



**Wisconsin Department of Corrections
Racine Youthful Offender Correctional Facility**



2010

Annual Report

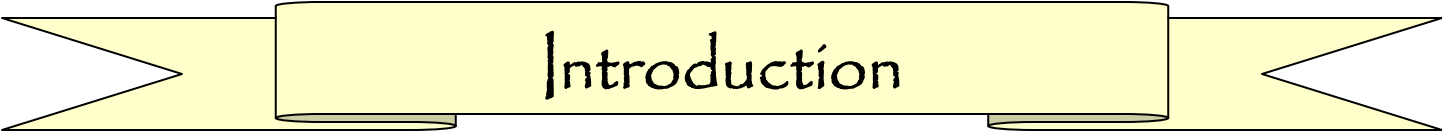
July 1st, 2009 — June 30th, 2010

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Mission Statement

The mission of the Racine Youthful Offender Correctional Facility is the care and custody of male inmates, ages 15 through 24, who have been committed through the adult courts to the Wisconsin Department of Corrections. In doing this, the institution will provide effective security; meaningful programs; accessible quality health care; a safe environment for staff, inmates, and visitors; a caring environment for inmates; and, an environment fostering positive, professional relationships amongst staff, between staff and inmates, and between the institution and the community. The institution will promote responsibility and learning on the part of the inmates.



Introduction

This annual report covers our fiscal year from July 1, 2009 through June 30, 2010.

The basic mission of the Department of Corrections is to protect the public through the constructive management of offenders placed in its charge. Specifically, at the Racine Youthful Offender Correctional Facility (RYOCF), our staff strives to carry out this mission daily by incorporating our adopted key core values:

- Professionalism
- Integrity
- Teamwork
- Proactive
- Accountability

RYOCF consists of many different departments which, through the multi-disciplinary management approach, are all able to work collectively to carry out the Department's mission. Throughout this report you will see how each department incorporates our key core values to achieve the best service to the community and the offenders.

RYOCF continues to press forward on the Department's focus of equipping offenders for re-entry into society. We achieve this by maintaining a safe and secure living and working environment and delivering core programs based on offender needs.

RYOCF staff are the key to our success and many have assisted in preparing this annual report. If you have any questions or if you need further clarification on anything described in this report or anything else about our institution please feel free to contact any staff or myself.

Thank you for taking the time to review this report and getting to know us!

Warden Paul S. Kemper



Objectives

- To ensure the safety and security of all who live, work, and visit within this institution through responsible correctional practices.
- To provide programs, work and other constructive activities specifically designed for youthful inmates to eliminate criminal thinking and behaviors and to aid in their positive reintegration back into the community.
- To promote public safety and inmate success from admission to custody through re-entry and supervision in the community.
- To teach and model appropriate conflict resolution and effective communication skills to all inmates.
- To encourage inmates to recognize and accept responsibility for the effects their crimes have had on victims and the community.
- To offer appropriate programs to inmates to reduce their further victimization of innocent citizens.
- To provide quality health care, health education, and preventive care to inmates.
- To recognize and value the diversity of all staff, inmates, and visitors.
- To foster a team approach where every staff member has a voice in creatively affecting positive change.
- To provide an environment that is harassment-free; one of mutual respect, dignity and professionalism for all who work, live, and visit the institution.
- To encourage and empower staff to achieve their potential.
- To form partnerships with the community through communication, information sharing, education, joint problem solving and cooperation.
- To maintain fiscal responsibility and use allocated resources efficiently and effectively to benefit all stakeholders, including inmates and the general public.

Management Services

Management Services provides support services for all areas within the institution. Management Services is comprised of Business Administration, Business Office, Buildings & Grounds, Food Service and Information Technology services.

Business Administration manages the operating budget and allocation of resources for institution operations. FY10 proved to be a challenging year with fiscal resources statewide at a deficit level. More fiscal information is available in the Wisconsin DOC Annual Fiscal Report, for the year ending June 30th, 2010.

Site Information

FY 08 Annual Budget	\$16,675,579.43
Original Costs	\$25,575,000
Beds	450
Site Acreage	10.5 Acres
Interior Acreage	6.5 Acres

Business Office

The Business Office provides all of the accounting and procurement functions for the institution. This includes processing of all inmate disbursements, inmate payroll, inmate obligations, Accounts Payable and Receivables. The Business Office also is responsible for the Canteen and Warehouse operations.

RYOCF contracts canteen service with Swanson Service Corporation. Canteen had gross sales of \$198,700 and netted \$22,000 in commissions.

The Business Office consists of two Financial Specialist 2, one Financial Specialist 4 and one Inventory Control Coordinator all managed by one Financial Program Supervisor.

Buildings & Grounds

The Buildings and Grounds (B&G) staff consist of a B&G Superintendent, 4 Facility Maintenance Specialist Advanced, two Facility Maintenance Specialists, one Electronics Technician, one Office Operations Associate, one LTE Plumber and one Correctional Sergeant.

This year B&G has adopted a new Electronic Work Order Process. This process will speed up the repair request process. It provides instant notification of necessary repairs and tracking for every work order. Paper notifications were slow and utilized paper & printing resources. The Electronic Work Order Process is more environmentally friendly.

Green is the word in B&G. Every new installation or repair request is scanned for possible Green applications. Many Green products have been installed this year with more to follow. Reducing spending on utilities and supplies is our top priority.

This year RYOCF converted the majority of our Fleet from leased to DOC owned vehicles producing a savings in vehicle expenses. One of those vehicles enabled us to provide snowplowing services in house compared to the expense of outsourcing that service.

Throughout the year, work orders have been processed in order to maintain buildings that are eleven years old and were built as a "design build". This type of construction has been high maintenance and costly for upkeep and repair. Inmate work is utilized on a limited basis because of the age group of our inmates (ages 15-25) and their academic needs as well as inexperience in the trades' area. This requires the work to be completed by the B&G staff or outsourced to local companies. Some of the major accomplishments for the B&G department in FY 10 were:

- Completed over 1,700 work orders
- RYOCF Educational C Building Renovation
- Sally port gate Repairs
- Warden Conference Room Renovation
- Replacement DVR system
- Activated numerous Local Area Network (LAN) lines throughout Institution
- Sound abatement installation /gym
- Repaired leaking pipes & installed new ball valves to domestic water
- Administration Paint
- Paint all cells
- Refurbished walls in serveries
- Window tinting throughout
- AC repairs throughout
- Various Electronics Upgrades
- Green Sloan Valve Installations on all Water closets
- Kitchen Food Disposer installation
- C Building Stores renovation
- C Building Loading dock expansion
- Green Flag Pole Light Replacement
- Motor Replacement on numerous HVAC Systems
- Green Light Controls
- Green Light Bulb Replacement Project
- Camera Additions in North & South
- UPS Replacements
- Green Computer Screen Replacements Throughout
- Gym Window Bars Installation
- Mail room mailbox unit
- Painted all unit quads
- Painted servery vestibules
- Photo cell relocation
- Various generator repairs
- Prep work for B&G Move per renovation
- Security enclosure renovations



Food Service

RYOCF has a unique de-centralized meal program in which meals are prepared on site in our Food Service area by a contracted vendor and transported to the housing units where meals are served by the RYOCF inmates. RYOCF employs 2 Correctional Food Service Leaders, who in collaboration with security staff, oversee the transport and serving of meals; sanitation of the Food Service and housing unit serveries and training of RYOCF staff and inmates for compliance with department and state guidelines. Approximately, 543,000 meals have been served this year at a contracted per meal cost of \$2.16.

This fiscal year the DOC Consolidated Menu was launched throughout the Department of Corrections facilities. The inmate response was mixed at first but overtime they became accustomed to the different menu items. The Department of Corrections and RYOCF continue to make efforts to provide cost effective and nutritious meals to the RYOCF population.

Our contracted vendor is Kenosha Achievement Center (KAC), a work center which employs developmentally disabled adults. KAC's mission is to "create opportunities for the personal growth and success of persons with special needs by providing quality service and products in the community". The KAC team has a good understanding of the overall mission of the facility and the many policies and procedures that govern the running of a medium security correctional facility. Strong lines of communication between staff members from both KAC and RYOCF have made the food service portion of program delivery successful. Strong communication and collaboration by both teams of line staff have been required to maintain the rigorous schedule serving approximately 1500 meals daily to our inmate population. This is KAC's eleventh year of providing meals on site. KAC employs one manager, one assistant manager, 3 cooks and 14 client workers.



Community Relations Board

RYOCF recently re-established meeting with the RYOCF Community Relations Board. These meetings are held quarterly. The RYOCF Board members are as follows: Donnie Snow, Chair; Charles French, Marilyn Pelky, Deputy Chief David Smetana and Diana Valencia.

Additionally, RYOCF continues to participate in the Racine County Combined Community Corrections Relations Board. The institution is represented on the board, along with the Racine Correctional Institution, the Southern Oaks Girl School, the Robert E. Ellsworth Correctional Center, the Division of Community Corrections and the Division of Juvenile Corrections. Meetings are held semi-annual.

Both community relations boards function as a positive link between the institution and the Racine community. Areas of mutual interest and concern include, but are not limited to, the following:

- ◆ The impact of the institution on the community
- ◆ The institution's involvement in community affairs
- ◆ Public awareness and education about the operation and mission of the institution, including extensive information regarding inmate program activities, staff issues and staff statistical information
- ◆ The Department of Corrections and the availability of community services for the institution
- ◆ A variety of other law enforcement/community related/Department of Corrections' issues

Our institution continues to work well with the board and we continue to be extremely appreciative of their time, energies and ideas they invest in our mutual concerns. In addition to meeting and communicating with the board members, RYOCF staff continue to be involved in many community organizations and affairs with many speaking engagements, community meetings, etc. We have mutually worked on difficult, controversial issues with the board to have successful resolutions. Our continued involvement with the community assists both the community and the Department of Corrections. We look forward to its continuation and productivity in the years to come.

Human Resources

RECRUITMENT

RYOCF experienced another year of positive results from strong recruitment and retention efforts. This was most evident in the Security and Education departments. All but 3 of the 138 positions in the Security Department were filled and innovative methods allowed us to control payroll expenses and reduce premium overtime costs. In an effort to expand vocational education for our offenders, Human Resources worked with the Education Director to convert positions and recruited a Masonry Teacher and Custodial Services Teacher. All 17 teacher positions were filled in Fiscal Year (FY) 2010, providing a full complement of educational and reentry services. At the close of FY 2010, 205 of the 210 positions at RYOCF (98%) were filled by permanent employees. We retained an LTE Plumber, reducing our private contracting costs for the second FY in a row.

WORKER'S COMPENSATION

With 33 total accidents reported, here are the statistics for 2010:

- Security Staff reported 24 injuries. 11 of these injuries were derived from inmate causes.
- Non-Security staff sustained 9 injuries and no illnesses reported.
- There was 1 employee that lost time from work from the injuries that they sustained.

DIVERSITY

Based on 205 positions filled as of 6/30/10, RYOCF diversity work force statistics are as follows:

Caucasian	138	67.32 %
African American	40	19.35 %
Hispanic	26	12.33 %
Native American	0	0.0 %
Asian	1	1.0%

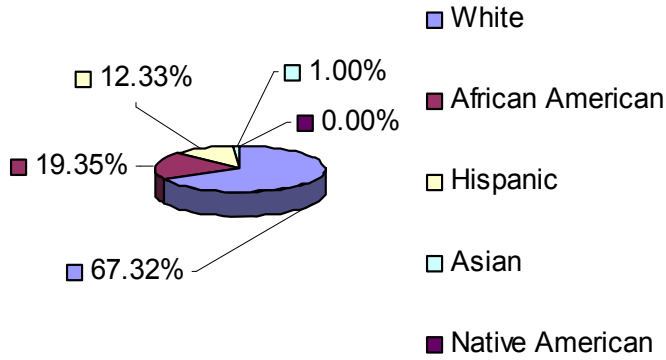
SUMMARY TOTAL: 205 100 .00 %

Gender Diversity = of the total workforce

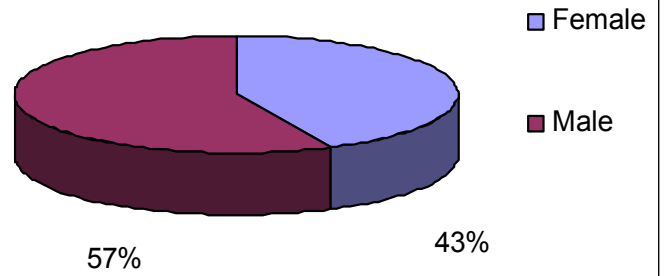
Females equal 88 of the 205 employees which is 43 % of the total workforce.



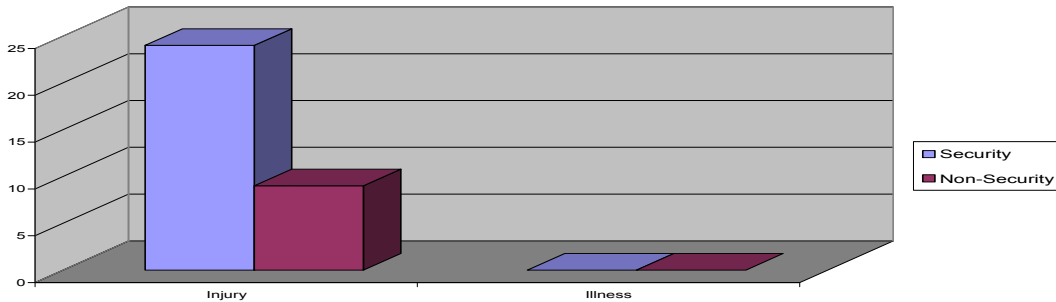
Workforce Diversity June 2010



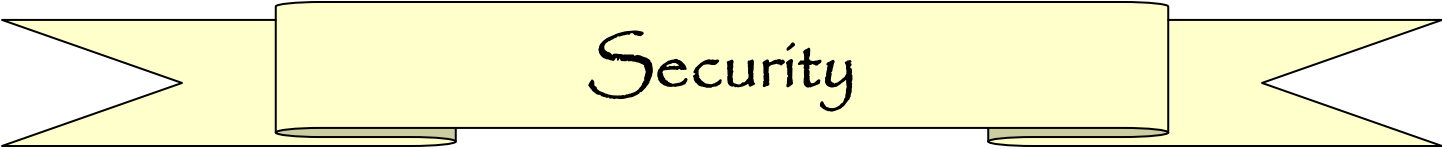
Gender Diversity June 2010



Worker's Compensation Injuries for 2010



DEPARTMENT	AUTHORIZED	FILLED
Office of the Warden	3	3
Human Resources	3	3
Business Office	8	8
Unit Staff	12	11
Buildings/Grounds	9	9
Psychological Services	5	5
Records	3	3
Recreation Leader	1	0
Chaplain	1	1
Education	20	20
Security	138	135
Health Services Unit	7	7
TOTAL	210	205



Security

MISSION OF THE SECURITY DEPARTMENT

The mission of our Security Department is to provide a safe and secure facility for the public, staff and inmates. We accomplish this mission by training all staff in the importance of effective communication skills with youthful inmates, while maintaining a vigilant approach to monitoring inmate behavior and holding inmates accountable for negative behavior. This approach is coupled with Unit Management where the Security staff works closely with the housing Unit Managers to create a different approach that emphasizes communication techniques in educating inmates.

During the fiscal year, there were a total of 2,365 conduct reports written by staff, 1,257 majors, 598 minors and 510 summary dispositions. This averages out to approximately 197 conduct reports per month. There were 173 less conduct reports written in this fiscal year than in the past fiscal year.

There were 7 inmate assaults on staff during the fiscal year, none of which were referred for "outside" prosecution. There were also 52 inmate assaults/fights with other inmates, 4 of which were referred for "outside" prosecution.

STAFF

In carrying out our mission of providing a safe environment for staff, visitors and inmates, we employ:

- 92 Officers
- 33 Sergeants
- 4 Lieutenants
- 7 Captains
- 1 Security Director
- 2 Clerical Positions

SEGREGATION

Inmates classified as maximum security pending transfer are housed on the Main Segregation Unit. Inmates who are not maximum security and who demonstrate reasonable behavior and gain Step 2 status are moved to the South Segregation Unit. Main Segregation also has education and psychologist groups that are available for inmates willing to participate.

Inmates are transitioned out of segregation status through the Step Program. Some inmates participate in individual Anger Management programming, as well as; a group facilitated by psychologists for Step 3 inmates on the South Segregation Unit. The overall number of inmates in Segregation is down about 3% below the prior fiscal year which could be a direct result of our Transition unit being utilized to facilitate transitioning inmates back into the general population units.

Listen up!

The Racine Youthful Offender Correctional Facility offers a community outreach program called "Listen UP!" It's a program where carefully screened inmates share their life stories and the experiences that put them on the path to incarceration. The focus is on demonstrating, through example, the gradual progression of inappropriate decision making. We emphasize the importance of staying in school, correcting inappropriate behaviors early and the fact that our parents, teachers and community leaders truly have our best interests at heart. Adolescent boys and girls are referred from a variety of sources including parents, school counselors and community programs, such as the YMCA. Potential participants are screened through thorough background checks to assure they meet the requirements for attendance.

The program is free of charge. Students must be willing to come into the prison and listen to the inmates tell their individual stories. No students on probation or who have pending court cases may attend. This program is designed to deter them before they enter the system.

Inmate participants must meet criteria for participation. They must be willing to truthfully discuss their personal situations with the attendees. We do not accept inmates who have any sexually-related offenses in their past, whether successfully prosecuted or not. Refusal to participate in any essential programming or removal from a program bars participation in Listen Up. Inmates must have good disciplinary records with no major Conduct Reports for at least 6 months prior to joining the program.

The Workshops are scheduled the 1st Monday of every month at 5:00PM.

Training

Training was done the first Monday of the month and at other times to keep up with demands of mandatory training additions. We have had additional trainers added to CPR. We have also had a new Weapons and Incapacitating Agents instructor added. Training has been done without overtime until July 1st. We have undergone certain security additions to be compliant with the containment aspect.

The Field Training Officer (FTO) Program is a mentoring program for new officers. The experienced officers work hand in hand to guide new officers in becoming professional and responsible employees of the Department of Corrections. The FTO Program is committed to excellence and exists to pass on the unique abilities needed to effectively manage youthful inmates at RYOCF.

We have had several Crisis Negotiations trainings, along with Emergency Response Unit (ERU) trainings, this year. Both have had joint trainings with other institutions, and Crisis Negotiations had a joint training with outside law enforcement agencies. RYOCF will continue its efforts in coordinating training with outside agencies.

Trainings we have done this year:

Advocate Training	Fire Safety & Scott Air Packs
Bloodborne Pathogens	Gang Awareness Identifiers
Cell Extraction	Incident Command System (ICS)
Conduct Report Writing on Shift Training	Incapacitating Agents
Conflict Resolution	Medication Delivery
Containment Drills	Mental Health Issues in
Contraband Identification	Segregation
CPR/AED	Pepper ball
Crisis Negotiations	POSC Update - Security
Dry Fire/Fire Science	POSC Restraints
Emergency Preparedness Training	Professionalism for Correctional
Electronic Immobilization Device Training	Workers
ERU	Reentry

ERU Baton Training
ERU Firearms Qualification
ERU Incapacitating Agents
Firearms/Incapacitating Agents -
Instructor Update
Firearms Update Training -
Security Officers

RIPP Restraints Training
Stress Management
Suicide Prevention
Taser
Tornado Drills
Unit Meetings
WITS/XP/Outlook Training

Annual Movement

With a population ceiling of 450, inmates are transferred to our institution on a regular basis to fill beds vacated by inmates who MR, Parole and Discharge, as indicated in the chart below. Many trips are made to University Hospital in Madison, as well as various area physicians. Inmates also are picked up by various counties to make court appearances.

PICS Taker Program

RYOCF uses the PICS Taker Program. This system captures and electronically stores photos of inmates and staff as well as producing driver's-license type identification cards. On the back of each card is a magnetic strip and bar code that stores all personal identification information. Immediately prior to the serving of breakfast and lunch meals, staff swipes each inmate's card and data is stored directed into the WITS system. This data identifies all inmates under the age of 21 who are served that particular meal. The information is then used for the verification required by the Federal Government for reimbursement under the School Lunch Program.

Community Service Project

We have ten volunteers associated with the Volunteer Center of Racine County that provide instruction to our inmates in the area of crocheting, knitting and art. The items completed by the inmates are donated to various community organizations and women's shelters in the Racine area. Betsy Costello, who is one of our most dedicated volunteers has been coming for 10 years and enjoys the work she does with the inmates. We also have Pat Shutts, and Mary Koors added to our volunteer core to provide our inmates with valuable lessons of giving back to the community they live in through art instruction. These women give a lot of their time allowing our facility to have a big year in the area of community service. This year we were very happy to donate pink baskets to various cancer groups that were given to women with cancer. The participants were very overwhelmed to make and give these baskets away. Many inmates earn community service credits for their participation in this program. Certificates are given once they have completed 25 hours of service. Inmates may place these certificates in their portfolio to assist in community re-integration or any future sentencing hearings. In addition we welcome Shelly Hewitt to our volunteer team. Shelly will be assisting with the Go Center in the education department.

Recreation Programs

We have had a busy year in recreation. Basketball leagues are definitely the most popular and we are looking forward to starting up in the fall. We have added many new things to our recreation area, including bean bag toss, ping pong tables, foam bowling alleys and footballs for the inmates to play catch outdoors. Other activities we have had are dodge ball, kickball and yard ball. Inmates are allowed to choose teams and compete against each other on Sundays. We have also added mini leagues on Saturdays which include chess, dominoes, 3-on-3 tournaments and 2-ball activities. Boot camp style fitness classes are offered Monday – Friday, lead by an inmate instructor. There are 2 classes available, intermediate and advanced. Participation is high and attitudes are improving.

Annual Movement

With a population ceiling of 450, inmates are transferred to our institution on a regular basis to fill beds vacated by inmates who have reached their Mandatory Release (MR) date, Parole and Discharge, as indicated in the chart below. Many trips are made to University Hospital in Madison, as well as various area physicians. Inmates also are picked up by various counties to make court appearances.

<i>Racine Youthful Offender Correctional Facility 2009-2010 Fiscal Movement</i>								
	Transfers	Transfers			Discharge/			
Month	Out	In	ES	MR	Parole Grant	OCO	OWO	TOTAL
Jul-09	33	14	12	5	0	29	11	104
Aug-09	27	23	7	2	1	34	10	104
Sep-09	26	16	15	0	0	23	13	93
Oct-09	39	19	12	3	0	30	21	124
Nov-09	29	14	12	2	0	27	15	99
Dec-09	29	18	10	1	0	16	13	87
Jan-10	18	23	11	1	0	26	18	97
Feb-10	32	17	15	2	0	28	10	104
Mar-10	45	24	16	2	0	32	12	131
Apr-10	41	14	22	3	1	24	18	123
May-10	25	16	10	0	0	39	15	105
Jun-10	28	17	13	0	0	19	12	89
TOTAL	372	215	155	21	2	327	168	1260

Inmate Visits

Friends and family of our inmates meet in the RYOFC visiting room, which consists of the main visiting area and no-contact visiting rooms. Children are provided with games and books to use during their visits. Snacks may be purchased from the vending machines provided. A photo room is designated within the visiting area, where inmates may have photos taken with their visitors, purchasing the photos through submission of a disbursement request.

<u>Month</u>	<u>No. of Visitors</u>	<u>No. of Adults</u>	<u>No. of Children</u>
July, 2008	1223	871	352
August, 2008	1176	872	304
September, 2008	1086	813	273
October, 2008	1003	746	257
November, 2008	1083	773	310
December, 2008	944	712	232
January, 2009	890	655	235
February, 2009	895	633	262
March, 2009	1119	805	314
April, 2009	1071	777	294
May, 2009	1126	825	301
June, 2009	1031	745	286

Garden Project

The gardening project has really taken off this year. We have 5 community volunteers (Master Gardeners) that come to the institution twice weekly to work with our inmates. Walter (Wally) Fleuchaus provides all the seeding and plants through donations from community farmers. Sandi Strini was awarded by the community for her outstanding work in the community gardens. She was nominated by various community partners that appreciate her dedication and hard work. In addition to planting, weeding, and watering- the inmates are also responsible for the harvest. During the harvest, the inmates participate in a ritual called rabbit tasting to better understand the fruits of their labor. This last year, we had roughly 4,500 pounds of vegetables valued at \$4,703, which was donated to the Racine and Kenosha Food Banks. The items that were sent there were peppers, beans, eggplants, collard greens, onions, and broccoli. This year's bounty was more than years past. Master gardeners have also assisted in the institution flower beds; teaching inmates watering and planting techniques. They feel that when the inmates are out and working in the earth it gives them a sense of pride and allows them to appreciate its very existence.

Education Department



Staff:

Ms. Jarmuz-Education Director

Ms. Barrows-Teacher
Ms. Bona-Teacher
Mr. Crain-Teacher
Ms. Gonzagowski-Teacher
Mr. Madsen
Mr. Metternich-Teacher
Ms. Renkas-Teacher
Ms. Smith-Teacher
Mr. Weber-Guidance Counselor

Mr. Patterson, Jr.-OOA
Ms. Bohnert-Teacher
Ms. George-Librarian
Ms. Hoffman-Teacher
Mr. McInnis-Teacher
Mr. Piccirillo-Teacher
Mr. Schoorman-Teacher
Ms. Springer-Teacher
Ms. Zimmerman-Teacher

The Education Department staff focused their attention this year on teaching specific subjects in order to help students gain knowledge that will help them be successful in society and on the TABE and/or GED/HSED tests. Throughout the year we have increased the number of educational staff and they have immediately assimilated innovative teaching techniques into the classroom. The staff continues to look into ways to improve the testing and educational record retrieval processes. Workshops and in-house trainings were offered to help staff explore more ways to reach the diverse RYOFC population. Traditionally, RYOFC has been involved in developing programs for reentry, vocational, Title 1 and Special Education (SPED) students.

Education Programs

Adult Basic Education/GED/HSED

The majority of inmates at RYOFC are involved with some level of Adult Basic Education (ABE). Inmates, who do not possess a High School Diploma or HSED, are encouraged to participate in ABE to increase literacy and math skills, with the ultimate goal of achieving their HSED. Inmates under the age of 18 are required to participate in full-time education. The School Guidance Counselor individually interviews students entering the educational program at RYOFC. Students are administered the TABE test prior to their enrollment in school. Students are then appropriately scheduled into classes based upon their level of academic functioning and the subjects that they may need to complete in order to achieve their HSED. Students are updated regularly on their progress toward meeting their goals and to set new objectives. The Education Department also offers "Academic refreshers" to students who possess a GED/HSED or High School Diploma and want to increase their TABE scores.

Teachers use a variety of printed and audio-visual materials in the classroom. RYOFC has a large investment in educational technology, providing alternative instructional methods using computer programs such as Encarta, GED 21st Century, JobNet, Career Scope, Microsoft Office, Plato, Reading Horizons, and Read On.

During the 2009-10 fiscal year, GED/HSED 778 components were achieved or passed and 94 inmates completed all the requirements for the High School Equivalency Diploma. Students who receive their GED or HSED at RYOFC participate in a graduation ceremony (held three times per year) in the visiting room and are allowed to invite four family members to attend. This allows graduates and their families to share a very important and positive experience. Guest speakers from the community are invited to address the graduates and regularly share messages of challenge and of hope for the future.

Special Education

RYOFC complies with the requirements of the Federal and State "Individuals with Disabilities Education Act" (IDEA). Approximately, 35 percent of inmates in school have the designation of "SPED Suspect" meaning that they may have a special education need. During the 2009-10 fiscal year, RYOFC's average SPED enrollment was 126 SPED students. If an inmate says he was involved in Special Education outside of DOC, the Special Education teachers arrange for any special education records to be forwarded to RYOFC and the inmate's needs are determined with the benefit of these records. When it is verified that the inmate has a current designation as a Special Education student, he is provided with Special Education services. Inmates who are "SPED Suspect" are watched closely by their teachers to determine whether or not a referral will be made for further testing and perhaps a placement into special education programming. If it is determined that the inmate/student is functioning well and progressing in the regular education program, the "SPED Suspect" designation can be removed. RYOFC contracts with a School Psychologist who visits regularly to assist with the referral and testing process when necessary. The School Psychologist can also recommend to the GED Testing Service that an inmate receive "special accommodations" regarding GED/HSED tests based upon identified Specific Learning Disabilities.

RYOCF Special Education students take responsibility for and have an active role in their own education, and for many of them this is a new and very motivating experience. The philosophy of the RYOCF education department is for the students to be accountable and responsible for their actions and to challenge them to go beyond the basic requirements. Students are challenged to discover and find out just what their abilities are and to establish a plan of achieving realistic objectives.

RYOCF has continued to place an emphasis on developing curriculum for “low-functioning inmates.” RYOCF has two SPED teachers. In 2009-10, RYOCF saw a doubling of the number of inmates with special needs who completed the requirements of an HSED graduate. By setting behavioral goals, several students have increased their compliance with the institution rules. We have seen a reduction in the average number of SPED students in segregation status from over 30 to less than 12, reflecting less than their actual percentage of the inmate population.

Title 1

RYOCF also has a full-time and part-time Title 1 teacher. Title 1 provides programs and funding for schools with a high percentage of students under the age of twenty-one, that meet certain criteria and are from low-income families. Title 1 enrollment at RYOCF for 2009-10 was over 140 students. We mainly focus on reading, writing, math and support for other disciplines. We have a dedicated Title 1 classroom, which is now computer enhanced. The inmates in this program have access to many different programs to supplement their learning process, such as; Plato, 21st Century, Reading Horizons, Encarta etc. These services are offered all nine class periods per day.

5.09

Another program offered is the 509 High School Equivalency Diploma program. The 5.09 program is a Wisconsin State subject-area, Competency-based Program: based on the theoretical concepts inherent in Multiple Intelligence(s) Learning Theory. Students that demonstrate sound, strong learning credentials: however, for whatever reason cannot translate (apply) those skills/knowledge acquisition to standardized testing (GED tests) formats—generally used to measure competency understanding.

Learning theory and identification have led us to the conclusion: on the basis of teacher recommendation, via prior performance, and on an as needed basis. We have determined the subject-area competencies can be met on a non-testing based, work entrenched, teacher evaluated and approved basis. Our system is rigorous, teacher-driven and student-centric, subject-area progressive, and steeped in learning and skill acquisition.

Education in Segregation

Students who are placed in segregation and who are under age 18 or are enrolled in Special Education are required to continue school while in segregation. An instructor is assigned to teach in the segregation units. The segregation teacher works closely with the students' former teachers in order to allow students to continue working on their goals. As part of the inmate's treatment plan, school may also be provided to inmates in segregation as staffing permits.

GO Center

The GO Center is the Gateway to Opportunities. The GO Center is an employability center available to assist all General Population inmates in preparation for the world of employment. Each unit has a specific time allotted for inmates to attend. General Population inmates are allowed to attend five times per week, one time a day. The center is open for 15 class periods every week along with being used for our employability class and re-entry modules. The GO Center's resources include software, career scope, videos, career assessment materials, reference books, community resource pamphlets, job seeking materials (JobNet), applications, and professional development. There is also information on colleges, financial aid, and scholarships. During the fiscal year 2009-10, most inmates utilized the services of the GO Center either thru educational programming, re-entry modules, to apply for internal jobs, or to prepare for a job on the outside upon release.

Guests/Motivational Speakers

The education department has been instrumental in arranging for motivational speakers to come into the facility and talk with the inmates about the value of education, how to make changes in behavior, making better choices, and how to be a productive citizen. Some of the speakers have been Tom Crean-Head Coach from Indiana, John Settle-Assistant Coach from the University of Wisconsin, Rob Davis-Green Bay Packers Director of Player Development, Gilbert Brown-Former Green Bay Packer and John Schmidt-Racine City Hall just to mention a few.

General Library

Visits to the library totaled 9,498 and materials checked out totaled 20,507. Highest attendance was recorded in the months of June (1,098) and August (1,225). Inmates can sign up 24 hours in advance for one (55 minute) library time. Library times are divided by unit. The library times are limited to fifteen people per library period. The library is open from 8-10:55 a.m., 1:00-2:55 p.m.; and 5:30-8:25 p.m., 3:00-3:55 p.m. is reserved for library activities such as: education department orientation, diversity circles and book club. Teachers keep the library open during the evening hours.

The size of the library book collection was 16,629 volumes. This includes library, classroom and teacher curriculum books. In addition to this, we have 1,245 audio-visuals (video, CD, DVD, or book on tape), 23 magazine subscriptions, sales catalogs, and 5 newspaper subscriptions.

Accent software is used for circulation and cataloging. Fourteen DVD players and one VCR are available for the viewing of employability, education, multicultural, college and general audiovisual materials. Five cassette/CD players are available for listening to books-on-tape and/or music CD's.

Law Library

The RYOCF Law Library is CD-Rom based. The majority of the mandated legal collection is available on the computer. The *Lexis Nexis* is used to provide inmates with case law, statutes, administrative codes, and legal resources. Inmates access the computer based law library resources from PCs located in the Law Library. Some print titles are also available. Segregation Inmates access legal materials through interview requests sent to the Librarian.

Visits to the Law Library totaled 1,177. The Law Library is limited to five inmates per library time, with eight different times available per day. Inmates can attend the Law Library up to five times a week. The Law Library is open three mornings, two afternoon and three evening times a day. It is also staffed with a library clerk tutor who can show the inmates how to use the tools available.

Tutors

RYOCF is a member of the Wisconsin Institutions - Literacy Council (WILC), which is an affiliate of ProLiteracy America (PLA) and Wisconsin Literacy tutor programs. The program is under the direction of our Librarian. Since the first training class in July of 1999, 475 inmates have successfully completed the program. Three trainings were held this fiscal year. Nineteen inmates graduated in September 2009, fourteen in November 2009 and twenty-one in April 2010. Tutors have their HSED, 9th grade reading and math T.A.B.E. scores, good institution conduct, and have completed twenty-five hours of PLA tutor training. Tutors are assigned as classroom and library tutors. The Librarian is a board member of WILC. The tutor program continues to be improved to better meet the needs of our students, tutors and teachers.

One of the highlights at RYOCF continues to be the active involvement of inmates in the RYOCF tutoring program. Numerous GED/HSED graduates have been trained as tutors and provide quality tutoring to students who are having difficulties in specific academic areas. Each qualified tutor completes a comprehensive training program and is required to participate in the UW-Parkside/RYOCF sponsored course "Diversity Circles." The course "Diversity Circles" provides the inmates with an opportunity to view their beliefs and values as it relates to cultural and racial issues.

Personal Enrichment

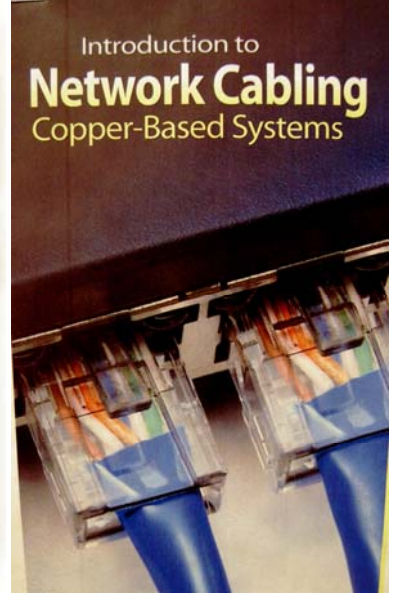
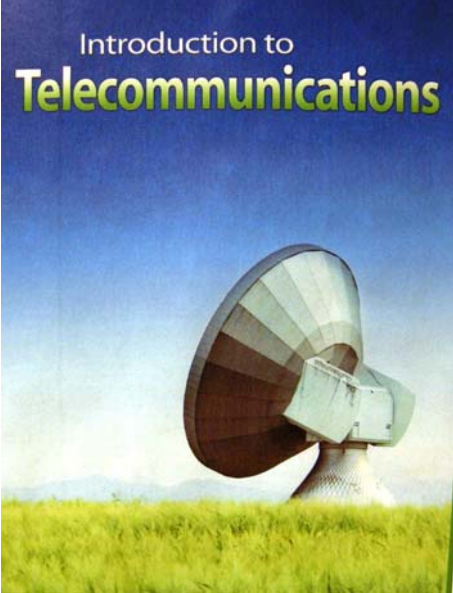
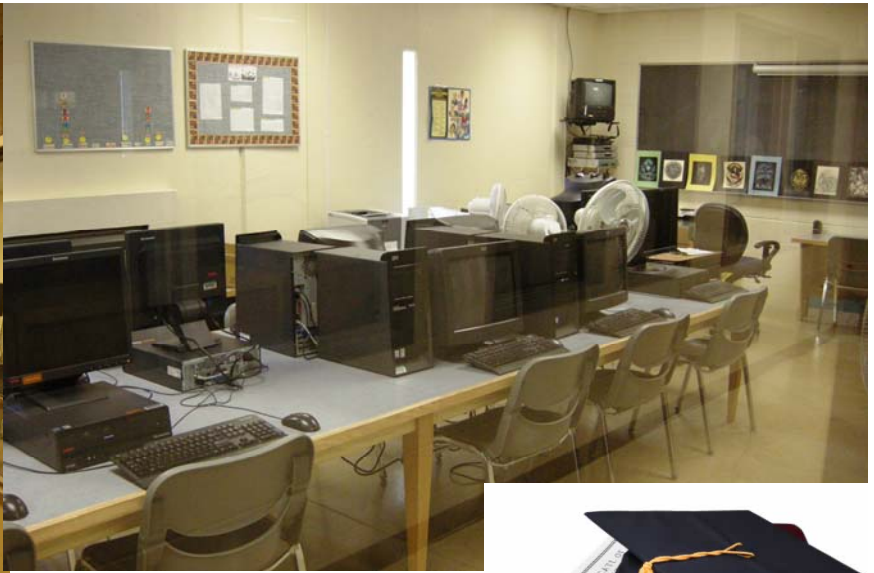
During this fiscal year the Education Department staff has remained actively involved in the delivery of "Personal Development" courses (Driver's Education, Junior Achievement, Budget/Finance, Economics Wisconsin, Book Club, and, Diversity Circles) along with other classes that enhance the inmate's adjustment to the institution. Numerous students have received credit during the 2009-10 fiscal year for completing Personal Self-Development (PSD's). During the 2009-10, the students of RYOCF participated in the Economics Wisconsin competition, where they have consistently placed in the top three finishers. M&I bank has made a commitment to furnish the curriculum for a 24 hour program which is connected with our financial re-entry module. M&I has also trained education staff in the use and delivery of the program and support materials.

The Driver's Education Program is another example of an initiative that is beneficial to the inmates. The necessity of this program became apparent when it was discovered that an over-whelming number of inmates did not have a valid Driver's license and were not familiar with the rules of driving. This also limited their ability to obtain employment upon release. Therefore, the RYOCF Education Staff commenced providing a course of "Driver's Education" to prepare the students to pass their written driver's examination. We are presently working with individuals from the Department of Motor Vehicle to see what can be done to have someone come in once per quarter to actually give the written test. This would help individuals speed up the process of obtaining the license process upon release.

Another excellent opportunity offered to students that take Driver's Education is the driving simulator that RYOCF has received. This simulator allows behind the wheel experience under many different conditions/scenarios. It is the plan that as RYOCF moves forward this simulator will not only support driver's education, re-entry curriculum, but also such programs as AODA. We have the capabilities of programming the simulator for different scenarios such as; alcohol and drug levels. Expanding these programs should help prepare our inmates to be able to obtain a better job upon release.

Re-Entry

The focus of education at RYOCF continues to be on the individual needs of each student. As inmates are received at RYOCF, their educational needs are assessed and a plan is developed and implemented. Continuing throughout 2009-10, there has been an increase in awareness of preparing students/inmates for reentry into the community. As a result of this awareness, the Education Department continues to be actively involved in the development and implementation of the RYOCF Reentry program. The education staff provides the Reentry modules for: Education, Employability, Financial Literacy, Health, Housing, Life without a Crutch, Transportation, and Wellness. These modules help inmates prepare for their eventual return to the community. We have incorporated other departments within RYOCF to help in the delivery of this curriculum, such as PSU, HSU, social workers and security officers. In addition, the staff networks with various community organizations (Department of Vocational Rehabilitation, Workforce Development Center, UW-Parkside, Gateway Technical College, M&I Bank and others). The education staff has also come up with a way to deliver the re-entry curriculum to the inmates that are in segregation and will be released within six months. The other re-entry modules are delivered by the social workers, and volunteers. RYOCF is very proud of the fact that they were one of the first Department of Corrections facilities to have all ten modules running at the present time. This is a great credit to the different departments and staff that are dedicated to the success of the inmates upon release.



Vocational Programming

RYOCF is in a relationship with Gateway Technical College (GTC) to provide college credit for our vocational courses and programs. Students completing vocational courses and programs will receive credits and a certificate by the Wisconsin Technical College System.

Microcomputer

During 2009-10, RYOCF provided the computer-related program Microcomputer Application Specialist Certificate. The program is projected to take 6-9 months to complete, in which students will earn 12 credits. Classes are scheduled on an open-entry, open-exit basis to maximize the use of space and to account for the many variables that affect an inmate's ability to remain enrolled continuously in a program. Courses offered as part of these programs are offered at most technical colleges in the state so students can add to their credits by attending courses at their local technical college after release. Basic computer skills are essential now and for the future in virtually every occupation, so even if an inmate is not planning for a career in computers, he will have a base level of knowledge that can put him ahead of other job applicants.

Masonry

A vocational class in Masonry was introduced here at RYOCF with its first class starting on March 29, 2010. We are looking to have the first group of students enrolled in the program complete the necessary hours in early August, 2010. The Masonry Program consists of working with brick, block, mortar, and the various tools and equipment used in the masonry field. Students will be building numerous projects both individually and as a group. They will learn to lay out these projects, use the various materials and equipment needed to build the project from start to finish. Basic blueprint reading, math, and estimating are some additional skills learned in this program. This course involves 400 hours of project building and textbook instruction and after successful completion a certificate will be awarded by Gateway Technical College. This course develops the skills and knowledge needed for an entry level position in the Masonry Field.

Custodial

RYOCF has recently expanded its Vocational Education Program to include the "Green" Custodial Services Vocational program. Moraine Park Technical College (MPTC) recognizes students with a Custodial Services certification after approximately three months of instruction. A Custodial Services diploma program is being developed for students who have completed the 3 month course and several additional classes.

There is a high demand for custodial job skills in all type of businesses and institutions. Started on May 11, 2010, the custodial program at RYOCF teaches environmentally and worker friendly methods using modern "green" methods of cleaning. Inmates not only learn in classrooms but also use "hands on" practice. Instruction includes safety and chemical usage and job skills in general cleaning and carpet cleaning, as well as, floor maintenance and restoration.

C-TECH

RYOCF is proud to be the only DOC facility to have the C-Tech vocational program here in the State of Wisconsin. The following is a little description about the program and its sections which include three industry certifications.

C-Tech Basic is an industry-recognized program that certifies students as Network Cabling Specialists. The program lasts about two months and includes the two most common certifications for entry-level employment in cabling installations – cable TV, computer networks and telephone systems in copper-based systems. The two certificates include the following courses:

Introduction to Telecommunications

Open the doors to the world of telecom by presenting the first layer of the Open Standards Interconnection (OSI) model for communication networks – the physical layer.

Introduction to Network Cabling – Copper – Based Systems

(C-Tech Copper) provides students with the knowledge and skills needed to become certified entry-level technicians in the Network Cabling industry.

C-Tech Advanced is an industry-recognized program that certifies students as Network Cabling Specialists for fiber-optic based systems. The program lasts about four weeks and builds on the C-Tech Basic skills to upgrade an individual's certification to network cabling for cable TV, computer networks and telephone systems with fiber-optic systems.

Introduction to Network Cabling – Fiber Optic – Based Systems

This provides students with a theoretical and hands-on knowledge of Fiber Optics. Fiber Optics certification is a perfect complement to Copper certification, together making an unbeatable skill set – much in demand by employers.

In 2009-10, 58 C-Tech students graduated. All C-Tech graduates are honored along with our other graduates from our HSED/GED, 5.09, and other vocational programs at our three graduations per year. This is a milestone here at RYOFC and one that we hope will start a long legacy.

We have been successful in working with the Wisconsin Technical College System (WTCS) to provide certification of the program, which will not only help the inmates going to minimums but also the inmates releasing to the streets. When these students graduate they will not only have achieved the three industry certifications but they will have completed 9 out of 10 of their re-entry modules along with an employment section of the curriculum, which includes but is not limited to resume writing and interviewing skills. We also have trained several of our inmates, which have more time to serve to be used as tutors in future classes. Another component that we have built into the program is two weeks prior to their movement we have a refresher class in which the graduates can review all skills and go over their employment documentation. It is our belief that this program and all of our other programs will help to reduce our recidivism rates here in the State of Wisconsin.

College Courses

Through the concerted efforts of Gateway Technical College and RYOFC Education Staff, the WTCS courses offered at RYOFC continued to include the following: English Composition, Intro to Sociology, Oral communications and College Success. These classes are taught in a regular classroom with a RYOFC staff member facilitating. This staff member has been certified by WTCS to teach the course. Students receive regular college credit for completion of these courses.

Incarcerated Individuals Program (IIP)

During the 2009-10 fiscal year, RYOFC continued to offer the Incarcerated Individuals Program (IIP) and College of the Air (COA). This initiative involved several agencies (Department of Corrections Central Office, and Milwaukee Area Technical College) to deliver college courses on a correspondence basis to inmates between the ages of 18 through 35. As a result of this initiative, the number of inmates/students participating in "college level" correspondence courses has jumped from an average of 15 to over 30 per month. The students participating in these courses are viewed as students of Milwaukee Area Technical College.

Psychological Services



Staff

Dr. T. Zimmel, Psychologist Supervisor
Dr. M. Miller, Licensed Psychologist
Dr. J. Noffsinger, Licensed Psychologist
Dr. K. Marolt, Psychological Associate
Ms. H. Dooley, Psychology Intern
Ms. D. Chapman, Office Operations Associate

The work of RYOFC Psychological Services Unit can be summarized in 3 main areas:

Crisis Intervention

The first priority of the Psychological Services Unit (PSU) is always crisis intervention. PSU staff was frequently called upon to assist in de-escalating agitated inmates, to review inmates for Clinical Observation placement or restraint placements, or to respond to emergency requests from inmates or institution staff. Suicide prevention education remains a top priority for PSU. PSU staff provides 24 hour/7 day a week on-call coverage to the institution for mental health and behavioral management emergencies.

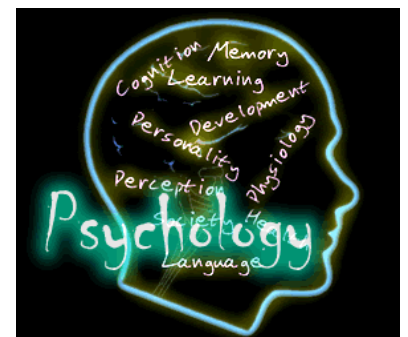
Mental Health Assessment and Monitoring

All inmates with a mental health code of 1, 2A, or 2B were assigned to a PSU staff member upon their arrival at RYOFC. These inmates were seen for an initial screening within a few days of their arrival and a plan for regular follow-up was established. Monitoring contacts are made on both an individual and group basis.

PSU has consistently run one mental health-monitoring group throughout this fiscal year. This group is open-ended and is able to be attended by inmates for the time that they are on mental health monitoring. In addition, each inmate assigned to a RYOFC PSU clinician is seen as needed, but not to exceed eight weeks in duration. Most inmates are seen on a much more frequent basis. We feel this is warranted given the uniqueness of our population here at RYOFC.

Programming

PSU staff are the primary group facilitators in Sex Offender Treatment and Domestic Violence Treatment. In addition to these primary programs, PSU staff facilitate a number of treatment related groups targeted at the mental health caseload as well as offenders in segregated status. Two Coping Skills groups were done per week in the segregation units. A new initiative utilizing the Segregation In-Cell Programming modules was started with members of the mental health caseload in segregation.



The Segregation In-Cell Programming modules were fully rolled out within this FY. This is a self-guided coping skills program that inmates who are housed in segregation can utilize to help improve their fund of knowledge and decision making abilities. PSU takes the lead with the dissemination of this initiative. The long-term sentence structure support group continued into this FY. This group is held on a monthly basis and targets those youthful offenders who are serving lengthy sentences (i.e. in excess of eight years) in order to examine coping mechanisms to deal with long-term incarceration for young offenders.

Direct Services to Offenders

During fiscal year, the following services were provided to inmates:



Clinical Notes

In addition to the multitude of individual and group contacts that PSU provides to offenders, PSU staff provides representation, and in many cases leadership, to many of the RYOFC, as well as DOC committees.

Dr. Miller is a Suicide Prevention trainer for the institution and provides annual updates in suicide prevention to all institution staff. She is also a member of the Sex Offender CDT Standards Sub-Committee. Dr. Miller is a recent past chair of the RYOFC Activity Committee. She has also provided training for DOC staff in Sex Offender Treatment.

Dr. Noffsinger is a Suicide Prevention trainer, a member of the Better Treatment Options Committee for the Division of Adult Institutions and is a member of the American Psychological Association approved Continuing Education Committee for the Department of Corrections. She is also a member of the Crisis Negotiation Team at RYOFC, as well as the Domestic Violence Standards sub-committee, which functions under the DV CDT. She is a member of the institution's Video Review and also the Activity Committee. Dr. Noffsinger has provided training to DOC staff and interns on Adolescent Development issues.

Dr. Marolt provides weekly orientation for new inmates who are received at RYOFC. She also teaches a segment of the Re-Entry curriculum dealing with Mental Health and Suicide Prevention.

Ms. Chapman is assigned to make changes for and take minutes at the RYOFC Policy and Procedure Committee meetings. She is also a primary meeting minute taker for the weekly Mental Health Team Staffing and the monthly Treatment Team meeting.

Dr. Zimmel co-chairs the Cross Divisional Team (CDT) for Domestic Violence for the Wisconsin Department of Corrections. She is a core member of the Prison Rape Elimination Initiative (PREA) Committee as well as the institution's Program Committee. She is also an adjunct Field Placement Supervisor for Loyola University's Master in Social Worker program, which utilizes RYOCF as a field placement site. Dr. Zimmel is also the co-chair of the RYOCF Employee Wellness Committee with subparts under its umbrella being the Employee Assistance Program and the Critical Incident Stress Debriefing Team. Dr. Zimmel is a member of the Wisconsin Chapter of the National Association of Social Worker's (NASW) Ethics Committee. She has also taught in the pre-doctoral internship seminar series on various clinical topics.

Given the uniqueness of our population and the variety of functions we provide, the PSU is a fast paced, high profile unit within RYOCF. We are comprised of a highly competent and skilled staff that has a very innovative approach to treatment with a youthful offender population.



Treatment Programs / Program Services

Sex Offender Treatment

Throughout this fiscal year, PSU has facilitated a Sex Offender Treatment (SOT) group. This group attempts to explore the cognitive distortions that lead to offending behavior, as well as the development of a relapse prevention plan. This group is open ended and inmates work at an individualized pace around a set curriculum. The average length of time in this program is 12 to 18 months. Once an inmate has completed the program they are expected to continue to attend the group as a maintenance effort until they leave the institution. We will be adding an additional SOT group this coming fiscal year to meet the demand of offenders who have this as a recommended program.

Domestic Violence Therapy

PSU facilitates a Domestic Violence Therapy (DV) group. This group is 24 weeks in duration. The DV program utilizes a cognitive behavioral model based on primary themes of power and control for the intervention of domestic violence behaviors. We did add an additional DV group this fiscal year to meet the demand of offenders who have this as a recommended program.

Cognitive Group Intervention Program

The Cognitive Group Intervention Program (CGIP) consists of two phases totaling 30 lessons. This program addresses the "Thinking Cycle" (connection between Beliefs, Thoughts, Feelings, Behaviors, and Consequences), Cycle of Offending, and a Plan for Change. Inmates are taught a process for uncovering problematic thinking patterns, taught a process for evaluating those thinking patterns, and then taught a process for developing and practicing counter thoughts or alternative thinking patterns.

Phase 1 of CGIP teaches participants the skills needed to self monitor thinking (specifically those thoughts that are related to problem/criminal behaviors). This is not a criminal thinking program where an "expert" tells the participant how to think. It is the responsibility of each individual participant to identify the thinking that has caused them problems in the past. There is homework assigned for every lesson. The primary tool is a "Thinking Report" which is a tool for observing and reporting one's thinking about problem situations, evaluating one's choices and related outcomes, and preparing a plan (Thinking ahead) to deal with similar situations in the future.

Phase 2 of CGIP focuses on making plans for the future. In addition to homework assignments for every lesson in Phase II, participants will submit a plan for change/relapse prevention plan. The plan targets three behaviors to change which is designed to improve problem solving and decision making skills.

Anger Management Program

The Anger Management Program consists of 12 sessions which include homework for each lesson. The goal of Anger Management is to challenge the inmate to understand that his anger is a learned response resulting from childhood experiences, rearing pattern, beliefs and the choices he makes. This program provides information that challenges the inmate's beliefs and thinking patterns, including the physical symptoms of anger, rational and emotional problem solving skills, decision making, conflict resolution, effective listening/communication skills, including understanding instrumental and hostile aggression.

This group enables participants to make better choices, which puts them in control to better manage their lives. This program emphasizes that no one makes you angry, that it is your thoughts, beliefs and choice to become angry. Skills and tools include de-escalation and relaxation techniques.

Guest Speakers & Special Events

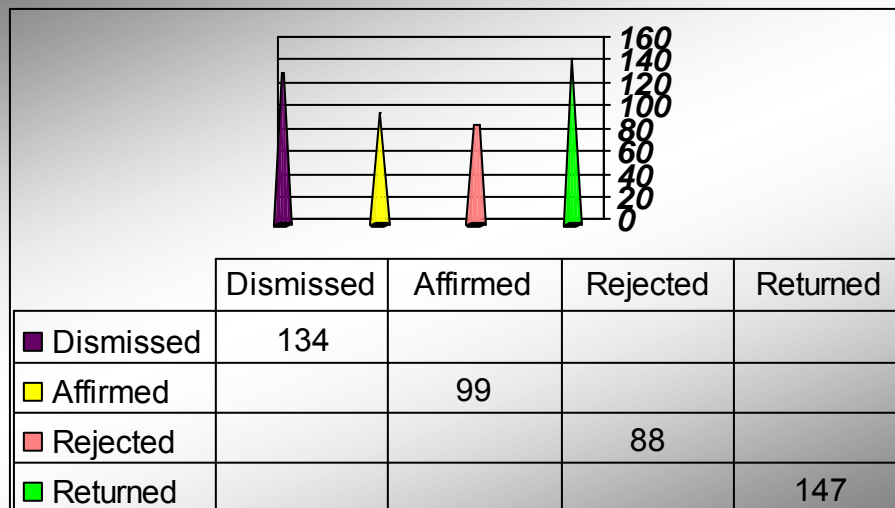
Guest Speakers & Special Events

- August 25, 2009 Offenders that were fathers filled out forms for the Prison Fellowship Angel Tree, and the Salvation Army Toy Project to receive Christmas presents for their children.
- August 22, 2009 Muslim offenders participated in the month Ramadan fast.
- Dec 11, 2009 Volunteer Diana Chapman wrote musical dramatic presentations performed by the RYOCF choir, actors and singers.
- Dec 18, 2009 RYOCF staff and volunteer conducted a Christmas concert where staff and offender were invited to come and sing Christmas songs.
- Dec 20-25, 2009 Christmas book giveaway. St Luke's church donated books, which RYOCF staff wrapped and gave away to inmate visitors.
- Dec 12, 2009 Grace Temple church conducted a Christmas Praise service.
- Dec 25, 2009 Coffee House Ministries conducted a Christmas day worship.
- Feb 17, 2010 Black History verbal book report, where offenders read and report in front of staff and offenders the significance of that particular book.
- Feb 25, 2010 Pastor Robert Woods was the Black History month guest speaker from The Word of Life church in Racine.
- Feb 10, 2010 The offenders were able to view a video on the life of Rosa Parks
- May 6, 2010 RYOCF Chaplain was a platform guest and gave a prayer at City Hall National Day of Prayer ceremony.
- May 7, 2010 Internationally published author, seminar presenter and gifted healer Denie Hiestand came to RYOCF to speak to offenders and staff about overcoming our inner aggressions, depression and other life issues that can often keep us from being the powerful positive person we are meant to be.
- June 19, 2010 SHALOM ministries conducted a concert on the Rec. field with musical dramatic presentation and guest speaker.



Inmate Complaints

The Institution Complaint Examiner (ICE) office is an extension of the Warden's office. The Warden makes decisions on formal complaints submitted by inmates based on investigative data and recommendations from the ICE. With the cooperation of area supervisors and staff, and a variety of resources from around the DOC, 321 inmate complaints were resolved in the 2010 fiscal year. The Wisconsin Administrative Code Chapter DOC 310 governs the Complaint Procedures for inmates. The code allows for the return of complaints when inmates have not attempted to resolve their issues informally through the chain of command, in essence, when they have failed to initiate their own resolve. In the fiscal year 2010, 147 Inmate Complaints were returned to inmates accompanied by letters of instruction to contact decision makers in the chain of command to attempt resolution, or meet other filing requirements. Not many of the returned complaints were resubmitted for investigation after resolution attempts were made by the inmate. If inmates are dissatisfied with the Warden's decision, they may appeal to the Corrections Complaint Examiner (CCE) in the Office of the Secretary of the Department of Corrections. This is their next step in the Inmate Complaint Review System (ICRS). Other responsibilities of the Inmate Complaint Examiner included PREA Victim Services Coordinator, Community Volunteer Liaison, Victim Dialogue Facilitator, WICS Super User, Policy & Procedure Committee Member, Staff Litigation Liaison, and Due Process Advocate Trainer.



Reclassification

The Program Review Committee is under the direction of the Division of Adult Institutions, Bureau of Offender Classification and Movement (BOCM). The Classification office at RYOCF employs one FTE Offender Classification Specialist (OCS) and one FTE Operations Program Associate (OPA). The OCS at RYOCF is also responsible for classification functions at Robert E. Ellsworth Correctional Center (REECC) and Southern Oaks Girl School (SOGS).

Under the supervision of a Bureau of Offender Classification and Movement Section Chief, the Offender Classification Specialist monitors, coordinates, and implements, the Offender Re-Classification Review processes in accordance with Wisconsin Department of Corrections (DOC) Administrative Code s. 302. The OCS is responsible for leading, managing, and directing the review of each offender's custody level designation, program assignment, program performance, and facility placement. The OCS, along with the Program Review Committee (PRC) members assess the relative risk and needs of inmates and make classification and movement recommendations and decisions to ensure public, staff, and inmate safety by effectively utilizing DOC or contract facility space and programmatic resources. The committee reviews each inmate's program assignments, program performance, program completion, institution conduct, Earned Release Review Commission (ERRC) decisions, sentence structure, and risk rating to make a recommendation for the inmate's custody and placement. Inmates have the right to be present for reviews, but may elect to waive that right. The OCS is also responsible for ensuring that inmates are transferred to another facility prior to their 25th birthday.

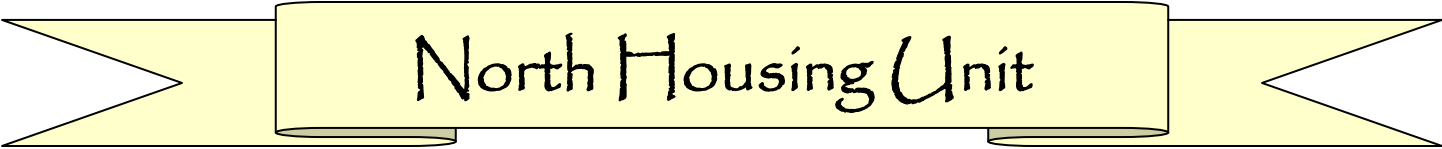
The Offender Classification Specialist chairs and administers Re-Classification Reviews conducted by a multi-disciplinary committee comprised of supervisory level institution personnel. The Program Review Committee considers each inmate on an individual basis and establishes or adjusts correctional service plans, drafts objective review results, and ensures that case specific data is recorded.

The Program Review Committee consists of four members:

- Offender Classification Specialist
- Education Director
- Security Supervisor
- Unit Manager

Numbers and type of Reviews conducted for fiscal year 07/2009 through 06/2010		
SCHEDULED REVIEWS	WAIVER REVIEWS	EARLY REVIEWS
626	62	54





North Housing Unit

The North Unit has 120 cells and maximum inmate population of 240. It is separated into two wings, each two floors high, and each floor divided into two quads. The inmates are medium custody general population.

This unit is allocated two psychologist and four social worker positions. These treatment staff renders individual treatment in their offices, as well as group programs to the inmates in classrooms on the unit. Treatment programs run on the North Unit in this fiscal year are Anger Management, Cognitive Group Intervention, Sex Offender Treatment, Domestic Violence, Clinical Monitoring Group-Coping Skills, and an Honors Quad program. Teachers conduct some classes on the unit. The unit is also allocated an Office Operations Specialist, who provides a number of clerical and supply services along with compiling inmate visitor lists. When staff vacancies occur, management and staff work together to cover the responsibility areas of the vacant position.

At any given time, there are roughly 30 inmates who are assigned jobs on the unit. These jobs are in the unit servery or custodial in nature. The North Unit also houses newly arrived inmates in one of its quads. Within a week of arriving, these newly arrived inmates are given two half day orientations to the facility by its various department heads or representatives. From this intake quad, inmates are moved out to other quads on both the North and South Units as beds become available.

Correctional officer staff maintains a security presence. These sergeants and officers are a key element to a safe and secure unit. They serve as role models, information sources, and security monitors who, through the use of progressive discipline, maintain order on the unit.

The unit manager oversees the above staff and inmates on the unit and is responsible to the warden for the safety, security, and sanitation of the unit, as well as; the effective delivery of its treatment mission. This unit manager also supervises and works with the Chaplain in delivering religious and other volunteer services to all interested inmates at RYOCF

South Housing Unit

South Memorial

South Memorial Segregation remains on South Memorial Upper with a capacity of 62 inmates. Also, South Memorial Lower B quad is used as a segregation overflow. Inmates are typically housed two per cell. An effort has been made to house inmates with the same levels (i.e. TLU, DS 1, DS 2, DS 3, etc) in the same cells. Inmates released from Main or South Segregation are placed on South Memorial Lower A quad before being transferred back to general population.

South Memorial Lower has been home to the Transition Unit since April 9, 2007. It primarily resides in South Memorial Lower A quad, however, when bed space for either segregation or transition is needed, the B quad is utilized. On October 13, 2008 the Transition Unit implemented the Next Step Phase. The Next Step Phase provides an opportunity for inmates to develop skills that will assist them in making a successful transition to General Population. The group meets twice a week, one day is the Road to Recovery Phase and the other is the Personal Development Module from the Pre-Release Curriculum. It is necessary for inmates to participate in all group sessions, complete all homework assignments and enroll in at least 2 classes if they do not have their HSED prior to becoming eligible to transfer off the Transition Unit. Also, for inmates who previously completed the Next Step Phase and return to the transition unit rather than completing personal development again, they work on assignments with an assigned psychologist in attempt to prevent them from returning to segregation.

Since Next Step's start in October 2009, 551 inmates have been serviced. Below are two charts illustrating the results. Chart 1 illustrates how the total number of inmates concluded their enrollment in the Next Step Phase. Out of the 551 inmates, 285 of them (60%) successfully completed the Transition Unit requirement and were transitioned back into General Population. Of the remaining 118 inmates, 108 of them (24%) returned to segregation status prior to completing the 6 weeks, 63 inmates (14%) were moved off the Transition Unit prior to completing the 6 weeks due to space and security concerns, and finally 10 inmates (2%) refused to participate in the Next Step Phase. Chart 2 shows a follow-up of the Next Step's completers. Of the 285 inmates that successfully completed Next Step, only 36 returned to segregation after their release to general population.

Chart 1: Results

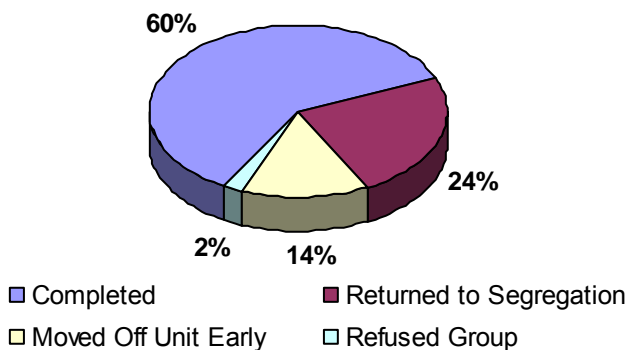
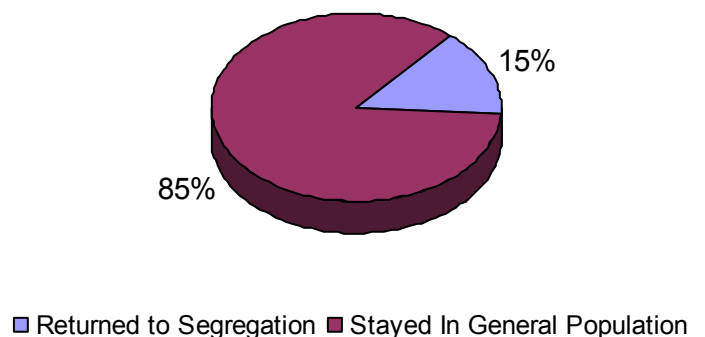


Chart 2: Completer Follow-Up



South Lake

The South Lake Unit has 116 beds for general population inmates. Inmates are afforded the opportunity to attend classes or secure unit positions such as custodial services or severe detail.

The Unit Manager oversees the unit operations and programming. South Lake is allocated 2 social workers and 1 psychologist. The program staff renders individual treatment in their offices, as well as; each facilitating the AODA Residential Treatment program, held on the unit's group rooms. Teachers also have three classrooms on the unit.

The cohesion between non-security and security staff has played a stronger role not only in programming, but also in security. Correctional Officers and Sergeants play an active role in programming that takes place on the unit. To aid in the teamwork and professional philosophies, the Unit Manager holds team meetings for all unit staff to attend in order to provide a forum where staff can discuss and become consistent with unit activities.

AODA - "The Opportunity Program"

The Opportunity Program is a 16-week residential therapeutic multi-disciplinary program designed to address drug and alcohol involvement, criminal errors in thinking, and self-awareness.

The Opportunity Program consists of materials that come from the "New Freedom" program, material consisting of 16 binders covering multiple topics such as feelings, anger, cognitive thinking, coping skills, and self-discovery. Workbooks and activities are included in the curriculum that discusses additional topics such as gang activity, moral and ethical decision-making and employability skills.

The Opportunity Program satisfies any Anger Management need that may be required. The AODA Program also incorporates Restorative Justice and Victim Impact where the group members talk about their victims and listen to guest speakers who are victims themselves. The Opportunity Program utilizes institution staff and also community volunteers whereby these staff and volunteers work with the AODA participants within community service, healthy relationships, personal development, diversity circles, and family reunification, fitness, and anger management groups.

During the 2009-2010 fiscal year, RYOFC's 2 AODA Program Facilitators began and/or completed 4 cycles of the Opportunity AODA group, with each group enrolling 12 offenders at the start date. The first group which began on October 26, 2009 and ended on February 19, 2010, successfully completed 10 participants, 2 were terminated due to TLU placement. The second group, which began on December 14, 2009 and ended on April 9, 2010, successfully completed 3 participants, 9 were terminated; 5 due to staff termination, and 4 due to TLU placement. The third group which on March 8, 2010 and ended on June 25, 2010, successfully completed 10 participants, 2 were terminated due to TLU placement. The fourth group, which began on April 26, 2010 and is scheduled to end on August 13, 2010, is on track to successfully complete 9 participants, 3 were terminated; 1 due to TLU placement, 1 due to staff termination, and 1 due to ERP. Each AODA group cycle has also included a Program Aid, a previous AODA Program completer who has interviewed for this Institution job, and further assists the Facilitator and the new group members throughout the duration of the new group cycle.

Health Services Unit

The Health Services Unit (HSU) provides medical, dental, psychiatric and nursing services for inmates at RYOFC. HSU staff, when on-site, will also provide emergency care to staff and visitors if necessary. Staffing for the Health Services Unit consists of the following:

- Health Services Manager (1)
- Registered Nurses (4 Full-time permanent)
- Doctor (1 Half-time)
- Dentist (1 Half-time)
- Dental Assistant (1 Half-time)
- Psychiatrist (1 Part-time)
- Medical Program Assistant- Associate (1)
- Correctional Officers (2)

Under normal operating conditions HSU is staffed and services are provided to RYOFC both first & second shift, seven days a week.



Note: All other times are covered by on-call coverage. RYOFC nursing staff provide 24 hour on-call coverage. The Health Services Manager is also on-call 24 hours a day. A Department of Corrections doctor is available for nursing staff to contact whenever the unit physician is not on-site.

HSU performs a wide variety of services such as:

- Ambulatory Services
- Emergency Services
- Chronic conditions monitoring
- On-site laboratory with contract lab analysis with Dynacare Lab and the State Lab of Hygiene
- EKG's conducted on-site with computerized preliminary analysis
- Optometric exams and fittings
- Physical and Occupational Therapy provided by contract services coordinated through HSU as needed.
- Daily sick call
- Medical Doctor appointments at least 2 times a week
- Psychiatrist appointments 1 time a week
- Infirmary capabilities included respiratory isolation room
- Medical records management
- Coordination of off-site appointments when necessary for specialized or emergency services
- Pharmacy services

- Segregation rounds
- Intake screening
- X-ray services on-site with contract vendor when needed
- Participation in various institution non-health related duties
- Staff participation and/or chair in institution and departmental committees
- Health education for patients and staff

The past year has been very stable and productive for the Health Services Unit. HSU has been very fortunate to experience no significant shortage of staff during the past year due to illness or other reasons. Also, there has been no turnover in HSU staff for some time now with most staff members being here for many years and several staff being here since RYOFC opened. This continuity in staff has allowed HSU to further progress toward a family dynamic improving teamwork and consistency.

HSU continues to work as a team providing Chronic Conditions Clinics on Wednesdays. This was a major development during the last annual report and continues to be an important part of what is done in the medical area of HSU. Nursing staff are particularly involved in this area and run the clinics and work together to oversee patients with any type of chronic condition. During this past year, this effort also expanded to include areas such as; annual immunizations, mental health monitoring, re-entry education modules and other areas. Coming together to oversee and accomplish multiple tasks in a more organized and efficient manner has been ongoing through the year.

HSU staff are involved in many different areas at RYOFC, as well as; outside the institution such as; RYOFC Health and Safety, Reflect and Focus, Make a Difference, Infection Control, Mental Health Team and others. Outside of the institution staff have attended the annual Dental Conference, the Jail Health Care Conference (including the HSM who is a member of the planning committee and was Chair for the 2010 Conference), and have participated in many other meetings, committees and training sessions.

The dental, medical and ancillary areas continue to improve and operate efficiently. Our dental unit staff continue to assist other institutions when they are short and/or running behind on caseloads.

The HSU Team looks forward to the next year with a continued focus on growth and improvement.



Records

The RYOCF Offender Records Office consists of two Offender Records Office Assistants that are under the supervision of the Offender Records Supervisor. The Records Office is responsible for maintaining both the legal and social services for all offenders in the institution. The Records Office works closely with other departments to coordinate offender releases, transfers, court appearances, ERRC hearings. The Staff does sentence calculations and verifies completed calculations to ensure timely releases of all offenders. The Records Office also works closely with outside agencies, as well as; other departments within the DOC.

When legal issues arise the Records Office Supervisor works closely with the Warden, Records Administrator, DOC Legal Counsel and the Department of Justice. The Records Office Supervisor serves as a notary for offenders and staff at no cost to them. The supervisor also serves as the coordinator for the Americans with Disabilities Act.

How We Faired in 2009-2010

- ACT 28 implementation in October 2009 brought a great deal of training and a heavier workload into our department
- Staff attended trainings to learn about the many changes brought on by ACT 28, current compliance and the need for consistency in Records Offices throughout the state. Records Supervisor has assisted other institutions in proofing calculations due to ACT 28

What's in store for 2009-2010

- Continue to maintain accurate records to ensure timely release
- Continue to implement Act 28 and future changes that may be in store
- Attend trainings in regards to Act 28
- Attend other mandatory Records Office training, as they arise in order to keep our office on task and in compliance
- Assist other departments with information and questions regarding new procedures pertaining to offender release

Critical Incident Stress Debriefing And Employee Assistance

The Critical Incident Stress Debriefing (CISD)/ Employee Assistance Program (EAP) programs have been active at RYOCF since 1999, and in recent years have operated smoothly and routinely. The Department of Corrections has re-vamped their entire EAP and CISD programs. An Employee Services Local Committee has been established, which is reflective of both labor and management. This committee meets bi-annually. The goal of this committee is to focus on employee wellness as a whole. Adjunct committees at RYOCF such as; Reflect and Focus, Health and Safety and the Activity Committee provide much in the way of this already. The Employee Services Committee liaisons with the other committees to provide input for employee wellness initiatives.

An outside EAP vendor was selected by the Department to provide 24 hour confidential counseling to callers (employees or family members) as well as provide liaison service to EAP services in the community. RYOCF staff no longer serve as EAP Peer Supporters. All EAP concerns are handled through the Deer Oaks helpline. This represents a significant upgrade in services offered to employees where they can rest assured their confidentiality will be maintained.

Critical Incident Stress Debriefing (CISD) is a Department of Corrections supported program designed to assist staff who have experienced psychological trauma as a result of work related incidents. The program centers on the role of the Peer Supporters, who are trained staff who provide education and emotional support to an employee who may have been subjected to a traumatic incident in the line of duty. In rare instances, a formal debriefing and possible referral to Employee Assistance Program (EAP) may occur after consultation with the Warden and the Psychology Supervisor.

At this time, RYOCF CISD Peer Supporters stand ready to aid in the unfortunate event of a traumatic situation within the institution.

Local Employee Services Committee:

Co-Chairs: Dr. Tammy Zimmel, Psychology Supervisor
K. Pawlak, Segregation Social Worker
Members: Officer D. Sweeney
Sgt. S. Kras
Laura Bergevain, Payroll and Benefits Specialist
Jeff Sommerfeldt, Buildings and Grounds Supt
Capt. J. Brunner

RYOCF CISD Peer Supporters:

Capt. J. Brunner
Officer N. Christensen
Sgt. M. Kroll
Lt. J. Wells
L. Bergevain
K. Norwood



Relay
has become a
worldwide
movement
to **end**
cancer.

Once again our Relay For Life event was a success for teams RYOFC & RYOFC2 in 2010. We were able to raise almost \$700 between our two teams to help with the fight against cancer. I am very thankful that we have the support necessary at RYOFC which allows us to participate in such an amazing and life changing event. For those that do not know about the relay, it is a 16 hour event, running from 6pm on Friday through 10am on Saturday morning. The relay begins with a 'survivor' lap, in which anyone who has fought, or is fighting the vicious battle of cancer, wears a purple relay shirt, and walks first on the track. Then, all the teams join on the track and walk through the night. Someone must walk to represent each team on the track the entire 16 hours. We used our specially made 'badges' from last year which are photos of loved ones we can wear in honor of those who have fought cancer. This year we had a special guest, the wife of our team member T. McAvoy. She is a living, breathing, reason we all work so hard to make the relay a success. She came with T. McAvoy and proudly wore a purple Relay For Life T-Shirt. Keep fighting-we are all working hard for you! Our 2010 team members include: Team 1: M. Maki(Capt.), K. Boxler, V. Delacruz-Colin, C. Delacruz, B. Hess, J. Holmes, M. Jarmuz, T. Kelso, B. Klinkosh, R. Love, A. Valdiva, and Team 2: D. Maki (Capt.), C. Doss, A. Goetsch, M. Goetsch, S. Janus, J. Klinkosh, T. McAvoy, C. Nurse, D. Pierre-Louis, K. Stacy, and V. Stacy. The time and dedication of these individuals is greatly appreciated as well as the that of those who donated money for this event. Every little bit counts in the fight against cancer. I am hoping to continue this event for 2011 and make it an even bigger success., by working hard at "PUTTING THE CUFFS ON CANCER"

-M. Maki-



**RACINE YOUTHFUL OFFENDER
 PUTTING THE 'CUFFS' ON CANCER
 CORRECTIONAL FACILITY**



Reflect & Focus Committee

The Reflect and Focus Committee was developed in February of 2002, at the request of RYOFC's first Warden, Warden Buchler. The committee's task was to develop strategies to improve communication among staff, to develop an understanding of the roles and responsibilities of various units and disciplines within the institution, and to reinforce mutual respect among staff and between staff and offenders. The Committee is made up of both supervisory and represented staff members from various areas of the institution.

Former Warden Mitchell reaffirmed the importance of this committee and recommended the focus of the committee to include "professionalism". The committee promoted the RYOFC MY KEY Core Values. The MY KEY Core Values are professionalisM, integritY, teamworK, proactivE, and accountabilitY.

In coordination with the RYOFC Training Captain, the Reflect and Focus Committee continues to suggest staff trainings. Reflect and Focus helped with the planning and implementation of the RYOFC staff appreciation luncheon and ice-cream social. Staff awards such as Appreciation Awards and the Flat MYKEY awards were handed out to RYOFC staff. The Committee also is well known for providing fun activities at staff gatherings.

Reflect & Focus planned and presented the first Ted Duchac Leadership Award. Theodore "Teddy" Edward Duchac was born in Racine on April 11, 1954. For many years, Teddy was a corrections officer for the Wisconsin Department of Corrections at Racine Youthful Offenders Correctional Facility, reaching the rank of Sergeant. He not only provided discipline but "life guidance" in getting our youth back on track. Sgt. Duchac was an active member of the RYOFC picnic committee and was always willing to help his coworkers. He was a devoted husband, proud father and passionately involved grandfather who always put his family first. He also liked to ride his motorcycle or skydive. Teddy ministered to all those he met, encouraging them to live life to the fullest, every day, just as he did.

Sergeant Ted Duchac at the age of 54, passed away unexpectedly at his home on Friday, September 19, 2008. The Ted Duchac Leadership Award is in his honor and memory.

The award is for a DOC RYOFC employee whose behavior exemplifies the RYOFC MYKEY Core Values (professionalisM, integritY, teamworK, proactivE, accountabilitY), promotes safety, respect and support, demonstrates superior leadership ability, fosters a collaborative atmosphere, is resourcefully innovative, and/or energizes peers; at work and in the community.

The RYOFC Reflect & Focus committee read over the nominations forms and selected Officer David Avila as the recipient of the first Ted Duchac Leadership Award. Ted Duchac had asked David Avila to participate in the Lighthouse Run. David honored his promise to Ted and promoted teamwork by gathering together fourteen co-workers to run in the Racine Lighthouse run in honor of Ted Duchac. David also had the RYOFC logo printed on the back of their shirts. He also ran in the Thanksgiving Day 5K run to benefit Harvest Outreach food bank. David started running as a promise but he continues to stay fit to help himself. By doing this, it benefits RYOFC to have a healthier employee. Officer Avila works professionally and patiently in his dealings with staff and inmates. It is with great honor that RYOFC and the Reflect & Focus committee presented Officer David Avila with the Ted Duchac Leadership Award. The award was presented to Officer Avila during the DOC Employee Appreciation Week's Awards ceremony with Assistant Administrator Floyd Mitchell as guest speaker honoring Officer Avila for being the first to receive the Ted Duchac Award.

Reflect and Focus committee continues to work at making RYOFC the best place to work.

Special Olympics

This year, we are happy to announce that since the last report for Area #7 Special Olympics, a new event started at the "Texas Roadhouse" in Kenosha and raised over \$7,000.00 in less than 5 hours. This was a "Tip-A-Cop" event held on Martin Luther King holiday and numerous D.O.C. staff made great use of this day to help at this event and make it a huge success. It was truly a delight to see the involvement and awesome enthusiasm demonstrated from this area's D.O.C. employees...Thank you again!. We have also gotten the full support from the D.O.C. secretary and he has written a resolution to fully support the mission of the Law Enforcement Torch Run for Special Olympics. This is a huge step in affiliation for our department and all of our staff that volunteer.

Already, the Torch Run is the largest fundraiser and public awareness vehicle for Special Olympics, helping to raise over \$40 million worldwide in 2009 and making Wisconsin one of the largest and most successful programs in the entire world...That's right, the L.E.T.R. is world wide and Wisconsin continues to excel in this effort. The D.O.C. is also well represented at the W.C.A. conferences and our recruitment has been increasing for local events throughout the state. Sgt. Janus continues to serve on the State Committee for the L.E.T.R. and is always willing to explore new ways to help raise awareness and money for all the area #7 athletes. In the past, Sgt. Janus has organized lunch and t-shirt fundraisers here at RYOFC raising well over \$600. He also has organized a motorcycle ride from Kenosha to the Stevens Point state games. As the Chairman for this event, he has now reorganized it so that this motorcycle event is local and by doing so has increased the revenue by \$6,000.00 this year alone and for it being in its 3rd year, the event has now exceeded \$30,000! We are also proud to say that Officer's Mather and Muniz have now become a vital part of this event committee...Thank you for your involvement and dedication!

To Sgt Janus, the Torch Run is about much more than simply raising money. It is about raising awareness of a movement that brings people together and help the athletes share their spirit of competition. You don't have to understand why they are disabled you just have to embrace their humanity and in turn they will always be grateful to what we do...they truly love us!!! "These athletes go through so much and through it all are so positive. We can all learn something from that," Janus said. To learn more about the L.E.T.R you can always contact him through email steven.janus@wisconsin.gov or the area office at rtudjan@specialolympicswisconsin.org



Acronyms

AC—Air Conditioning	ICRS—Inmate Complaint Review System
ABE—Adult Basic Education	ICS—Incident Command System
ADJ—Adjustment Segregation	IDEA—Individuals with Disabilities Act
AED—Automated External Defibrillator	IIP—Incarcerated Individuals Program
AODA—Alcohol & Other Drug Addiction	KAC—Kenosha Achievement Center
B&G—Buildings & Grounds	LAN—Local Area Network
BOCM—Bureau of Offender Classification and Movement	LTE—Limited Term Employment
CCE—Corrections Complaint Examiner	MPTC—Moraine Park Technical College
CDT—Cross Divisional Team	MR—Mandatory Release
CGIP—Cognitive Group Incentive Program	MSDF—Milwaukee Secure Detention Facility
CISD Team—Critical Incident Stress Debriefing Team	NASW—National Association of Social Workers
CNT—Crisis Negotiation Team	OBI—Open Standards Interconnection
COA—College Of the Air	OCS—Offender Classification Specialist
CPR—Cardio-Pulmonary Resuscitation	OPA—Operations Program Associate
DAI—Division of Adult Institutions	PICS—Photo Identification Collection System
DOC—Department Of Corrections	PLA—ProLiteracy America
DS 1—Disciplinary Segregation level 1	POSC—Principles Of Subject Control
DS 2—Disciplinary Segregation level 2	PRC—Program Review Committee
DS 3—Disciplinary Segregation level 3	PREA—Prison Rape Elimination Initiative
DV—Domestic Violence	PSD—Personal Self-Development
DVR—Digital Video Recorder	PSU—Psychological Services Unit
EAP—Employee Assistance Program	RCI—Racine Correctional Institution
ERRC—Earned Release Review Commission	REECC—Robert E. Ellsworth Correctional Center
ERU—Emergency Response Unit	RYOCF—Racine Youthful Offender Correctional Facility
FTE—Full Time Employee	SOGS—Southern Oaks Girls School
FTO—Field Training Officer	SOT—Sex Offender Treatment
FY—Fiscal Year	SPED—Special Education
GED—General Equivalency Diploma	STF—Sturtevant Transitional Facility
GO Center—Gateway to Opportunities Center	TABE—Test of Adult Basic Education
HR—Human Resources	TLU—Temporary Lock-Up
HSED—High School Equivalency Diploma	WILC—Wisconsin Institutions - Literacy Council
HSU—Health Services Unit	WITS—Wisconsin Inmate Tracking System
HVAC—Heating, Ventilation, Air Conditioning	WTCS—Wisconsin Technical College System
ICE—Institution Complaint Examiner	