 2004:

59 completers

17 terminations

1 rejection (due to SPN with STF staff)

This is a 77.63% success rate.



---

## ACCOMPLISHMENTS

- The ATR/Workhouse side opened as scheduled on December 8, 2003. The Sturtevant Transitional Facility held an open house for the new facility on November 25, 2004.
- Training was provided for the National Guard Army Reserve in Civil Disturbance Resolution.
- Two Joint ERU Training sessions were held at STF, with ERU teams, observers, and visitors from throughout the state.
- Charity Crafts started up again in early 2003. The project was relocated to a new area within the institution and scaled down in size. Presently the talents of 15 inmates hand sew teddy bears, which are donated to local police departments and charitable organizations. Inmates also crochet hat, mitten & scarf sets as well as blankets, which are donated to the local Racine area Toys for Tots program. The program continues to utilize outside volunteers to provide craft instruction to the inmates. The current volunteer is on her tenth year of volunteering with the RCI Charity Craft Program.
- The number of institution General Population beds was increased by sixty. Fourteen beds were added to each of the North Side Units (Jefferson, Ozaukee, Walworth & Washington) and four beds were added to the Dane Unit.
- The RCI Garden project had a very productive year with a yield of over 20,000 pounds of fresh garden produce being donated to area community resource agencies. This year's recipients included: Homeward Bound, Salvation Army, Racine Food Bank, Love & Charity Mission, Holy Communion Church, Cristo Rey Church, Waterford Methodist Church, Greater Grace Temple Church, and Midtown Church of Christ.
- The RCI Recreation Department conducted several charity fund-raising events that included talent contests, staff vs. inmate basketball games, Brother Bob's Christian Outreach vs. inmate basketball games, inmate vs. inmate all-star games, and a concert. The proceeds were distributed to the following community service agencies: Big Brothers/Big Sisters of Racine, Women's Resource Center, Racine Youth Sports, Special Olympics; Toys 4 Tots; Racine Emergency Shelter Task Force (REST), and Salvation Army.
- Staff took part in two Blood Drives, which were held during RCI Training Days. A total of 56 units of blood were collected.
- National Crime Victims' Rights Week included both staff and inmate activities. Inmates created posters and a collage. Funds raised at staff/inmate basketball games benefited Racine's Conflict Resolution Center in the amount of \$300.00, and \$410.50 was presented to the Women's Resource Center of Racine. Workshops held included "Impact of Crime," "Keeping Promises," and "Restorative Justice." Notepads with the Victims Rights message watermark were sold to benefit local organizations.



- RCI staff participated in the area's "Corporate Cup" competitions. The Corporate Cup is sponsored by the Racine Family YMCA and provides the mechanism for companies to encourage employees to begin, continue or advance towards better health through the development of a fitness program. Emphasis is placed on teamwork and good sportsmanship while companies/organizations compete in various events, including:

Team Banner Making  
Cheerleading  
Tug of War  
CEO Event  
Card Tournament  
Darts  
Chili Cook-Off

Sports Competitions:  
Basketball Shootout & 3-on-3  
Cycling & Swimming  
Tennis, Bowling & Golf  
Softball & Volleyball  
Track & Field

This was RCI's second year of participating, with 33 RCI teams competing. Two fundraisers were held to offset some of the entrance fees; the Cheerleading Team raised \$200 by holding a bake sale, and \$700 was raised through the sale of Corporate Cup T-shirts.

- The Annual Health & Financial Fair was held in October 2003. Over 140 employees attended and benefited from the 31 vendors and community organizations that were either in attendance or provided information.
- Correctional Employees Week recognition events included the serving of breakfast and a "cookout" lunch for Correctional staff.
- Creation of the ROAR program (Reach Out and Read) for the visiting room. Over 300 books have been purchased and inmates have participated in art workshops to learn how to draw with their children. Continuation of the project includes inmates learning to read to their children and developing videotapes to send to their children of the inmates reading to them.
- Proliteracy Worldwide program (LVA) was redesigned to include Diversity Circle participation and was well received by the inmates.
- Office of Education facilitated a group of Employability Skills teachers from all institutions to write a standard curriculum for Employability Skills. The curriculum was accepted statewide.
- The Specialized Training and Employment Program (STEP) curriculum was organized and standardized for the first time. A&E will include it as an A&E need.
- AODA Choice Program participants who do not have their HSED were included in school programming for the first time.
- The first Title One grant was co-written and awarded to RCI and RYOCF to create and improve an Employment Resource Center in the library.



- 
- The library was used as a central collection and packaging point for sending packages to RCI employees stationed in Iraq. Four mailings were sent.
  - The 4th annual Fathers Fair was held September 29, 2003. Governor Doyle, Secretary Frank, several public officials, approximately 480 inmates, RCI staff, and many DOC staff attended the event from surrounding institutions.
  - Installation of new System Saver storage units in HSU Medications Room & Medical Records
  - Strides for Change: A virtual walk that started March 24, 2004 and ended on April 15, 2004 raised \$59.00 that was donated to the Racine County Chapter Executive Director of MADD, Mothers Against Drunk Drivers.
  - Implemented the WITS automated receipts process decreasing the time funds received are posted to inmate accounts.
  - Charity basketball game between inmates and an outside team from Waterford was held. Proceeds from the game were used to offset the cost of shipping textbooks to the children of Tanzania, Africa.
  - In March 2004, a staff vs. inmate basketball game was held and the proceeds went to Racine Youth Sports.
  - Graduation ceremony held on August 24, 2004, honored 27 GED/HSED graduates and 17 vocational graduates. Keynote speaker was Darlene Robbins-Turner, a children's book author from Racine who wrote "Wake Up and Recognize: Life of a Gang Member."
  - The RCI Veterans Group sponsored a sub-sandwich sale fundraiser with the proceeds of \$369.61 going to the Racine Emergency Shelter Taskforce (\$175.00) and to purchase a Veterans flagpole (\$194.61).
  - The Bureau of Correctional Enterprise's (BSI) Racine Copy Center continues to provide: printing, shrink-wrapping, folding, spiral binding, paper banding, custom stapling, bulk mailings, and tabbing and reinforcement.



---

## **Racine Correctional Institution Community Relations Board**

Local individuals comprise the RCI Community Relations Board. The meetings are held four times a year and generally focus on institution updates. The Warden and Deputy Warden attend the meetings.

Members of the Board and their affiliations:

- Hubert Braun  
Chairperson, Community Representative
- Gary Bublitz  
Community Representative
- Marilyn Dittlof  
Secretary, Community Representative
- Steve Jansen  
President-Sturtevant Village Board
- Jerrold Klinkosh  
Trustee-Village of Sturtevant
- George Loumas  
Community Representative
- Arthur Scola  
Safety Director-Village of Sturtevant
- Thomas White  
Community Action Agency, Community Representative



---

## **RESTORATIVE JUSTICE**

The staff and inmates have made a commitment to increase victim awareness and give back to the community in a variety of ways. This past year included numerous activities facilitated by many different departments and staff.

### **Charity Crafts**

Inmates hand-sew teddy bears which are donated to local police departments and charitable organizations. Inmates also crochet hat, mitten and scarf sets, as well as blankets, which are donated to the local Racine area, Toys 4 Tots program. The program continues to utilize outside volunteers to provide craft instruction to the inmates. Our current volunteer is going on her tenth year of volunteering her services to the Charity Craft Program.

### **Victim Rights Week**

Donations were made to the following organizations, through these activities:

- Strides for Change – virtual walk, donations made to MADD
- Candy/Crafts/Bake Sale – proceeds to the Women’s Resource Center in Racine
- Posters – inmate works of art (“Keeping the Promise”) displayed in housing units and school building
- Speakers – Administrators from the Women’s Resource Center
- Child Abuse Display – “Prevention Through Education”
- Locks of Love – inmates donated their hair
- Quilt – poetry and other writings in honor of victim rights was made into a paper quilt and displayed in the school building
- Workshops held included “Impact of Crime”, “Keeping Promises”, “Restorative Justice”
- Note pads with the Victim Rights message watermark were sold to benefit local organizations.

### **Domestic Violence Week**

- Inmates designed posters “Stop the Violence” which were displayed in the Education building
- Names and stories from the 2001 Domestic Violence Homicide Report were used to make a quilt, which was displayed in the Education Building.
- Staff wore purple ribbons in honor of the victims of domestic violence.



## Garden

At the end of the 2003 season the garden yielded 20,000 pounds of fresh garden produce which was donated to area community resource agencies including:

- Homeward Bound
- Salvation Army
- Racine Food Bank
- Love & Charity Mission
- Holy Communion Church
- Cristo Rey Church
- Waterford Methodist Church
- Greater Grace Temple Church
- Midtown Church of Christ.





---

## REINTEGRATION EFFORTS

Racine Correctional Institution has a holistic approach that combines the efforts of many departments, programs, and staff to provide assistance for inmates to be assimilated back into their community.

Several programs, Specialized Employment and Training Project (STEP), Vocational Programs, and employability skills classes, within the Institution require inmates to complete an Employment Portfolio in preparation of applying and retaining meaningful employment in the community.

Social workers assist inmates in getting the appropriate 19 documents such as duplicate Social Security card and/or birth certificate, and assist with application for Social Security Benefits.

The Racine Correctional Institution Library has an Employment Resource Center – description is listed under the Education Department/Library Services section.

The Education Department facilitated the Father's Fair – Community Connections' description listed in the Belle Venture School section.

In an effort to reconnect and maintain a parent-child relationship, through the Reach Out and Read (ROAR) program inmates participated in workshops to produce a videotape of the inmate reading an age-appropriate story to his child. The videotape is accompanied by a personal greeting from father to child. This Program is funded by an award from Literacy Services Technology ACT grant.

Moving Ahead in Partnership and Trust (MAPT) volunteers continue to meet on a weekly basis with inmates that are to be released shortly to Milwaukee County, in order to evaluate needs and determine what level of support may be needed and given upon return to their local community.



---

## VOLUNTEER PROGRAM

Racine Correctional is advantaged as we continuously maintain a volunteer roster of more than 100 long-term volunteers. These dedicated community members provide services to the religious programs, Alcoholics Anonymous, Narcotics Anonymous, Charity Crafts, and/or education.

A Volunteer Celebration banquet was held on June 21, 2004. A total of 60 guests attended. In addition to the dinner, the Chapel Choir, an inmate speaker, and an education volunteer speaker provided entertainment. Warden Champagne, Deputy Warden Hompe, and Chaplain Thomas presented certificates of appreciation to all.

---

## HEALTH SERVICES UNIT

The Health Services Unit (HSU) provides 24-hour nursing and physician coverage, whether on-site or on-call. This includes sick call, urgent, emergency, and chronic care. Lab testing, EKG, X-ray, optical, physical therapy, and prescription medication refills are taken care of in the HSU. Additionally, psychiatric appointments are scheduled by HSU staff.

Referral for specialty care and treatment are done through the HSU and the RCI physician. The RCI physician reviews recommendations from outside providers, such as UW-Madison Hospital and Clinics.

## STATISTICS FOR HEALTH CARE SERVICES PROVIDED

	<u>Number of Contacts</u>
Physician/PA-NP	2949
X-Rays	426
Dental	3130
Psychiatrist	13821
Optometrist	583
<u>Offsite visits</u>	<u>69</u>
<b>TOTAL</b>	<b>20978</b>



## INMATE COMPLAINT REVIEW SYSTEM

The Wisconsin Department of Corrections affords inmates a process to have grievances expeditiously resolved in the correctional setting. Racine Correctional staff makes every effort to assist inmates in resolving their issues informally, usually resulting in a more effective outcome, more favorable institution climate, and better management of staff time and resources. The numbers reflected below are indicative of the “team management” concept that Racine Correctional staff strives to achieve. Inmate complaints for the fiscal year 2002 were 2,234. In fiscal year 2003, the number of complaints was 1,518. This is a **decrease of 32.1%** or 716.

<b>INMATE COMPLAINT TRACKING SYSTEM</b>		
<b>Complaint Numbers by Subject</b>		<b>Complaint Percentage</b>
Staff	282	18.6%
Correspondence and Publication	70	4.6%
Discipline	174	11.5%
Medical	310	20.4%
Parole	1	0.1%
Personal Physical Conditions	37	2.4%
Personal Property	270	17.8%
Rules	20	1.3%
Religion	7	0.5%
Work and School Programs	30	2.0%
Visiting	49	3.2%
Other	144	9.5%
Food	41	2.7%
Classification	11	0.7%
Inmate Complaint Review System	14	0.9%
Discrimination	0	0.0%
Inmate Accounts	56	3.7%
Bureau of Correctional Enterprises	2	0.1%
HIPAA	0	0.0%
<b>Complaint Dispositions</b>		<b>Complaint Disposition #</b>
Affirmed	104	7%
Dismissed	898	59%
Informally Resolved	28	2%
Rejected	467	31%
Withdrawn	21	1%



---

## **HUMAN RESOURCES**

Racine Correction Institution is committed to providing training and development to all employees. All new hires in 2003 received in-service training during their initial 6 months of employment.

Monthly training sessions are held at the Institution to enhance knowledge and skills necessary to promote personal and professional growth of employees. The first Monday of every month is "Training Day", and employees are encouraged to participate in a variety of classes.

Employees also take advantage of programs outside of the institution. These include conferences, meetings, workshops, seminars and classes. Some of the programs attended in 2003 include Crisis Negotiations, Risk Management and Safety Conference, Gang Crimes training and Mock Prison Riot Training.

### **CRITICAL INCIDENT STRESS DEBRIEFING (CISD)**

The purpose and goal of the program is to provide prompt and affirmative intervention to employees who experience job-related incidents with the potential of producing sudden psychological trauma. The trauma could be sufficient enough to jeopardize an employee's performance on the job and/or well being in other areas of life.

Critical Incident Stress (CIS) results from "exposure to or involvement in an event that is outside the range of usual human experience that would be markedly distressing to almost anyone" such as:

- being taken hostage
- actual or attempted physical/sexual assault
- being involved in or witnessing the death of a co-worker or inmate.

The CISD program has two components: peer support and debriefing. The role of the peer supporter is to be the first point of contact for a potentially critical incident. He/she determines whether an incident should be referred to the local CISD Committee. Critical Incident Stress Debriefing entails a group meeting process that aims to defuse potential post-traumatic stress and other stress symptoms. It enables emotional ventilation and stress education. Debriefings are conducted to help people become aware of their reactions, normalize feelings, increase coping skills and to give and receive support. Preventing normal short-term reactions from turning into more serious, costly, long-term consequences is also a goal.

Thirty-two staff, representing almost all departments within the Institution, working all three shifts, are available to function as CISD peer supporters. Fortunately there were very few critical incidents in 2003. No formal debriefings were held but peer supporters were available as needed.



---

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The EAP serves RCI staff as an information and referral service for employees and their families who may be experiencing financial, marital, alcohol and/or other drug abuse or other personal crisis. Employee coordinators are trained to link employees in need with appropriate resources. EAP also assists in coordinating the Health and Financial Fair that is put on annually for staff in October.

## **CORPORATE CUP**

The year 2003 was the second year of participating in Racine's Annual Corporate Cup, sponsored by the YMCA. The competition consists of over 15 events with everything from tug-of-war to cribbage. RCI took 1<sup>st</sup> place in Softball, 2<sup>nd</sup> Place in the Banner competition, and 3<sup>rd</sup> place for Bowling.

## **HEALTH AND SAFETY**

Per a Department of Corrections Directive, each institution must establish a Health and Safety Committee. Its responsibilities include: safety inspections, accident reviews, safety-related incident reviews; promotion of health and safety awareness, and attendance at health and safety meetings. In 2003 the Health and Safety Committee hosted 2 blood drives, cosponsored a Health and Financial Fair for employees in October, and provided a variety of training to Institution staff on Health and Safety topics.

## **LABOR RELATIONS**

Wisconsin State Employees Union (WSEU) Council 24 represents 421 staff members. The bargaining units and number of positions follows:

Professional Social Services (PSS) Local 2748	35 positions
Security and Public Safety (SPS) Local 3777	316 positions
Administrative Support (AS) Local 3777	31 positions
Blue Collar (BC) Local 3777	31 positions
Technical (T) Local 3777	8 positions

Other union affiliations and number of positions are:

Electrician (430)	1 position
United Professionals for Quality Health Care (UPQHC)	14 positions
Wisconsin Education Council (WEAC)	16 positions

There are also 48 non-represented positions at RCI for a total of 500.



---

## EDUCATION

### BELLE VENTURE SCHOOL

The Belle Venture School continues to promote its mission of helping inmates develop their capacity to become lifelong learners. The core programming, Adult Basic Education and vocational programs anchor several more initiatives designed to meet the diverse needs of the prison population. Enrollment continues to increase from a low monthly figure of 310 to a high of 370. Classes are offered on two shifts to accommodate work and visiting schedules. Most inmates are enrolled part-time. Vocational students are enrolled full-time.

**Adult Basic Education (ABE)** is more than teaching reading and math. At Belle Venture School, three curricula are offered to meet the needs of low functioning students. Basic ABE concentrates on improving math and reading skills. The ABLES curriculum promotes community living literacy by teaching low functioning inmates the basics of Financial Literacy, Wellness, and Study Skills. Through this task specific curriculum, inmates increase their comprehension, math, and decision-making skills needed for themselves and for their families. The Able Minds Curriculum was reinstated into the literacy offerings. Able Minds is a literacy-based curriculum that allows students to examine thoughts and behaviors through examining literature and applying the situations to their lives.

**High School Equivalency (HSED)** classes continue to address the needs of those students whose goal is to complete their High School Equivalency. In 2003-04, fifty-seven inmates earned their HSED and two earned a General Equivalency Diploma (GED), compared to thirty-one total credentials earned in 2002. Students who are enrolled to earn their HSED participate in study for the five GED classes and enroll in Health, Civics, and Employability Skills. The Health curriculum meets the competencies outlined by the Department of Public Instruction by using interactive activities and many outside speakers including staff from Health and Psychological Services. Three dimensional system models were purchased this year to help visual learners understand the primary human body systems. Employability skills curriculum was standardized this year across the Department of Corrections education departments. Belle Venture Employability Skills students complete the Employability Skills component for the HSED and complete a personal employment skills portfolio. The Civics teachers improved on the Civil Rights portion of the curriculum by identifying biographies of Civil Rights leaders which students use to write reports. These books are available to all population in the Library.

The two **Vocational Programs** offered by Belle Venture school produced twenty-seven graduates in 2003-2004. In 2002, fourteen students completed the vocational programs. The Culinary Arts program was re-started with the hire of a new instructor and the Business Applications program was restructured to allow for more student participation. In addition, meetings were held with the Bureau of Apprenticeship Programs to design a Culinary Arts Apprenticeship program to begin in late 2004.

**English as a Second Language (ESL)** expanded in Fiscal Year 2004 as the numbers of those needing English instruction increases. ESL classes are offered during the daytime and during the evening shift to accommodate inmate work assignments. GED tests are also administered



in Spanish. The Destinations software program is used to supplement the ESL instruction. The ESL needs of the inmates range from reading and writing in English to developing spoken English and becoming familiar with words and phrases to facilitate institution adjustment.

**Parenting** classes have expanded to offer additional opportunities for inmates to make positive connections with their children. Through the Reach Out and Read (ROAR) program, inmate parents may choose from over three hundred titles of children's literature to share with their children during inmate visits. Additionally, children's literature workshops where inmates learn oral reading techniques, choose age-appropriate literature and tape the reading of the chosen text to send home to their children are offered approximately ten times per year.

**Employment Resource Center.** In order to more effectively serve young inmates, Belle Venture school applied for and was granted Title One site designation for the first time in its history. Through a Title One grant, the Employment Resource Center was created to aid inmates in preparing for employment upon release. In addition, space was created to provide a quiet environment for tutoring, and pre-testing. Four interns conducted individual interviews with inmates in the Employment Resource Center to prepare them for employment and to proctor testing sessions.

**Diversity Circles** through continued partnership with UW Parkside, a five-session workshop designed to provide inmates the opportunity to examine race issues from a personal perspective and to create understanding among an ethnically diverse population, has expanded and is incorporated in the Pro-Literacy tutoring training for inmate tutors. During this period, two groups of inmate tutors have participated in Diversity Circles, and four Diversity Circles were conducted on the Walworth unit. Additionally, ten inmate tutors were trained as Diversity Circle co-facilitators.

UW Parkside applied for and was awarded a grant from the Center for the Study of Race and Ethnicity to purchase multi-cultural literature for the Diversity Circles to examine. Three UW Parkside instructors also volunteered their time to meet with inmates to lead discussion groups regarding fairness in housing, employment, and rates of incarceration in the United States.

**Fathers' Fair – Community Connections** was the biggest success to date with six hundred sixteen inmates attending and seeking information from over thirty vendors. Previous attendance was four hundred eighty four. Especially impressive this year was a visit from Governor Doyle and Secretary Frank. The focus of the fair included prospective employers and employment agencies as well as community-based organizations that will aid with reintegration issues.

**Pro-Literacy Worldwide Tutor** program training is offered twice per year to prepare inmates to support the curricula in most classes including ABE, HSED, ESL, and the Specialized Training and Employment Project (STEP). This program also offers support to the AODA programs with trained tutors who can support the instruction and help low functioning inmates complete the AODA lessons.



**Internship Program** was developed with UW Parkside, UW Whitewater, and UW Oshkosh to provide a variety of services to Belle Venture School students. Five interns provided support services throughout the year. A course, *Convict Criminology*, examines criminology from former convicts' perspective, as the authors of the texts have served time in the U.S. penal system. An UW Oshkosh intern visited by the text's author taught inmates who enrolled in this three-part course. The third part of the course, to be completed in fiscal 2005, will examine the process of applying for and entering college. Inmates who enroll will be prepared to pursue their post-secondary goals upon release.

## **LIBRARY SERVICES**

The Racine Correctional Library experienced major changes in its physical arrangement, staffing and services offered to inmates. A new camera system was installed for better security monitoring. The law library was moved to allow more inmates to work on legal matters, to access the law computers and to prepare their documents. A librarian was hired who brings many years of library experience to RCI. Since her hire, circulation has increased, the collection has been reorganized and the Employment Resource Center has opened. With the help of the school officer and the library assistant, general population, as well as Belle Venture school students have better access to reference materials, video collection, interlibrary loan and to periodicals. The library space is better utilized. During four evenings per week, the space is used for library services, testing or for additional education or religious programming.

### **Library Statistics 2003-2004**

Circulation	45,574
Library visits	48,802
Law library visits	6,008
Photocopies	105,861
Segregation requests	321

### **Materials**

A total of 5,498 materials were added to the library collection in 2003. Additions included much needed updated reference materials, periodicals on a subscription basis, law materials, Spanish and large print offerings, general fiction and non-fiction materials. The addition and processing of these materials consumed approximately 272 hours of the librarian's time plus 92 hours of the library workers' time.

Educational videos are currently available in the library for viewing by class participants and the general population. A project is underway to catalog all of the videos so that they are included on our library database and on the Wisconsin combined catalog.

Changes were made in the library configuration to improve ease of use and security. Magazines were relocated from a corner area to a long wall directly in front of the officer's station. This allows easier access for the inmates and improves visibility for the officer.



Extensive changes were made in the law area, bringing all materials used for law research into one section of the library. A set of shelves was removed to improve visibility for the officer, and a new system was devised for computer sign-up. The video monitors were moved out of the resource center to facilitate a quieter area with fewer distractions for those utilizing the center.

### **Segregation Services**

The segregation library is inventoried monthly, and supplemental cases are requested from the main library on as as-needed basis.

### **Sturtevant Transitional Facility**

The Librarian maintains a satellite law collection for Sturtevant Transitional Facility. Recreational reading materials were also identified and purchased for the facility.

### **Donated Materials**

A request for materials was posted on the Wisconsin Public Library listserv in February of 2004. From this posting the library received approximately 40 updated phone directories and over 300 donated books, books on tape and educational videos. In June the library received a private donation of over 400 non-fiction books ranging from cooking to science. Additionally, a retail store donated approximately 25 nature videos for our collection.

### **Law Library**

The law library area has been reconfigured to incorporate computer, print and auxiliary materials. Typewriters have been added and updated as necessary. Materials not available through the law resources are made available through inter-library loan.

### **Interlibrary Loan**

A total of 4,425 items were requested by patrons from Wisconsin libraries, an increase of 47% over last year. Other libraries requested 430 items and we filled 148 of those requests. This represents an increase of 54% over last year.

### **Tax Forms and Tax Assistance**

Standard tax forms, booklets and instructions were available for inmates and staff.

### **Catalogs and Financial Aid Forms**

An effort was made in 2004 to offer a variety of mail order catalogs and federal financial aid forms for the library patrons. We receive approximately 600 EastBay and Marcus catalogs each printing.



---

## **Employment Resource Center**

The Employment Resource Center is equipped with print and electronic materials to help inmates prepare for employment. Inmates who make an appointment to work with a center staff can take an interest inventory, view employment, self-esteem, money management, stress-management, and interviewing technique videos. They can also practice interviewing, completing applications, prepare a resume and cover letter and get contact information for their community employment centers and other relevant contacts to help them reintegrate. The Center opened in January on a part-time basis and in April 2004 grew to full time operation, staffed by the library teacher's assistant and college interns. In June, 234 appointments were scheduled.



---

## **MANAGEMENT SERVICES**

Management Services provides major supportive services to the entire Institution, Racine Correctional Institution and Sturtevant Transitional Facility. Management Services includes Business Administration (including management of the operating budget), Business Office operations (including Institution and Inmate Accounts, Accounts Payable, Purchasing, Stores, Clothing, Canteen operations and Informational Technology services), Food Service Department, and the Buildings and Grounds Department.

## **OPERATING BUDGET**

The purpose of the Operating Budget is to provide for the staffing, equipment, supplies and services, and other necessary activities needed to effectively operate and maintain the facility in accordance with its Mission Statement. We must, through our efforts, help ensure that we adhere to the statutory provisions, Administrative Code requirements, and relevant DOC/DAI policies, procedures, and directives at all times.

The opening of Sturtevant Transitional Facility (STF) presented new budget challenges. Moveable equipment monies along with a combined RCI/STF budget made calculations difficult. STF's minimum population and mission presented new scenarios with regard to supply and service needs. As a major urban correctional facility, RCI/STF is one of the largest institutions in the Wisconsin Department of Corrections. Our population is comprised of approximately 1580 male felons. We experience thousands of inmate transfers a year. This level of change exacerbates service delivery and increases costs. Nonetheless, RCI/STF continues to live within its means. We were able to manage our resources in both the salary and non-salary budget areas with no adverse impact on operations. In fact, our cost per capita continues to remain among the lowest in the Department. This is attributable to our management philosophy, the quality of our staff, budget oversight, and basic staffing levels.

Informational Technology (IT) was improved as follows:

- Desktop and Laptop PC's replaced
- Some network and local printers replaced
- Server replacement
- Migration to Active Directory (AD)
- Infrastructure upgraded

Detail on actual expenditures and revenues for the institution can be found in the Annual Fiscal Report, prepared by the Department of Corrections year ending June 30, 2004.

The Institution Business Director, with the support of the Secretary position, has the primary responsibility for these activities and the general oversight of Management Services.



---

## **BUSINESS OFFICE**

The Business Office provides all of the accounting and procurement functions for the entire institution. These include: inmate trust account activity, accounts payable and receivable, inmate payroll; the maintenance of the major asset inventory; all purchasing; and the provision of support to the Canteen, Clothing and Stores (Warehouse) operations.

The Business Office staff, under the direction of the Financial Program Supervisor, is comprised of a Lead Financial Specialist, five Financial Specialists, Purchasing Agent, Stores Supervisor, three Storekeepers, and numerous Correctional Officer staff providing support and security.

In an effort to decrease costs, the Business Office began utilizing the WITS automated receipt process this spring. This process has nearly eliminated the need for purchasing costly receipt books and decreased a tremendous amount of staff time handwriting receipts. The inmate's response to the new system has been positive as their funds are credited to their accounts quicker and the system-generated receipts are easier to read than the handwritten carbon copies they received in the past.

With the implementation of the automated inmate payroll system through the Wisconsin Inmate Trust System a few years ago and a very active inmate payroll committee we have been successful in controlling our inmate payroll costs. The inmate payroll reached \$456,956 for FY04.

## **WAREHOUSE (STORES), CANTEEN, AND CLOTHING/LAUNDRY**

The Warehouse (Stores) operation receives all incoming deliveries and distributes merchandise to the appropriate areas of the institution. Warehouse staff manage all stock items and fill supply orders for all departments.

Space limitations continue to be an issue. The warehouse was designed to serve 450 offenders. The population exceeds 1580 and should reach 1800 in FY05.

The computerized stores inventory system, IntelliTrak, is being transitioned to a new web-based Stores Inventory System (SIS). This transition will allow for a more standardized stock number system and dictate the need to review stock history/criteria. The new SIS program is simpler than IntelliTrak and performs calculations correctly.

A capital request for an expansion of the Warehouse has not yet been approved even though one has been submitted routinely since approximately 1992.

Shipping packages out of the Institution has been converted to UPS on-line shipping. The process gives us current shipping costs immediately which has decreased our need to correct shipping costs charged to inmates and has decreased the number of incorrect address corrections.



---

## Canteen sales for FY2004 totaled over \$842,000.

The following obligations were collected for FY04:

- Child Support - \$24,543.90
- Court ordered costs and fines - \$17,273.28
- VWS/DNA - \$77,511.47
- Institution Restitution - \$2,731.91

Work release collections for March - June 2004:

- Room - \$29,550.97
- Board - \$5,628.75
- Transportation - \$13,324.50

A collaborative effort between the Business Office and Canteen resulted in the improved monitoring of the Canteen account. Increased accuracy of purchase order entry into the WITS Commissary System has enhanced the comparison of purchase orders against actual invoices received. This has resulted in a more efficient and timely payment to vendors.

The Clothing/Laundry Department continues to process a high amount of laundry through BSI. We continue to look for ways to improve the operation. One issue we have resolved was winter coat theft primarily in recreation. The laundry department purchased a heat transfer-labeling system to label inmate's coats with their name and doc number.

## **FOOD SERVICE DEPARTMENT**

Operational changes with the addition of the STF and its new kitchen/population. The four additional staff positions have fit in nicely. The kitchen operates semi-independently with supplies and support to feed their current population of 250 offenders' menus and special diets, the same as RCI, which saves money in purchasing. Many of the Food Service Leaders have been cross-trained to work at both facilities.

Racine Correctional's Food Service production area continues to feel the effects of producing almost double of its intended capacity. Mechanical problems and breakdowns are frequent but our co-operative and skilled maintenance staff keeps us up and running. Lack of space is always a problem both inside and at the outside warehouse. Not only is cooler and freezer space needed, but additional storage for canned goods and supplies is also needed.



## PSYCHOLOGICAL SERVICES

The mission of Psychological Services within the Department of Corrections, Division of Adult Institutions (DAI) coincides with the overall departmental mission. The first objective for DAI Psychological Services Units is crisis prevention and management. Successful crisis management requires both proactive and reactive intervention strategies. Proactive strategies require Psychological Services Units to identify, assess, and treat offenders with serious mental illnesses and/or those with serious behavioral disorders in ways that are consistent with the professional and community standards. In addition, as time and resources permit, a second objective is to promote prosocial, personally successful behavior by providing effective treatment of cognitive, emotional, and behavioral problems. Finally, a third objective consists of sharing psychological expertise with staff by teaching, training, supervision, consultation, research, and program evaluation.

### Personnel Information and Accomplishments

- ❖ Drs. Christine Apple, Melissa Westendorf and Todryk were accepted to the National Health Service Corps in 2003.
- ❖ Drs. Westendorf and Apple received their Wisconsin Psychology Licenses on February 13, 2003.
- ❖ Drs. Woody and Westendorf serve on the Psychology Continuing Education Committee
- ❖ Drs. Apple and Woody are involved with the Psychology Internship Committee.
- ❖ Dr. Westendorf is on the Board of Section of Correctional and Forensic Psychologists for the Wisconsin Psychological Association.
- ❖ Dr. Todryk has been involved with the Cross Divisional Team for the treatment of domestic batterers and is also the coordinator for psychology practicum students at RCI.
- ❖ Lance Luedtke provides Cage your Rage group in segregation with the unit social worker.
- ❖ Four (4) psychology students and one (1) DAI Psychology intern provided psychological services to inmates at RCI as part of their doctoral training while under the supervision of Psychological Services staff.
- ❖ Cyndi Steinich joined Collette Holz, Jim Tatnall, Elisa Rosenick, and Larry Wernisch as Program Specialists for the Beacon Program.
- ❖ Dr. Melissa Caldwell joined Psychological Services and will be primarily responsible for STF.

### Psychological Services Therapy Groups and # of Inmates

Cage Your Rage	16
Domestic Violence	24
Anger Management	22
CHOICE Anger Management	30
Dodge Unit Anger Mgt.	7
Childhood Abuse Counseling	10
"Houses of Healing"	5



---

### **Sex Offender Treatment (SOT) and # of Inmates**

Beacon	52
Spanish-speaking	10
Regular SOT	8
Lighthouse SOT	9
Mood Disorder	10
Thought Disorder	10

### **Dodge Unit Groups and # of Inmates**

Relaxation	30
Coping Skills	10
I Think I Hear Voices	8

**Clinical Contacts - July 1, 2003 to June 30, 2004 = 2869**



---

## RECORDS OFFICE

The Records Office has many responsibilities, some of which include facilitating releases, sentence calculations, scheduling parole interviews, and maintaining offender visiting lists. The legal and social service files of offenders are kept in the Records Office. Legal files for Sturtevant Transitional Facility (STF) offenders are also located in the Records Office, with their social service files being maintained at STF.

The opening of STF increased the number of releases, sentence calculations, parole interviews, and associated tasks that the Records Office is responsible for. This increase necessitated the creation of an additional Offender Records Assistant 3 position at RCI, which was filled in May 2004.

Division of Adult Institution (DAI) releases (Mandatory Release, Extended Supervision, Parole Grant, Maximum Discharge) totaled 788 in fiscal year 2004. Similar releases from STF equaled 62, with the first release from STF taking place on January 13, 2004.

There are numerous reasons for a sentence calculation to be completed. Some of those reasons include:

- Revocation
- New sentence
- Modified sentence
- Amended sentence credit
- Parole to TIS (Truth in Sentencing)
- Court Order
- In preparation of release, to close out file
- Verification of time served (for petitioning the court to adjust confinement time)
- Extensions to Mandatory Release or Extended Supervision dates, based on conduct

The Parole Commissioner conducted approximately 70 parole interviews, on an average of 8 days per month. In all, 845 parole interviews were held. The first parole interview at STF took place on February 19, 2004. That followed with an average of four interviews being conducted at STF each month.

New visiting lists are created, and existing visiting lists amended, by the Visiting List Clerks. With the implementation of Virtual Records, all existing visiting lists for offenders needed to be converted to a new format. While this was a huge undertaking, the conversion was successfully completed, with all RCI and STF visiting lists now available in Virtual Records/Offender Search. In addition, Visiting List Clerks schedule professional visits with offenders, as well as arrange for assistance from LAIP students.



## **SECURITY DEPARTMENT**

### **SECURITY UPGRADES**

The Institution upgraded two important security functions this past year. Large-scale upgrades were made to the communications system (radios) and the camera system. The cost of these upgrades totaled \$962,225.95.

#### **Camera Upgrade Project**

The Institution's camera system underwent significant improvements/upgrades. Cameras were installed/upgraded in many areas of the Institution. The new cameras along with the new monitors that were placed in various locations throughout the Institution enhance staff abilities to monitor activities from various locations throughout areas of the Institution simultaneously. The upgrade also allows for the continuous recording of cameras and the capability to download images onto CDs. The cost of the Project was \$423,150.49

#### **Communications System (Radio) Upgrade Project**

With the addition of the Sturtevant Transitional Facility (STF), RCI's radio system needed an upgrade to handle the additional radios and equipment needed to ensure continuity and efficient communication between RCI and STF. The project was completed at a cost of \$480,831.96. An additional \$57,743.50 was spent to address other equipment needs (new radios, cases, antennas, replacement of old parts, spare parts, etc.).

The Institution sustained significant damage due to severe weather and the Institution being struck by lightning on May 21, 2004. An additional \$39,150.00 was spent to replace parts, including a repeater, that were damaged during the storm. The majority of these costs were covered by insurance minus a \$500.00 deductible.

### **CONDUCT REPORT STATISTICS**

	<b>MAJORS</b>	<b>MINORS</b>	<b>TOTAL</b>
<b>MONTHLY AVERAGE</b>	<b>147</b>	<b>153</b>	<b>300</b>
<b>FISCAL YEAR TOTAL</b>	<b>1764</b>	<b>1838</b>	<b>3602</b>



## **TRAINING ATTENDANCE TOTALS**

July 2003 - December 2003: 556  
January 2004 - June 2004: 749

## **RECREATION DEPARTMENT**

As part of a continuing effort to provide the inmate population with meaningful/worthwhile activities, the Recreation Department offered many events and programs to the inmates. In addition to these activities, many pieces of fitness equipment were upgraded/refurbished to afford the inmates access to better overall fitness.

### **Fund Raisers**

The Recreation Department raised \$834.75 for local charities. Some of the charities included:

- Big Brothers/Big Sisters of Racine (\$175.00)
- Toys 4 Tots (\$133.00)
- Racine Emergency Shelter Task Force (\$200.00)
- MADD/Women's Resource Center (\$177.50)
- Racine Youth Sports (\$149.25)

The monies were raised by inmate donations through the following activities:

- Talent Contests
- Staff vs. Inmate Basketball Games
- Brother Bob's Christian Outreach vs. Inmate Basketball Games
- Inmate vs. Inmate All-Star Games

### **Fitness Programs**

Two fitness programs were started to encourage inmates to live healthier. The emphasis of the programs is to promote fitness through aerobic activity, stretching, and resistance training as opposed to weight lifting. The participants in the program are monitored weekly by the use of body fat calculations and weight loss. The program is divided into two groups consisting of a beginner class and a more advanced class. The design of the program allows a diverse section of the inmate population to participate in this beneficial fitness opportunity.

### **Soccer Field Relocation**

Due to an increase in the number of inmates participating in soccer, the volleyball area was relocated to accommodate a permanent soccer field. Approximately 70 inmates are currently participating in the intramural soccer league.



---

## **Guitar Lessons**

The Music Department offers guitar lessons to general population inmates. Inmate tutors/instructors teach inmates with varying degrees of skill/knowledge. The classes start with basic music reading and progress to music theory. To date, approximately 50 inmates have participated in the lessons.

## **Intramural Leagues**

The Recreation Department offers many athletic leagues throughout the year for General Population inmates to partake in. The leagues are offered at various times throughout the year.

- Basketball (35 Yrs and Older)
- Basketball
- Volleyball (Indoor and Outdoor)
- Soccer
- Handball
- Softball

---

## **VISITING**

The Visiting Room is committed to providing a family atmosphere in which inmates may visit family and friends. Interaction between the inmates and their children is strongly encouraged. The ROAR (Reach Out and Read) Program enables inmates the opportunities to read to, and be read to, by their children. The program stresses the importance of reading and hopes to encourage children to read. Through a federal grant, books are available for use during visits.

Racine Correctional continued to utilize an Even/Odd Visiting System to accommodate the number of visits that are processed each year to ensure that inmates are given adequate time to visit with family and friends. The system is based on the inmates' DOC number. Inmates having DOC numbers ending in even numbers are allowed visits on even numbered days. The system is the same for inmates having odd ending DOC numbers. Due to the continuation of this system, no inmate visits have been cut short or denied due to space limitations.

Racine Correctional processed an average of 112 visitors per day for the year with an average of 62 visits per day.



---

## **PROGRAMS**

### **BEACON RESIDENTIAL SEX OFFENDER TREATMENT PROGRAM**

This is a front-end Sex Offender Treatment Program, which has been proven to lower risks of re-offending. Front-end means an offender can lower risks while incarcerated and avoid civil commitment under WSS 980.

This unique program is located on the Dane Unit. The Unit has beds to accommodate 48 offenders. There are additional beds for sex offenders waiting for the programs, involved in pre- or post-testing, as well as waiting for transition to the community. Group size is limited to 12 offenders. Participants are provided exercises to complete between sessions.

Five Program Specialists are assigned a total of four groups to co-facilitate. Each two-person team conducts a two-hour group Monday through Thursday either in the morning (9:00 a.m. to 11:00 a.m.) or afternoon (1:15 p.m. to 3:15 p.m.). Residential meetings are conducted every Friday morning.

The Beacon Program is limited to a maximum of 100 weeks in duration (two years). Three treatment phases are planned over the one- to two-year period. Total length of program and total number of sessions is individualized for each offender based on his risk level. Assessments include tests, interviews, and biofeedback tools such as the polygraph and plethysmograph.

### **Target Population**

The Beacon Sex Offender Treatment Program is designed for convicted male sex offenders who meet the following criteria:

- Offenders have an SOTP (SO4) program assignment (SO2 is not sufficient)
- The offense is not statutory, meaning if the victim is between the ages of 13 -17, the offender must be more than five (5) years older than the victim at the time of the offense UNLESS the offense contains physical force, abduction, threat of force, or use of a weapon
- Offense is NOT a hand-off offense
- Offender is psychologically stable

### **Descriptions of Program Components, Activities, Modules**

#### **Phase One: The Enhanced Thinking Skills (E.T.S.) Program**

Phase One seeks to produce change in the following areas: Impulse Control, Rigid Thinking, Poor Problem-Solving, Inadequate Perspective-Taking, Difficulties in Moral Reasoning, and Deficient Interpersonal Skills. These changes make it easier for the offender to participate effectively in the later programs. Also, there is evidence that cognitive skills programming by itself produces sexual re-offense risk reduction.



This is a 20 to 30 session program, conducted four times per week and each session is 90-120 minutes.

The program style is one of active, participatory skill development. It is not a lecture-oriented or didactic program. It is not primarily confrontational, although staff is expected to address in-session delinquent behavior or attitudes. Staff function as a coach, encouraging and stimulating effective thinking and problem-solving, versus a therapist focusing on helping someone with personal problems, or a professor giving a lecture.

This phase precedes all the rest; it is designed to build group cohesion, which has been found to result in positive outcomes and allows greater acceptance of confrontation. All offenders are expected to complete this phase. High priority is given to those offenders whose cognitive deficits are functionally related to their sex offending. There is a particular advantage at the onset in that deniers are able to participate. Discussion of sexual offenses is not required.

### **Phase Two: The Core Program**

Phase Two is designed to obtain a full disclosure of past sexual offending. To develop a sense of victim impact and empathy, to address cognitive distortions, to develop a positive as well as an avoidance Relapse Prevention Plan and to enable the offender to fully engage in a therapeutic process that may lead to a measured reduction of risk. Intensive monitoring and recording of dynamic risk factors is an ongoing feature.

The Core Program is intended for sex offenders at medium- to high-risk levels. Core requires admission of sexual offense behaviors in the group setting. It follows the Enhanced Thinking Skills (E.T.S.) and precedes the Extended Program. Post completion assessment will determine whether an offender exits the Beacon Program successfully at this point or remains for the Extended Program.

The program runs about 90 to 120 group sessions, depending on the complexity of the groups' offending patterns. Two facilitators are used per group, which consists of 12 offenders for 90-120 minutes per session, four times per week. Homework is given for completion between sessions.

The style is active and participatory with a series of group-work and structured activities. Role-playing is carefully prepared and used extensively. The facilitators function as therapists, relying heavily on motivational interviewing, open-ended questioning, and the challenging of discrepancies and blind spots. Patterns of offending are exposed and addressed.

### **Phase Three: The Extended Program**

This program seeks to produce change in the offenders' previously assessed dynamic risk areas. These areas of risk include: deviant sexual interests, distorted sexual attitudes, problems in social or affective functioning, problems, and inappropriate self-management. Relapse prevention plans are developed further with these areas in mind.

The program consists of a series of structured and unstructured group/individual exercises. The group exercises and individual sessions are primarily constructed to enable the offender to



explore and modify his deeper and more pervasive deficits. The facilitators function as therapists who rely on motivational interviewing, Socratic questioning, and the challenging of discrepancies and blind spots. This phase is highly individualized to work on the dynamic patterns in the offender's life history, which manifest in their offending.

### **Progress Reporting Standards**

Progress is reported to the offender after each stage of the Beacon Program in a standardized format. Progress is measured by 1) behavior in the program and on the living unit, 2) changes in dynamic risk factors such as attitudes and emotional factors as evidenced by results of psychometric testing, and 3) polygraph and plethysmograph results, if available.

### **Termination Criteria**

Every reasonable effort is made to not terminate an offender from this treatment. For the Enhanced Thinking Skills portion, offenders in complete denial are included. Offenders cannot complete the Core Program without at least admitting one or more of their offenses. Offenders in partial denial or minimization may start the Core Program. While they can complete the program requirements, while minimizing they will not have lowered their risk level if they fail to take responsibility for their offense(s).

Offenders may be terminated for a pattern of voluntary nonattendance. Involuntary absences are allowed for medical or other authorized reasons only. Voluntary absences include scheduling visitors or attorney visits during group session, having a schedule conflict with prison work assignment; or receiving a conduct report with sanctions of extended segregation time.

Grounds for removal include remaining in partial denial or minimizing offense(s), not appearing to internalize the program's teachings or receiving "maximum benefit." Facilitators will continue to work with the offender's pathological traits as long as it is deemed reasonable.

Sexual acting-out behaviors during treatment are treated on an individual basis. Ordinarily such behaviors, e.g. sexual contact between offenders, exposing one's genitals to another offender or to staff, would be grounds for Major Conduct Reports and result in extended segregation time, therefore resulting in termination. Such offenders are able to re-enter the program after their sanction time has ended, although they may have to start at the beginning with Phase One if they have missed a substantial portion of the Phase in progress.

### **Outcome Recording Standards for Successful Completion**

The two ways of completing the Beacon Program are 1) completion with program requirements met but without risk reduction, and 2) completion with program requirements met and risk reduction.

**Completion with Program Requirements Met but Without Risk Reduction** indicates the offender had good attendance and met the basic requirements including assignments.



However, in the psychology staff's clinical judgment, anchored in objective testing and behavioral ratings, the offender did not end with a substantially lowered risk for future sexually violent offending. Such an offender may have completed the Core Program and be recommended to participate in the Extended Program. Likewise, such an offender may have completed both the Core and Extended Programs and be recommended for further institutional and/or community treatment.

**Completion with Program Requirements Met and Risk Reduction** indicates the offender had good attendance and met the basic requirements including assignments. This includes that in the clinical judgment of the treatment staff, anchored in objective testing and behavioral ratings, the offender ended with a substantially lowered risk for future sexually violent offending. Such an offender may receive this designation after Core and Extended Program completion. The treatment staff will alert the End of Confinement Review Board that an offender has, in its opinion, lowered his risk to re-offend sexually.

Some offenders lower their risk sufficiently after the Core Program, others after the Extended Program. This depends on the degree to which they engage in and internalize treatment, but also depends upon their initial level of risk. High-risk offenders are expected to take the Extended Program regardless of their success in the Core Program. Offenders who do not lower their risk at all are given the option of continuing or repeating selected treatment components. Offenders who drop out of treatment, or who complete with program requirements met but without risk reduction, may face civil commitment as Sexually Violent Persons under WSS 980 and may be retained after incarceration for further treatment. The End of Confinement Review Board is notified of the offenders who are deemed successful in lowering their risk level.

## **ALCOHOL AND OTHER DRUG ABUSE PROGRAM**

### **Square One Program (Dane Unit)**

The Square One Program uses a multi-faceted approach to address criminal behavior, alcohol/drug involvement, and academic deficiencies of the participants. Upon entering the four-month closed-end program, the offender will be expected to begin at "square one" and establish a foundation to enable him to advance socially, emotionally and academically without involvement of alcohol and/or other drugs or criminal activities. Topics covered:

- AODA Education
- Criminal & Cognitive Thinking/Correctives
- Social Skills
- Relapse Prevention
- Problem Solving/Decision Making Skills
- Anger Management
- Individual Counseling

**Level 5A** 16-week skills based program for low literacy offenders

**Level 5C** 16-week skills based program

Offenders participated in Levels 5A and 5C: **85**.



## **Choice (Dane Unit)**

The Choice program is a long-term modified therapeutic community program designed to habilitate the hard-core drug addicted career criminal. The Choice program will afford offenders meaningful opportunities to examine the choices they have made, which resulted in their confinement.

Choice is a four-phase program: 1) Newcomers focus on CGIP, which will provide a framework for all other phases, 2) Juniors focus on specific offense dynamics and the characteristics of their alcohol/drug abuse, while also examining the impact of crime on victims, 3). Seniors focus on responsible living and release/relapse issues as they take on more leadership responsibilities, 4). Transition members continue to focus on realistic release/relapse prevention planning. Objective-based case planning techniques are used to evaluate each offender's program adjustment. Topics covered:

- CGIP
- Anger Management (Clinical Services)
- Offense Cycle/Risk Factors
- Victim Empathy
- Relapse Prevention

**Level 6** 9 – 12 month program for offenders with extreme AODA issues

Offenders participated in Level 6: **60**

## **SEX OFFENDER TREATMENT**

**Beacon (Dane Unit):** A 12-36 month program for medium- to high-risk for re-offending offenders. 52 offenders successfully completed this program.

**Lighthouse:** A 12-month program for low functioning sex offenders. 9 offenders successfully completed this program.

**Standard:** A 12 month program for sex offenders. 8 offenders successfully completed this program.

**Spanish:** A 9-month program for Spanish speaking, sex offenders. 10 offenders successfully completed this program.

**Mood Disorder:** 10 offenders participated successfully

**Thought Disorder:** 10 offenders participated successfully



---

## **ALTERNATIVE TO REVOCATION (ATR) Walworth Unit**

This is open-ended and allows for intake at any time. This is a 90-day SOT/ATR program. The offenders are involved in treatment during the day, which will consist of sex education, relapse prevention, denial and minimization, and cognitive disorders.

The program is designed to meet the needs of all types of sex offenders. The offenders have shown deviance, and include rapist, exhibitionists, voyeurs, pedophiles, and a wide variety of criminal sexual behaviors. When referring an offender to the program, the violations prompting revocation will be serious enough to initiate revocation. If the offender fails the ATR program, revocation will be pursued.

## **PHARMACOLOGICAL TREATMENT OF SEX OFFENDERS (PTSO/ATR) Walworth Unit**

This is an open-ended program and allows for intake at any time. The offenders spend two to three months at RCI and complete the rest of the ATR commitment in the community. The offenders involved receive an injection of the female hormone, Depo-Provera, as prescribed by the program's doctor, to decrease the incidence and intensity of offender's deviant fantasies and hyper-sexuality. The intervention reduces the likelihood of the offender sexually re-offending. When referring an offender to the program, the offender must voluntarily commit to the program for one year and must be a serious child sex offender with at least one sexual assault victim 12-years old or younger. If the offender fails the ATR program revocation will be pursued. Forty-nine offenders participated in these programs.

## **SPECIALIZED TRAINING AND EMPLOYMENT PROGRAM (STEP) Ozaukee Unit**

Specialized Training and Employment Project (STEP) is a transition program designed to aid inmates in getting and keeping a job upon release to their community, with the hope that steady, productive employment will provide an acceptable and satisfying lifestyle and keep them from returning to crime and prison.

The STEP program is unique in the fact that it is the only program to where staff monitors progress in all three phases. The first includes at least six months at medium security. Transfer to a minimum-security center (FCCC, TCC, KCC, STF) and eventual STEP parole are the remaining two phases.

All inmates receive extensive training in assertiveness, anger management, human relations in organizations, self-esteem, money management, employability skills, and pre-release. They are required to attend ABE classes if they have not earned their GED/HSED and test at or above the 12<sup>th</sup> grade reading and math level. Inmates are required to maintain a full-time Institution work assignment that doesn't interfere with their school schedule. Inmates are also required to participate in re-integration groups that are based on the Criminal Thinking module and



facilitated by Genesis Behavioral Services. Inmates are required to complete the Employment Portfolio, which includes I-9 documents.

The STEP program started in June 1996 in the Ozaukee Unit and has continued since. This fiscal year 144 inmates actively participated in Phase One, of which 24 were terminated due to disciplinary and performance reasons, 70 successfully completed Phase One, and 50 are scheduled to complete in August, October, and December of 2004.

## **COGNITIVE GROUP INTERVENTIONS PROGRAM (CGIP) Washington Unit**

### **Phase 1 & 2**

Phase 1 & 2 is a 16-week skills based program aimed at achieving long-term change rather than short-term compliance on the part of the offender's behavior. Offenders learn to identify habits of thinking that directly connect with their criminal behavior, and to see and appreciate the scope of the consequences of present ways of thinking. Also, they learn to utilize techniques of controlling and changing these habits of thinking.

Offenders successfully completed this program: **79**

### **Anger Management**

Offenders learn ways to effectively manage their anger. Anger Management is a 3 - 4 month program facilitated by Clinical Services.

Offenders successfully completed this program: **22**

### **Domestic Violence (Clinical Services)**

Offenders examine their pattern of problematic behavior in domestic relationships and develop strategies to deal with them more effectively. Domestic Violence is a 6-month program facilitated by Clinical Services.

Offenders successfully completed this program: **24**

### **Childhood Abuse Counseling**

Child Abuse Counseling is for inmates abused as children. It is a 3 - 4 month program facilitated by Clinical Services.

Offenders successfully completed this program: **10**

### **Parenting (Belle Venture School)**

This is a 3-month program facilitated by Education Department.

### **Other programs that are offered include:**

#### **Cage Your Rage (Waukesha Unit)**

Cage Your Rage is an anger management for segregation offenders. Offenders participated successfully: **16**



---

### **Houses of Healing (Clinical Services)**

Specifically designed for offenders to use their prison experience as a tool to change and reform their lives.

Offenders participated successfully: **5**

### **Anger Management (Dodge Unit)**

Seven (7) offenders participated successfully.

### **Relaxation (Dodge Unit)**

Thirty (30) offenders participated successfully.

### **Coping Skills (Dodge Unit)**

Ten (10) offenders participated successfully.

### **I Think I Hear Voices (Dodge Unit)**

Eight (8) offenders participated successfully.



---

## STURTEVANT TRANSITIONAL FACILITY

The 300-bed Sturtevant Transitional Facility (STF) is located on Rayne Road, east of the DCC Region 2 Offices. The Facility operates under the auspices of the Racine Correctional Institution and is under the supervision of a Correctional Center Superintendent. The Warden of the Racine Correctional Institution has the overall responsibility for oversight of the Facility.

The Facility is one of three direct intake DOC facilities in the State. STF houses inmates from counties as far south as Kenosha County to as far north as Dane County.

The Facility is designed to provide for better offender transition to the community by returning offenders as productive members of society. The Facility provides Alternatives to Revocation (ATR), Work Release, Community Service, and acts as a hold facility similar to a county jail.

There are two security levels: the 150-bed minimum custody section and the 150-bed maximum custody section. STF minimum opened in December 2003 and STF maximum opened in May 2004.

The minimum-security section houses 100 minimum security Division of Adult Institution (DAI) offenders and 50 Alternative to Revocation (ATR) offenders. Offenders placed as an alternative to revocation are offenders who have been placed on probation or have served their required time in prison, were released to supervision in the community, and subsequently violated rules of parole or probation.

The 150-bed maximum-security portion houses probation and parole hold Division of Community Corrections (DCC) offenders. Probation and Parole offenders placed at maximum security are offenders who have been placed on probation or parole in the community, subsequently violated rules of parole or probation, and are awaiting a revocation hearing that determines if their probation or parole status will be revoked.

Sturtevant Transitional Facility's maximum portion has a revocation suite that is capable of conducting two hearings simultaneously. There are several interview rooms located in the suite as well. Currently there is an officer and two liaison agents responsible for scheduling hearings and attorney/agent visits within the suite.

Sturtevant Transitional Facility provides opportunities for onsite visiting for all offenders housed. On the minimum side, inmates are allowed contact visiting several times per week in the dining room. On the maximum side, the inmates have no contact visiting. Visits are conducted by the use of pre-programmed televisiting machines. The machines automatically shutdown after 30 minutes.



---

## **PROGRAMS**

\*Current treatment staff is provided by Genesis Behavioral Services of Racine:

- AODA (Alcohol and Other Drug Abuse)
- Cognitive Intervention
- Two hours of educational programming is offered twice per week. \*Provided by Belle Venture School

## **WORK RELEASE/WORK CREWS/FACILITY JOB ASSIGNMENTS**

Work Release is only available to DAI offenders on the minimum-security side of the Facility.

Offenders must be physically fit and stable on medications before being placed on Work Release. STF staff approves all job sites. The work release program began in January 2004 and to date has averaged 54 inmate workers per week. For the fiscal year ending June 2004, the Work Release offenders have paid more than \$30,000 to the Department of Corrections in room and board charges. Sgt. M. Calvi and Employment Support Specialist Ms. C. Whyte facilitate the Work Release Program.

All offenders assigned to STF are required to perform facility jobs such as shoveling snow, washing dishes, washing windows, etc. ATRs are not paid institutional wages for the performance of these duties.

STF provides a twelve-inmate crew to RCI each day to work outside of the Institution. The Facility also provides one inmate two or three times per week to work with the RYOCF BSI computer recycling program.

Approximately 15 inmates work in the kitchen at STF under the supervision of Food Service Leaders. All food is prepared and cooked onsite. The kitchen is usually operational 12 hours per day.

## **COMMUNITY SERVICE**

All minimum STF offenders are required to participate on community service crews as needed.

## **ON-GROUNDS RECREATION OPPORTUNITIES**

- Basketball
- Board games
- Jogging
- Universal Gym equipment
- Volleyball
- Weekend movies
- Law Library



---

## ACRONYMS

ABE	Adult Basic Education
AD	Active Directory
A&E	Assessment & Evaluation
AODA	Alcohol and Other Drug Abuse
AS	Administrative Support
ATR	Alternative to Revocation
BC	Blue Collar
BSI	Bureau of Correctional Enterprise'
CGIP	Cognitive Group Interventions Program
CIS	Critical Incident Stress
CISD	Critical Incident Stress Debriefing
DAI	Division of Adult Institutions
DCC	Division of Community Corrections
DNA	Deoxyribonucleic Acid
DOC	Department of Corrections
EAP	Employee Assistance Program
ESL	English as a Second Language
ERU	Emergency Response Unit
ERV	Early Release Violator
ETS	Enhanced Thinking Skills
FCCC	Felmers Chaney Correctional Center
GED	General Education Diploma
HIPAA	Health Insurance Portability and Accountability Act
HSED	High School Equivalency Diploma
HSU	Health Services Unit
IT	Informational Technology
KCC	Kenosha Correctional Center
LAIP	Legal Aid for Incarcerated Persons
LVA	Proliteracy Worldwide
MADD	Mothers Against Drunk Driving
MAPT	Moving Ahead in Partnership and Trust
MRV	Mandatory Release Violator
P&P	Probation & Parole
PSS	Professional Social Services
PO	Probation / Parole Officer
POSC	Principles of Subject Control
PTSO	Pharmacological Treatment of Sex Offenders
RCI	Racine Correctional Institution
REST	Racine Emergency Shelter Task Force
ROAR	Reach Out and Read
RYOCF	Racine Youthful Offender Correctional Facility
SIS	Stores Inventory System
SOT	Sex Offender Treatment



---

## ACRONYMS

SPS	Security and Public Safety
STEP	Specialized Training and Employment Program
STF	Sturtevant Transitional Facility
T	Technical
TCC	Thompson Correctional Center
TIS	Truth in Sentencing
UPQHC	United Professionals for Quality Health Care
UW	University of Wisconsin
VWS	Victim Witness Surcharge
WEAC	Wisconsin Education Council
WSEU	Wisconsin State Employees Union
WITS	Wisconsin Inmate Trust System
WSS	Wisconsin State Statute