



**STATE OF WISCONSIN  
DEPARTMENT OF CORRECTIONS**

**WAUPUN CORRECTIONAL INSTITUTION**

**ANNUAL REPORT  
Fiscal Year 2006-2007**

**Michael Thurmer  
Warden**

## Table of Contents

Message from the Warden .....	3
Institution Mission and Goals .....	5
Fast Facts – Profile Information .....	6
Community Relations Board.....	7
Restorative Justice / Volunteers.....	8
Programs Offered.....	8
<b>Administrative Services</b>	
Business Office .....	9
Engineering, Maintenance and Construction.....	9
Food Service .....	11
State Garage .....	13
Stores Operations.....	13
Central Receiving Warehouse.....	13
Canteen .....	14
Stores/Clothing-Tailor Shop.....	14
Central Generating Plant.....	14
<b>Programs – Education</b>	
Education Department .....	15
Community Service Program.....	17
Leisure Time Activities.....	18
Hobby.....	18
Music.....	18
Recreation .....	18
Religious Programs.....	19
Library Services .....	19
Toy Project.....	20
Welding Project .....	21
<b>Programs – Treatment</b>	
Health Services Unit .....	21
Psychological Services.....	23
Social Services Department .....	24
Health and Segregation Complex.....	25
<b>Other Departments</b>	
Personnel & Human Resource Development .....	27
Record Office .....	28
Litigation .....	29
Security Department .....	29
Training Department.....	31
Institution Complaint Department .....	32



## Message from the Warden

This past April, I had the honor and privilege to be appointed Warden at Waupun Correctional Institution. This opportunity is special in many ways but first and foremost is the 150 plus year history of WCI. The fact that my family and I have been lifelong residents of this community and WCI is a cornerstone of the community also makes this an honor.

WCI successes have been the culmination of the hard work and dedication by the staff in their respective areas of responsibility. This does not happen by accident. It is a dedication to making good sound correctional decisions and always factoring in the safety of our staff, inmates, and the community. As I walk around the institution and talk with staff you get a strong sense of the pride staff has with the facility and the jobs they perform day in and day out.

During this past year WCI has worked hard to continue that long standing tradition to move the institution forward into the future. Below is just a highlight of some of those initiatives:

1. Staff at all levels has been actively involved in the development and deployment planning of the Wisconsin Integrated Corrections System (WICS). This will ultimately change how we manage and access all inmate related information for the DOC.
2. The institution has conducted a tabletop exercise utilizing the Incident Management System (IMS) with our community partners on how to manage a Pandemic Flu Incident.
3. Programming staff in conjunction with security have developed and implemented a Coping Skills Program for our difficult to manage segregation population. We look forward to this expanding in the next year with some minor physical plant changes.
4. Labor and Management through a cooperative effort developed a Lead-worker Training Program to better prepare our staff to deal with the responsibilities related to being a Sergeant. It also identified the need to incorporate a mentoring program for newly promoted sergeants.
5. WCI continues to place a major emphasis on re-entry initiatives for inmates being released back to the community. WCI Re-entry Social Worker and the Liaison Probation and Parole Agent have worked in partnership to ensure that preparation for the inmate's return to the community is planned for. WCI is also in the planning stage to incorporate an area to house and facilitate the inmates for the new DOC re-entry initiative.
6. WCI Education Department reestablished a graduation ceremony to honor those inmates that achieved these academic milestones.

As we look forward to the upcoming year we can be assured that challenges and opportunities will continue to present themselves. We will confront these with good communication, teamwork, and collaboration between staff and the departments. By doing so, WCI will continue on its longstanding record of excellence.

Michael Thurmer  
Warden

## **Waupun Correctional Institution Mission Statement**

To provide for the public, the staff, and inmates incarcerated at the Waupun Correctional Institution, a safe and secure institution and for inmates, a constructive environment which encourages positive growth and enables them to re-enter and cope with an ever-changing society, thereby, enhancing their probability of success.

The administration and staff will endeavor to provide a proper and productive environment consistent with applicable state policies and procedures to meet this mission by:

- ◆ Employing the level of regulation and control necessary for the protection of the public, staff and inmates.
- ◆ Encouraging staff to conduct themselves professionally and inmates to act responsibly.
- ◆ Providing services that promote the health and safety of staff and inmates.
- ◆ Assigning inmates to meaningful work activities.
- ◆ Providing opportunities for basic education and vocational training to inmates consistent with their assessed needs.
- ◆ Offering treatment, religious and other program services to inmates.
- ◆ Ensuring that health care is provided to inmates at the institution consistent with professional, community, and correctional health care standards.
- ◆ Managing allotted resources effectively.
- ◆ Utilizing bed space resources properly, commensurate with the population levels of the institution.
- ◆ Promoting a diverse work force, providing a harassment-free and effective work environment.

## Waupun Correctional Institution

### FAST FACTS

Opened	1851
Security Level	Maximum
Operating Capacity	882 Males
Current Population	1,246 Males
Number of Security Staff	319 FTE
Number of Non-Security Staff	122 FTE
Inmate to Staff Ratio	3 to 1
Number of Acres	24
Special Units	Cognitive Interventions Program

### Expenditure Information

Category	FY 2006	FY 2007
Permanent Salary	\$17,264,051.77	19,106,797.45
Fringe Benefits	\$8,458,947.77	\$9,151,426.18
Supplies and Services	\$2,849,174.41	2,651,135.10
Capital	\$69,681.00	\$.79,839.40
Fuel and Utilities	\$1,953,953.12	\$2,352,886.32
Repair and Maintenance	\$199,499.32	\$214,118.69
Central Generating Plant	\$3,709,381.99	\$3,498,344.57
Inmate Enterprises	\$46,851.79	\$49,666.70
Telephone Commissions	\$36,850.49	\$82,262.71
<b>Total:</b>	<b>\$34,588,391.67</b>	<b>37,186,477.12</b>

Obligation	FY2007
Victim/Witness Surcharge	\$22,597.41
DNA Surcharge	\$15,108.97
Medical Co-Pay	\$7,588.00
Child Support	\$20,058.09

Also see individual department sections for additional information.

The Waupun Correctional Institution coordinators for the American with Disabilities Act are:  
 Lori Simon at 920-324-7272 – primary  
 Arthur Roggentine at 920-324-7242 - backup

## COMMUNITY RELATIONS BOARD

The Community Relations Board functions as a vehicle for establishing local community support for the institution's operations and to promote positive communications between the institutions, and the city of Waupun, and Dodge and Fond du Lac counties. The Community Relations Board is comprised of members of the community and representatives of the three correctional institutions in Waupun. The Board meets three times per year and keeps abreast of the policies, programs and general conditions at the Waupun area institutions and in the local community.

### Waupun Community & Corrections Relations Board Members

DeAnn Thurmer, President  
Waupun Memorial Hospital

Representative Carol Owens  
WI State Assembly

Cathy Jess, Warden  
Dodge Correctional Institution

Mylan Fink, Sheriff  
Fond du Lac County

Sharon Bos, Vice President  
The National Bank of Waupun

Steven Bauer  
Dodge County District Attorney

William Buchholz, Co-Chair  
Attorney at Law

Mayor Jodi Steger  
City of Waupun

Wayne Buteyn  
Werner Harmsen Furniture

Senator Carol Roessler  
18<sup>th</sup> Senate District

Todd Nehls  
Dodge County Sheriff

Gary Rogers  
City Administrator

John Hartman, Coordinator  
Dodge Co. Victim/Witness Assistance

Susan Ross, Superintendent  
John C. Burke Correctional Center

Gerald Heeringa  
Interested Citizen

Dale Heeringa, Chief  
Waupun Police Department

Jay Laufenberg  
Division of Community Corrections

John Zegers, Administrator  
Waupun School District

Mark Kastein  
c/o KFIZ Radio

J. Bur Zeratsky, Executive  
National Rivet & Manufacturing Co.

The Honorable Daniel W. Klossner  
Circuit Court Branch #1

Michael Thurmer, Warden, Co-Chair  
Waupun Correctional Institution

## **Restorative Justice Programs**

WCI promotes awareness of Restorative Justice programs and initiatives through institution community service projects, observing victim awareness week, participation in special projects, and providing training and activities for staff and inmates to become involved in Restorative Justice.

## **Volunteers**

WCI is extremely fortunate to have the services of many volunteers to assist in the provision of services to inmates. The time and effort they donate is greatly appreciated. Without them, we would not have the ability to offer the variety of programs we have today.

All new volunteers are given a thorough orientation to the institution and the Department of Corrections' policies and procedures. Pertinent data on each volunteer providing a service to WCI is maintained in a database. This allows the institution to keep a record of individual emergency contacts for each volunteer and to have easy access to each volunteer's address and telephone numbers so they can be contacted quickly and easily.

There are currently over 190 volunteers who provide religious, social service, and education services to WCI. While some volunteers may only be able to provide a few hours of service each year, others provide services several hours each week. No matter what the amount, all volunteer services are valuable.

## **PROGRAMS OFFERED**

### **Academic**

Adult Basic Education  
Destinations  
HSED Prep  
HSED Testing Center  
ProLiteracy America  
Tutoring Project  
TABE Testing

### **Vocational**

Building Maintenance and Construction  
Production Welding

### **Treatment**

Aggression/Anger Management Training  
Cognitive Interventions Program - Phase I and Phase II  
Domestic Violence Counseling  
Cognitive Interventions Programming (CGIP) Unit

The following support programs are available within the CGIP unit:

- ABLE Minds (two groups/lower level reading and higher level reading)
- Alcoholics Anonymous
- CGIP Revised Phase II
- Cognitively Based Sex Offender Programming
- Community Service Projects

- Domestic Violence Programming
- Educational Classes
- Parenting Program (under development)
- Phase III Programming (will be piloted upon development)
- Phase IV Programming
- Program
- Structured Activity Room (residents are provided the opportunity to improve their social skills while working together to achieve a common goal)

AODA Pre-Release Program

Sex Offender Treatment, Denial Focus or Education Awareness

Alcoholics Anonymous (AA)

Narcotics Awareness (NA)

## **ADMINISTRATIVE SERVICES**

### **Business Office**

The Correctional Management Services Director is responsible for the planning, direction and coordination of the activities of Engineering, Maintenance and Construction, Food Service, Central Generating Plant and the Business Office staff. The Business Office provides accounting and purchasing services for the institution as well as managing the Wisconsin Inmate Trust System (WITS). Other non-fiscal services include managing the LAN system, monitoring the staff phone system, monitoring the inmate phone system and distributing employee paychecks.

During the past year various Business Office staff analyzed, upgraded, and made changes in the budget department level system which was implemented in Fiscal year 2005-2006. This department level system closely monitors each department where each department head has a specific budget amount to spend and can prioritize their needs accordingly.

During the year inmate accounts completed a procedure change and initiated a procedure change to complete in the new fiscal year. Incoming money orders are now directly forwarded to the Business Office. A new post office box has been established. All money orders are directed to the new post office box and directed to the Business Office. An automated receipt is then generated by inmate accounts. By directive from DOC the inmate payroll system is updated. Inmate accounts will be working on this task during the new fiscal year.

During the year the Business Office in the Administration Building was remodeled. The remodeling included the adding of a conference room, extra storage room, and an increase in office space for the Financial Program Supervisor.

### **Engineering, Maintenance and Construction**

Engineering, Maintenance and Construction (EMC) provides ongoing support and maintenance for the overall physical plant and infrastructure. EMC develops and coordinates small and major construction projects for the institution and works closely with DOA and the Division of Facilities Development (DFD). Staffing includes a Superintendent of Buildings and Grounds, Buildings & Grounds Supervisor, Facilities Repair Worker - Advanced, Facilities Maintenance Specialist-

Advanced, Electrician, 2-Electronic Technicians, HVAC/Refrigeration Specialist, Plumber, Master Auto Equipment Technician and Office Operations Associate. EMC also utilizes inmates with various technical and industrial skills.

During the fiscal year, EMC received 8,891 work orders and completed 8,200 of them.

**MAJOR CONSTRUCTION PROJECTS**

<b>Project</b>	<b>Status</b>	<b>Cost</b>
Ground Water Monitoring	On Going	\$597,500
New Visitors Center 3 <sup>RD</sup> Floor Development	On Going	\$7,402,300
Laundry Project	Complete	\$267,900

**SPECIAL REMODELING & MAINTENANCE**

<b>Project</b>	<b>Status</b>	<b>Cost</b>
SEG Observation Cells Elect. Device Relocation	In Progress	\$4,120
HSC Door Operators	Complete	\$4,000
Due Process Window Replacement	Complete	\$2,000
Repair Comp. Tracking System	Complete	\$4,800
New Visitors Center Air Compressor	Complete	\$2,500
School Stair Tread Replacement	Complete	\$2,500
Combi-Ovens/Mixers/Dish Machine Repair	Complete	\$3,000
Bowl Chopper Repair	Complete	\$3,600
Squad Room Stair Treads	Complete	\$4,000
Spider Body Alarms	Complete	\$4,800
Store/Canteen HVAC Control Replacement	Complete	\$2,950
Camera & Monitor Repair Replacement	Complete	\$4,700
Food Service Mother Board Repair	Complete	\$1,200
State Garage – Fuel Pump Replacement	Complete	\$4,477
SCADA System Repair	Complete	\$3,900
Institution Wide - Gate Repair	Complete	\$4,800
Seg Group Treatment Cages	In Progress	\$4,400
Door Power Control	In Progress	\$4,000

**SMALL PROJECTS**

<b>Project</b>	<b>Status</b>	<b>Cost</b>
Cafeteria / Tower 7 Windows	Complete	\$21,500
Building Services Fire Sprinklers	In Progress	\$156,044
FS Kitchen Planning	In Progress	\$44,000
Underpass Area Camera Additions	In Progress	\$53,000
Waste Water Screening Station	In Progress	\$276,000
CGIP Roof Replacement	In Progress	\$99,900
South Cell Hall Roof Replacement	In Progress	\$76,500
Maintenance & Rec. Building Camera Additions	In Progress	\$78,400
SEG Bldg Emergency Back-up Lighting Addition	In Progress	\$13,500
Greenhouse Heating System Replacement	In Progress	\$29,000
Admin Multi Area Floor & Ceiling Replacement	Complete	\$42,100
Low Temp Chiller Compressor Replacement	In Progress	\$8,500
125# Steam Main Emergency Repair	In Progress	\$30,500
Razor Wire/Security Fencing Repairs	Complete	\$12,000
Control Center Security CCTV Improvements	In Progress	\$99,800
School AHU/Control Upgrade	In Progress	\$38,500

Major Projects must be approved by the Building Commission and exceed \$250,000.

Minor Projects have a cost estimate of \$100,000 to \$250,000 and must be approved by the Building Commission.

Special Remodeling and Maintenance Funds are for work that corrects defective equipment, systems, or building structures, testing of existing systems and equipment, acquisition of preventive maintenance systems, specialized consultation and instruction of sophisticated mechanical, electrical, or electronics systems.

**Food Services**

The Food Service Department served approximately 1.6 million staff and inmate meals during 2006 – 2007. General Services Section conducted the annual Food Service Audit and WCI received an 86% rating out of 100%. Food Service has provided support for a number of functions throughout the year including the Annual WCI Health Fair.

## Highlights of 2006-2007

- Served over 3,675 meals per day with approximately 1,225 meals prepared for off-line feeding and about double that amount for service to the dining rooms.
- Over the year, Food Service prepared and served over 46,000 loaves of bread, 252,000 hot dog/hamburger buns, 360,000 dinner rolls, 13,000 loaves of garlic/French bread, 3,000 pans each of cakes and pies, 160,000 cookies and 1,200 pans of brownies or bars.
- Maintained per meal cost average of \$1.03 per meal.
- Approval of \$2,364,700 for a Food Service Phase 1 Remodeling Project.
- Completed the installation of two new gas combi-ovens.
- Continued to work with EMC on getting equipment repair and preventive maintenance under control reducing downtime of equipment.
- In the process of restructuring the inmate schedule to meet the 40-hour work week policy of the Inmate Compensation Plan.
- In the process of working with EMC and Security to construct stainless steel cabinets for storage and locking of all serving utensils. One cabinet is complete with three more to be constructed and installed.
- Worked with HSU and the Chaplains on meeting the challenges associated with special/religious diets.
- Completed menu changes to meet the recommendations from DOC on Healthy Eating Initiatives to reduce the DOC calorie intake to an average of 2,700 calories per day. Have added one meatless meal per week. WCI Food Service has also incorporated soy protein in all of the menu items where ground beef/ground turkey is offered.
- Offered more of a variety of “summer-friendly” meals during the warm months of the year.
- Purchased over 100 clear polycarbonate storage boxes with lids for the bakery department to use for bread products eliminating the need for costly disposable bread bags. Also changed vendors for purchasing plastic bags for bakery and bag meals saving an average of \$600 per month.

## Objectives for 2007-2008:

- Complete construction and installation of the three stainless steel utensil cabinets.
- Restructure and implement the inmate schedule so inmates work a maximum of 40 hours under the Inmate Compensation Plan.
- Find the immediate needs of Food Service and move forward with the remodeling project.
- Continually and diligently look for new ways to reduce food costs without sacrificing variety and quality.
- Work to have all the Corrections Food Service Leaders earn their “SERV-SAFE” certification for sanitation.
- Provide food for institutional fund-raisers and special events.
- Computerize recipes for the general menu.
- Continue to work toward an efficient HACCP system to improve food safety and consistency.

## **State Garage**

This facility is located adjacent to and between Dodge Correctional Institution and the John C. Burke Correctional Center. Up to six inmates from the minimum security unit at the Fox Lake Correctional Institution are employed and supervised by the staff at the State Garage. The main mission is vehicle maintenance for WCI, Dodge Correctional Institution and the John C. Burke Correctional Center.

This past year, fiber optic cable was run to the garage and they are now on line with email and other on line services. A successful transformation was made from a Jeep to a Case tractor for winter parking lot care. We also were successful in shortening the fleet in keeping in step with the governor's efforts to streamline the fleet size.

The garage services, repairs and washes:

Passenger vans and cars	41
Trucks (cube van, dump and pickup)	12
Motorcoach buses	04
Off road vehicles-tractors, payloader, skid steers, backhoe, etc.	14
25 Ton Crane	01
Diesel Generator	01
Large Engine air compressors	02
Numerous small engines on weed eaters, lawn movers, snow blowers, chainsaws, etc.	

Expenditures for parts, oils, soaps and shop supplies are approximately \$25,000 annually. Over 50,000 gallons of gasoline was pumped last year.

## **Stores Operations:**

The WCI Stores Operations are housed in the Central Receiving Warehouse located outside the walls and the Stores/Tailor Shop and Canteen, located in buildings within the perimeter walls.

## **Central Receiving Warehouse:**

Central Receiving staff maintains an adequate inventory of items stored at Central Receiving like cleaning supplies, canned goods, office supplies, and inmate clothing are readily available to be sent in to the Institution as needed.

Central Receiving has the task of selling or disposing of the Waupun Prison Folger Adams Cell Locks. The locks are from the cell halls where new locks were installed. Central Receiving chose to register the locks on E-Bay. \$350 in miscellaneous revenue has been accumulated to date.

**Canteen:**

The canteen serves as a commissary and is self-supporting through the sales of products to inmates. All items are sold at a standard mark-up and state and county sales taxes are levied on appropriate items. Specially designed carts enable canteen staff to arrange heat-sealed-bags of inmate orders by housing cell rotation.

Over this past year the Canteen managed to switch from selling stamps to selling only stamped envelopes. The exchanging of the stamps by the inmates to the stamped envelopes took several months to accomplish.

**Stores/Clothing-Tailor Shop:**

In this area inmates fabricate inmate belts, privacy curtains and laundry cart liners. The inmates assigned to the Tailor Shop continue to fabricate and repair glove pouches, handcuff cases, aprons, gas mask straps and radio holders. The Tailor Shop inmate workers are also hemming pants and sewing flags on officer uniforms.

**Central Generating Plant**

The Central Generating Plant (CGP) was put into service in 1952. The plant provides essential services for Waupun Correctional Institution, Dodge Correctional Institution, John C. Burke Correctional Center, The Waupun Dairy and the state garage and warehouse. CGP provides steam for building heating, food service and domestic water heating, contains all the electrical distribution gear to distribute the electric power purchased from the public utility, emergency backup power, water wells and hard/soft cold water. The structure also houses the security radio system. The electrical power distributed through the plant powers the security alarm and monitoring systems, high mast security lighting, electronic cell door systems and life safety systems.

Large Projects

Project	Status	Cost
DOC Waupun Air Pollution Control	On going	\$4,000,000
WCGP Boiler #2 Superheater	On hold	\$383,000
WCGP Boiler Controls Upgrade	On hold	\$1,504,800

## Small Projects

Project	Status	Cost
Evaluate replacement Turbine-Generator	Completed	\$29,500
Replace Forced Draft Fan Turbine	Completed	\$29,100
Plant Air Piping Up-Grade	On going	\$21,500
Inspect Central Plant Chimney	On going	\$14,000
Replace 2 Boiler Feed Water Pumps	Completed	\$119,800
Replace Section of Water Tower Main	On going	\$35,000
Coal Conveyer Replacement Components	On going	\$29,500
#2Turbine Reducer Gear Reliability	On going	\$14,200

## PROGRAMS - EDUCATION

### **Education Department**

The Education Department provides the opportunity for inmates to pursue academic, vocational and college programming. These opportunities include possible completion in the following areas: Adult Basic Education (ABE), High School Equivalency Diploma (HSED), Wisconsin Technical College System Vocational Diplomas (WTCS) and Correspondence Courses approved by State of Wisconsin's Educational Approval Board.

The ABE classes are taught by WTCS certified instructors. Once ABE classes are completed, inmates transfer into high level functioning classes. In these classes, inmates are assessed by completing GED subject exams, (Reading, Writing, Math, Science, & Social Studies) which lead to a General Education Diploma (GED) or High School Equivalency Diploma (HSED). In order to obtain the HSED, students must complete the GED requirements along with passing Health, Civics and Employability Skills requirements. The WTCS programs and classes are certified through Moraine Park Technical College and lead to a diploma either in Welding/Production Welding or in Building Maintenance and Construction.

**The Incarcerated Youth Offender Program (IYOP)** is a U.S. Department of Education funded program designed to assist inmates in choosing educational opportunities that can help inmates reach employment and career goals upon release. In the 2006 – 2007 school year, new academic programs are being offered, which can be used toward achieving an Associate or Bachelor Degree from Wisconsin Technical Colleges or University Systems. Through a partnership with the Correctional Education Association, the Wisconsin Department of Corrections, and the Milwaukee Area Technical College, a process has been established to provide college credit courses to WCI via the satellite services of the Corrections Learning Network (CLN). The “College of the Air” courses combine the viewing of video programs broadcast on CLN, reading from textbooks and study guides, course activities and assessments. These courses are

equivalent to the general education/liberal arts and sciences requirements for freshmen and sophomores enrolled in many bachelor degree programs at four-year colleges and universities.

In order to be eligible for the program, you must meet the following requirements:

1. Be less than 26 years of age
2. Be eligible for release from prison in 5 years or less
3. Be serving enough time in order to complete a semester
4. Have a High School Diploma, GED, or HSED
5. TABE scores on Form D Reading must be at level 9 or higher

The university programs are offered by the University of Wisconsin – Independent Learning, other four-year universities (extended degree programs) and the Wisconsin Technical College System.

The Education Department offers inmates the opportunity to upgrade their academic skills, obtain a High School Equivalency Diploma (HSED) and obtain a Wisconsin Technical College Diploma within the guidelines of the DOC Education Plan. Qualified inmates may participate in University extended degree programs or correspondence courses. Educational opportunities and career counseling are offered to any inmate having a need or an interest.

All DOC/WCI programs and classes use individualized instruction and most classes use competency based instruction. Classes use computer-based instruction, team learning, audio-visuals and other techniques to assist the student to learn. Students are placed in classes according to their academic abilities as determined by results of the Test of Adult Basic Education (TABE) test battery, individual needs, goals, interests, housing and length of sentence.

During 2006-07 the average number of participants in school stayed consistent with last years numbers averaging 194 students enrolled in school. The average number of students participating in ABE and HSED classes was 120 per month. The average number of ABE/HSED participants per month category is reported for just those students participating in these programs. The Basic and Intermediate participant numbers are included in the total number of students participating. There were 58 men involved in Vocational Academic courses each month. Building Maintenance and Construction and Production Welding averaged 10 participants per month. WCI's Education Department was not fully staffed throughout the 2006-2007 year. One academic teacher is on a one year leave of absence. Because of this staff absence, we have had to eliminate additional sections of some academic classes in order to offer all areas required to complete the HSED program.

**Average Number of Students per Month per Program**

<b>YEAR</b>	<b>ABE/HSED</b>	<b>VOCATIONAL</b>	<b>VOC. LAB.</b>	<b>TOTAL</b>
2005 – 06	128	54	17	199
<b>2006 – 07</b>	<b>120</b>	<b>58</b>	<b>18</b>	<b>194</b>

The Test of Adult Basic Education (TABE) has been used to evaluate academic skills of all students since late 1996. The 2006-07 data is listed below. Potential students must complete the

appropriate TABE test battery before being placed in a school program or classes. WCI continues to assess potential inmate students using TABE 9 & 10.

**Test of Adult Basic Education (TABE) Information**

<b>YEAR</b>	<b>AVG. MATH</b>	<b>AVG. READING</b>	<b>AVG. LANGUAGE</b>
2005-06	5.7	7.0	6.1
<b>2006-07</b>	<b>6.74</b>	<b>7.67</b>	<b>5.6</b>

**Graduates**

<b>YEAR</b>	<b>GED</b>	<b>HSED</b>	<b>BMC</b>	<b>WELDING</b>
2005-06	1	28	13	12
<b>2006-07</b>	<b>1</b>	<b>43</b>	<b>17</b>	<b>8</b>

At the end of June 2007 there were 5 inmates participating in university credit generating correspondence courses. These inmates are participating in programs that will lead to a Bachelors Degree.

**Accomplishments for 2006 – 07 Education Department:**

- Held graduation ceremony in visiting room in October 2006. This was the first graduation ceremony in five years. Senator Lena Taylor was the keynote speaker. Family and friends from approved visiting lists were allowed to attend the ceremony.
- Incarcerated Youth Offender Program – College of the Air was initiated for inmates to enroll in college level courses to earn an Associate Degree through Milwaukee Area Technical College
- Continued collaboration with Social Services Department’s Reintegration Program by offering 4 day Resume Writing Workshop.
- Special GED testing accommodations requiring a School Psychologist’s evaluation is ongoing. Current Psychological Assessments allowed eight inmates to receive additional accommodations to take GED exam components, giving a greater opportunity to pass the exam.

**Community Service Program**

This program is supported by the CGIP program unit, the Building Maintenance and Construction education class and the Recreation/Hobby department. Community Service projects include:

- Making signs/posters
- Making ornaments for the Salvation Army
- Stuffing envelopes for the United Way
- Ribbon projects
- Building wagons, Noah’s Arks, rocking animals and smaller wood projects to donate to non-profit organizations
- Putting together training materials for conferences and meetings

In addition, the inmate workers use donated yarn received from various church groups, retail/wholesale businesses, and individuals from the community. Inmates are taught to crochet

and knit hats, mittens, baby blankets, sweaters, afghans, ornaments, and toys for donation to community service organizations throughout the State. Donations were made to the following organizations during fiscal year 2006-07:

Pregnancy Help Center, Milwaukee	Headstart, Fond du Lac
Salvation Army	Headstart, Beaver Dam
Hope Network, Menomonee Falls	Pella Lutheran, Waupun
Beacon House, Fond du Lac	Emmaus Food Pantry, Milwaukee
Headstart, Fox Lake	Waupun Needy, Waupun
Women & Children's Horizons, Kenosha	SAVS, Stevens Point

All Community Service/Restorative Justice efforts by WCI inmates totaled 55,378.5 hours in FY 06-07.

### **Leisure Time Activities**

#### **Hobby:**

Hobbies are leisure time activities that inmates can participate in either in the Hobby Department and/or in their cells. Recreation Leaders coordinate hobby activities. Approved hobbies include ceramics, beading, drawing, painting, and fiber arts. The hobby department includes a canteen where inmates may purchase basic art materials and supplies and a studio area where inmates may participate in ceramics and beading. Inmates participating in the community service projects also use the studio area.

#### **Music:**

The Music department promotes a constructive and positive use of leisure time. Under the supervision of a Recreation Leader, inmates are allowed to participate in approved music hobbies. A supervised practice area is available to inmates who play or are learning to play a musical instrument. The Music department offers self-instruction in instrumental and voice music, music theory, and advanced techniques. Time is set aside for individual and small groups to develop skills in performance and music interpretation.

#### **Recreation:**

The Recreation program provides facilities, equipment, and organization in a variety of areas for inmates with active or passive interests. Active activities include basketball, volleyball, handball, table tennis, and weight lifting equipment. An array of board games is provided for the enjoyment of inmates with passive interests. Activities are supervised by a designated Recreation Leader and include indoor and outdoor recreation, intramural sports, weight training/exercise equipment, and board games.

Recreational programming continues to be a valuable tool in providing inmates skills in their knowledge of specific sports, team interaction, sportsmanship, fair play, wellness, fitness, and constructive use of leisure time.

## Religious Programs:

The WCI Chapel provides a full venue of religious programs and services in an effort to meet the spiritual needs of the entire inmate population. The Chaplain provides individual, premarital, marital, and grief counseling, memorial services, weddings, and coordination of pastoral visits and volunteer lead services. In addition to our Chaplains, there are over two hundred religious volunteers, who lead various worship services, study groups, and special activities/events. Inmates may come to the Chapel and view or listen to video/audio tapes from various religions. The Chapel library provides inmates the opportunity to check out books and publications from numerous faith groups. Special events during this time period included an Ecumenical Good Friday Service, Gospel Music Ministry, Biblical Drama, Christian Initiation Ceremony (fully immersed Group Baptism), Native American Naming Ceremony, Ramadan Fast/Feast, Ghost Feast, Samhain Feast, and Passover.

### Inmate Religious Preference Breakdown – June 2007

7th Day Adventist	16	Islam	219
Assembly of God	1	Native American Indian	57
Baptist	98	None	115
Buddhist	11	Not Assigned	38
Catholic	149	Other	7
Jehovah's Witnesses	19	Other Christian	152
Jewish	31	Pagan	83
Latter Day Saints	1	Presbyterian	2
Mormon	2	Protestants	154
Lutherans	39	Wicca	19
Methodist	7	Pentecostal	24

### Regularly Scheduled Chapel Activities

- Protestant Choir
- Protestant Worship
- Discipleship Training ( Study )
- Native American Pipe and Drum
- Native American Sweatlodge
- Pagan Study/Worship
- Buddhist Study
- Lutheran Bible Study
- Creation Bible Study
- Bill Glass Bible Study
- Spanish Bible Study
- Quaker Study
- Bible Fellowship
- Catholic Formation (Study )
- Catholic Mass in English and Spanish
- Catholic Choir
- Jehovah's Witness Study
- Islamic Study (Ta'lim)
- Islamic Worship (Jumah)
- Jewish Worship/Study
- Alcoholics Anonymous

## Library Services

The general library provides inmates with recreational and educational opportunities. The collection consists of approximately 12,400 volumes, including fiction, nonfiction and reference materials. There are also small collections of large print and Spanish language books. The library subscribes to 20 national, state and local newspapers, and 75 magazines on a wide range of general and special interest topics.

The Lexis-Nexis legal law research system was implemented in accordance with Administrative Code DOC 309.155 and DOC 309 Internal Management Procedure #34. Inmate library clerks were trained by Lexis-Nexis and provide legal research assistance. In addition to the mandated collection, the law library has a substantial number of materials on criminal, civil, and family law.

"Free Library" paperbacks are periodically delivered to segregation and are also available in the library. Typewriters and word processing computers are available for use in the library, and photocopy and notary services are also provided.

**Library Statistics (average per week)**

CATEGORY	2005-06	2006-07
Number of passes issued (daytime)	505	524
Number of passes issued for detail (evening)	105	121
Number of books checked out	519	502
Number of periodicals used	430	475
Number of Interlibrary Loan requests*	0	0
Number of photocopies/printouts made (including word processing)	2,200	2,828
Number of documents Notarized	8	11

\* Interlibrary loan was not used during this time due to staff time limitations.

**Highlights of 2006 - 07 Library Services**

- Word processing computers continue to benefit many library users. Their heavy use (with waiting lists at times) supports the advantage it would be to add workstations.
- A second OPAC (card catalog computer workstation) was set up.
- Transitions from Spectrum to new Accent circulation software occurred in Spring 2007.
- Lexis-Nexis legal research system was installed and replaced Premise in June 2007.
- In early 2007, an alphabetical listing of Free Library books began circulating through HSC to facilitate a more effective distribution system to HSC inmates.

**Toy Project**

The philosophy of the Toy Project is to benefit community nonprofit organizations by donating various wooden toys/items for their organization's fund raising events, and to promote a more positive and interactive relationship between the community and the institution. Communities need to understand the abilities of offenders and to recognize that the Department of Corrections is providing work positions that teach skills to inmates, which may be used upon their reintegration into the community. Some items were sold to staff, visitors and organizations. The profit from these sales was returned to the program for supplies, equipment and equipment repair. The project employs roughly 16 inmates.

This program has a two-fold purpose. First, it has significant rehabilitative goals. Not only does it keep inmates occupied in a productive manner, but it also teaches skills which provide a means

of employment or leisure time activity upon release. Second, it provides a community service, while also providing wooden toys for the underprivileged children in the community.

Items produced are useful objects such as toys, rocking horses, rocking motorcycles, Noah's Arks, walking sticks, tables, chairs, etc., and pieces of art. Many of the items were donated and other organizations have purchased items to be used in their fund raising events. About one-third of the items were donated to various Habitat for Humanity local agencies. The chart below indicates the estimated value of the items donated. Lastly, it lists the estimated number of hours inmate workers spent on these donated projects.

**Toy Project Summary**

YEAR	EST. COST	EST. HOURS
2005-06	\$7,715.00	16,389
2006-07	\$9,044.00	18,088

**Welding Project**

Besides providing the Welding and Production Welding instruction the students provide welding services to the institution. Students averaged approximately 4 - 5 hours per week repairing equipment and other institution projects. These services include repairing kitchen equipment, as well as, outside projects for the state garage. In conjunction with the Building Maintenance and Construction/Toy Project programs, the Welding Shop fabricated parts for various items created in the Toy Project.

**PROGRAMS - TREATMENT**

**Health Service Unit**

Medical personnel staff the Health Service Unit during the following times:

<u>DAYS</u>	<u>HOURS</u>
Sunday - Saturday	5:30 a.m. – 10:00 p.m.
Holidays	5:30 a.m. – 1:30 p.m.

When medical staff is not available on-site, a Registered Nurse and Physician are "on-call" to the institution to address any health concerns which may arise.

The following services are available to offenders at Waupun Correctional Institution:

- Physician, Nurse Practitioner and nursing sick call
- Physician and nurse on-call when medical staff is not on-site
- Ambulance and emergency care services
- Dental and Hygienist Services
- Psychiatric Services
- Pharmacy Services
- Optical Services
- Hearing Aid Services
- Orthopedic Services
- Occupational and Physical Therapy Services

- X-ray Services
- Lab Services
- Minor Surgery
- EKG's
- Medical Structured Recreation
- Medical Record Review
- Chronic Condition Monitoring
- Coordination of off-site medical/dental services
- Telemedicine
- Diabetic Education Classes

**WCI Health Service Staffing**

- 1.0 Physician
- 1.0 Nurse Practitioner
- 1.0 Health Service Manager
- 7.25 Registered Nurse
- 2.5 Licensed Practical Nurse
- 0.4 X-Ray Technician
- 1.0 Program Assistant
- 1.0 Dentist
- 1.0 Dental Assistant
- 0.25 Dental Hygienist
- 0.8 LTE Psychiatrist

**Non-DOC Providers On-Site**

- Hearing Aid Specialist - as needed
- Optometrist - twice/month
- Orthopedic Specialist - once/month
- Occupational/Physical Therapist- as needed

**Health Service Unit Appointments**

Physician/Nurse Practitioner/Nursing Sick Call Appointments (Including segregation rounds and emergency care)	<b>19,655</b>
X-Ray test done on-site	<b>282</b>
Laboratory testing done on-site	<b>2,207</b>
Dental Service Appointments	<b>4,248</b>
Psychiatrist Appointments	<b>2,286</b>
Optometrist Appointments	<b>449</b>
Physical/Occupational Therapy Appointments	<b>377</b>
Hearing Aid Appointments	<b>7</b>
Orthopedic Appointments	<b>109</b>
Medical File Review Appointments	<b>321</b>
Telemedicine Appointments	<b>56</b>
<b>TOTAL</b>	<b>29,997</b>
<b>Medication Activity</b>	<b>46,847</b>
<b>Offsite Appointments</b>	<b>993</b>

## **Highlights FY 06-07:**

- Psychiatrist, nursing and PSU meeting weekly
- Diabetic education classes held
- Recording of Immunizations on Wisconsin Immunization Registry
- Hepatitis B vaccine offered to all inmates
- Weekend nursing program approved
- Telemedicine procedure improved between UW System and Institution HSU
- Dental Department handling Fond du Lac County Jail Inmates.
- Extreme nursing shortage for greater than 6 months due to medical leaves
- Weekend on-site coverage decreased to 10 hours per day due to staff shortages

## **Challenges FY 07-08:**

- Retention and continued training of medical, dental and psychiatric staff
- Increase Telemedicine use
- Provision of health care to an ever-increasing number of offenders with multiple medical problems
- Improved system in medication delivery
- Increased training for non-medical staff on health related issues
- Implementing patient education and self-help groups for inmates with similar Chronic Conditions
- NCCCHC guidelines addressed and met as possible
- Implement Weekend Nursing Program

## **Psychological Services**

Psychological Services Unit (PSU) provides a wide array of mental health services from the time an inmate is initially placed at WCI until his transfer. PSU reviews the psychological file of each inmate arriving at WCI in order to identify inmates with mental health issues for tracking. Referrals for services come from both staff and inmates and all referrals are logged on a database.

PSU staff includes an Office Operations Associate, Crisis Intervention Worker, one full time Psychological Associate, one full time licensed psychologist, one half-time Psychological Associate and a Psychologist Supervisor – Doctorate. WCI-PSU also has the assistance of two half time LTE psychologists and one half time LTE crisis worker.

Psychological Services provides the following services:

- Crisis intervention
- Clinical consultation
- Psychological Evaluations
- Inmate evaluations for WSPF referrals
- Screening and referrals to the Wisconsin Resource Center (WRC)
- Screening and referrals to special mental health units at other institutions (SMU-CCI, TTC-OSCI, and MICA-OSCI)
- Management of inmates with special mental health needs that remain at WCI

- Group therapy for sex offenders
- Clinical monitoring
- Extended Clinical Monitoring Group
- Limited individual psychotherapy

In FY 2007, Psychological Services continues to identify inmates with mental health needs using the MH Code classification system. The codes are, MH-0, no current mental health treatment needs. MH-1, the inmate has mental health needs that require on-going services but do not qualify as a serious mental illness. MH-2, are inmates with a serious mental illness that impairs an individual's ability to function on a daily basis. Psychotic Disorders, Bipolar Disorder and Major Depression are the most common issues leading to a designation of MH-2. MH-3, indicates a formal diagnosis of mental retardation. At the end of FY 2007, WCI had 358 inmates designated as MH-1 and 152 MH-2. There are 3 inmates designated MH-3. WCI is not an appropriate setting for inmates with mental retardation and arrangements for transfer are being made. Over 41% of WCI inmates suffer from some type of diagnosed mental illness. For inmates in segregation, 56% suffer from some type of diagnosed mental illness. PSU conducts regularly scheduled clinical sessions with inmates identified with mental health needs. In addition to regularly scheduled appointments PSU responded to 3,298 requests for services or information. 82% of all requests come directly from inmates. PSU documented 2,723 significant individual clinical contacts in the year.

PSU staff has also been involved in a number of committees and training. The staff has provided suicide prevention training co-facilitated by Security. PSU continues to participate in the Better Treatment Options (BTO) committee. BTO is dedicated to improving communication between WRC and institution mental health staff and improving continuity of care. PSU continues to assist the Mental Health Director in collecting data on the number of mentally ill inmates at all adult institutions.

### **Social Services Department**

The Social Services Department provides a wide range of services to the inmate population, their family members and the community. It is the intent of this department to provide all services in a humane and professional manner within the framework of a maximum security institution.

The Social Services Department is comprised of eight (8) licensed Social Workers, one (1) Office Operations Associate and the Director. Services include, but are not limited to, group counseling, crisis intervention, release planning, case planning/counseling to assist inmates in a logical transition through the corrections system, the establishment and maintenance of inmate visiting lists, coordination and facilitation of monthly Parole Commission hearings, case evaluation and planning for the Program Review Committee, the coordination of attorney telephone calls/visits, Due Process Advocacy and addressing a wide range of emergency and crisis situations. The Social Services Department works closely with the Department of Community Corrections as well as other DAI institutions and other community/state agencies to ensure that the inmates' needs are met as well as the public's'. The SSD staff communicates with victims groups, victim/offender conferencing facilitators and family members to gather all pertinent information in the case planning process. We have increasingly utilized Video Conferencing with courts and other agencies, totaling 41 this reporting period.

Below is the data related to essential treatment programs provided through the Social Services Department in '06-'07:

<b>Program</b>	<b>Enrolled</b>	<b>Completed</b>	<b>%Completed</b>
Anger Management	16	12	75
CGIP I & II	56	49	88
Domestic Violence	17	14	82
Victim Impact Group	18	17	94
Diversity Group	27	27	100
Able Minds	11	11	100
SOT	12	11	92
CGIP Phase 4	36	29	81
Reentry Group	28	26	93

The CGIP 1 & 2, Domestic Violence and Anger Management programs have continued to be updated and expanded to meet or exceed the DOC standards and the needs of the participating inmates. To this end, extensive training was provided to the facilitating staff over the year.

The Reentry programming has continued to progress with the inclusion of school staff assisting with the Employability Skills programming and the addition of outside resources presenting direct presentations. We have developed a cohesive team with the Reentry Social Worker and the Liaison Agent and further developed the release transition process. Direct networking with the Social Security Administration and the county departments of social services has enhanced our ability to maintain communication links in the release effort too. Our ability to maintain a single caseload of inmates releasing within twelve months and a single social worker managing those cases has greatly benefited the inmates release process. We had also worked closely with the Milwaukee Secure Detention Facility to transfer Milwaukee area inmates to that facility for greater direct transition processing with their agent and other programming available to them until their numbers prohibited that. We do work closely with medium institutions to assist in geographically appropriate reentry programs. Several SSD staff are working with the WICS development and training process.

**CHALLENGES FOR 2008:**

We continue to invest in the training of staff to meet ever changing standards and increasing demands of the corrections environment.

1. Provide leadership in the provision of release/transition programming facilitation with DCC and community agencies.
2. Begin the integration of the WICS system in the Department.
3. Expand all staff training in first aid and safety and suicide prevention, as well as programming and case management skills.

**Health and Segregation Complex**

The Health and Segregation Complex’s (HSC) mission is to provide a safe and secure environment to housed segregated Offenders in Waupun Correctional Institution’s Segregation unit. This mission will be accomplished in the following ways:

- Provide an environment that is safe for both staff and offenders
- Provide for the basic needs of food, shelter, physical and psychological care of offenders

- Hold offenders accountable for their behavior through strategies developed to promote positive institution adjustment
- Actively respond to staff victimization and staff wellness
- Provide incentives through the Step program to encourage offenders successful reintegration into the Institution's general population
- Control offenders through the consistent application of rules, policies and procedures designed to encourage positive behavior
- Promote professional conduct through staff supervision and training
- Educate and train the public through staff involvement in Unit tours
- Maintain a cognitive based, restorative justice approach to programming
- Remain flexible to address the needs of the Department

The WCI Health and Segregation Complex Disciplinary Separation Processes are designed to encourage positive adjustment while in segregation and to provide an opportunity for successful return to the Institution's general population. The goal is to provide a controlled increase in privileges and responsibilities in order to promote acceptable behavior. This is accomplished utilizing a process that provides individuals a chance to attain Step levels, while in program / Disciplinary Separation (DS), and placement in the general population.

After receiving a disposition from the adjustment committee, the inmate will be reviewed by the Segregation Special Review Team (SRT). The SRT committee consists of HSC Program Supervisor, Health Services Unit (HSU) nursing supervisor, Psychological Services Unit (PSU) supervisor and clinicians, Security supervisors and Social Services Department (SSD) representatives for a multidisciplinary approach in inmate reviews. Case planning for each of the Segregation inmates is done on an individual basis.

Upon review of an inmates committing offense, conduct history and institution adjustment, the Segregation Special Review Team will recommend one of the two following program participation tracks:

1. "Straight Time Step" is program / DS time in its entirety as it was given by the adjustment committee.
2. "Half-Time Step", an inmate can earn time off the original program / DS sentence, whereby the inmate will receive one day of credit for every one day spent in program / DS; however, this is contingent on maintaining positive adjustment while in program status.

All program / DS track recommendations will be forwarded to the Security Director and Warden for review and final approval.

#### Staffing:

HSC has 3 shifts for 24 hour coverage. First and Second shift consists of a Sergeant and 6 correctional officers. Third shift consists of a Sergeant and 3 Correctional officers.

#### Services Provided:

HSC inmates have several services available to them during their stay here:

- Legal Recreation computer access for all legal work
- Library access to reading material
- Psychological services for counseling and treatment
- An on site Social Worker to care for inmates needs
- Religious services available through Cleric Rounds
- Coping Skills Group for self improvement

#### Highlights of 2006-2007

1. Continued cell renovations to meet security needs and American Disability Act (ADA) regulations
2. Continuing to offer more coping skills programming groups
3. Building programming cells in the B range group room to provide year round programming and expanded clinical services for HSC inmates
4. Provided more individual PSU services to HSC inmates through the use of the newly renovated sound reduction, visitor booths which are used for confidential out of cell PSU interviews
5. Improved and ongoing staff training regarding Medication disbursement in HSC coordinated with Health Services
6. Newly updated legal computer program for inmate use
7. Updated and implemented the new Computer software for the Spider Body Alarm system

#### Challenges of 2007-2008

1. Providing improved services for the increasing population of mentally ill inmates in segregation
2. Continuing staff training regarding inmate medication distribution
3. Continued renovation of all HSC visitor booths for noise reduction and making them lap top accessible for PSU and visiting attorneys
4. Expanding the coping skills program training materials video library

### **OTHER DEPARTMENTS**

#### **Personnel & Human Resource Development**

The institution Human Resource Office provides a program of complete personnel services including administration and coordination of employment relations, supervisory training, affirmative action, position classification, staffing, payroll and benefits, labor contract administration, workers compensation and 230.36 benefits, affirmative action programs and other personnel related programs.

As of June 30, 2007, WCI staff positions totaled 441, not including Limited Term Employment or Project positions.

## Appropriated Positions:

Warden's Office <sup>1</sup>	8	Personnel	3
Business Office	7	Food Service	9
Maintenance	16	Central Generating Plant	19
Stores	4	Education	13
Health Services	12	Program Services <sup>2</sup>	31
Security	319	<b>TOTAL</b>	<b>441</b>

Accident report statistics for FY 2006-2007 (July 1, 2006-June 30, 2007):

There were 62 work related accident reports, exposures or incidents documented. 19 of those were recordable under OSHA guidelines (medical treatment, lost days from work and/or alternate days).

There were 79 lost work days and 107 alternate duty days related to worksite accidents, exposures or incidents.

### **Record Office**

The Record Office maintained a professional, efficient Department this fiscal year being fortunate enough to be team finalists for the WI DOC Secretary's Salute Award. Nearly every member of the Record Office has spent time developing, reviewing and testing multiple areas of WICS. Some staff members are regularly traveling to meetings and conducting extensive data entry and testing of the systems. Others are called upon less frequently but spend significant blocks of time working with the system documenting their findings. While each staff member's role in WICS differs, all staff has been dedicated to providing coverage for each other to assure that the office continues to provide unchanged services. Each member of the Record Office staff has shown their flexibility and proven excellence in providing service at the institution and for the Department of Corrections.

Upon promotion of one of the ORA 3's to the Record Office Supervisor position we have had that ORA 3 position deleted from the office. The additional workload will be distributed among the remaining staff members.

Staff has been attending mandatory Record Office Module trainings when provided in the area and additional training at the Madison training center.

Visiting list updates for address, phone and name changes have increased from 60 requests per week to 80 to 100 requests per week. Phone call inquiries fielded from visitors or potential visitors are also on the rise. We are involved in a visit list pilot program for the Program Management Council along with OSCI, MSDF, and TCI.

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<sup>1</sup> includes staffing for Inmate Complaint staff

<sup>2</sup> includes staffing for recreation, social services, psychological services, records, and chapel

One staff member has been providing advocate coverage on a volunteer basis for general population conduct reports for the entire reporting period. This was a duty originally meant to be shared by all departments. This should be revisited once WICS becomes a reality since Record Office duties will be significantly increased at that time.

There has also been a noteworthy increase in the number of conduct report appeals.

The Record Office staff coordinated a very successful food drive for the local food pantry and adopted a local needy family for the Thanksgiving/Christmas holiday season and provided food and gifts to enhance their holidays.

The Department continues to rise to meet the new challenges with a persevering spirit.

#### Summary of activities for Fiscal Year 06-07

Inmates Transferred into WCI	613
Inmates Transferred out of WCI	509
Inmates released	110
Inmates Interviewed	83
General Population File Reviews	423
Segregation Inmate File Reviews	170
Inmates' Served Legal Papers	90
Visitor Questionnaires	2,404
Advocate Duties	398
Open Records Requests	84
Writs of Mandamus	000

#### Litigation

Litigation Coordination responsibilities shifted from the Offender Record Supervisor position to the Program Support Supervisor position in February this year. WCI again saw a general increase in the amount of actions filed by inmates.

Writ of Certiorari	14
Writ of Habeas Corpus	11
Federal Summons and Complaints	25
State Summons and Complaints	3
Notice of Claims	69
Small Claims	0

The Department of Justice reports that we have successfully litigated 6 cases. One unsuccessful case was reported to WCI regarding a Writ of Certiorari stemming from a conduct report issued at FLCI.

#### Security Department

The Security Department is tasked with providing a safe and secure institution environment to meet daily living and programming needs of inmates, while protecting the staff and public. This is accomplished through a 24-hour Security staff presence in the institution, an inmate

disciplinary process, a system for information sharing and an emphasis on communication across institution disciplines.

The Security Department maintains highly trained Emergency Response and Crisis Negotiation Teams. High-risk inmates are monitored and the Gang Intelligence Unit monitors and intercedes in disruptive group activity at all levels within the institution.

As part of the responsibility to maintain a safe institution environment, WCI maintains a zero-tolerance philosophy regarding illicit drug use. This is fostered through vigilance in cell and personal searches, as well as ongoing drug testing. Testing includes monthly random tests and “for cause” testing of inmates suspected of drug use.

Security is represented on a number of institution committees, including Due Process and Program Review, as well as the Training Committee, Work Place Enhancement, Emergency Preparedness and Health and Safety.

During FY 06-07, WCI staff conducted 760 full due process hearings:

July 2006	75	January 2007	57
August	76	February	56
September	75	March	51
October	75	April	66
November	47	May	66
December	50	June	66

Following is a listing of all conduct reports issued by area:

CGIP	32	Bathhouse	25	Big Top	4
Chapel	8	Clothing	1	EMC	3
Food Services	134	Health & Segregation Complex/Health Services Unit	406	North Cell Hall	245
Northwest Cell Hall	278	Recreation Field	34	South Cell Hall	284
Southwest Cell Hall	86	School	26	Social Services	15
Visiting Room	14	Off Grounds	9	Other	176

Total number of conduct reports written: 2,102 (322 were dismissed)

The most frequent conduct report violations were for:

Battery (303.12)	63	Unauthorized Transfer of Property (303.40)	71
Threats (303.16)	83	Possession of Contraband – Misc. (303.47)	165
Disobeying Orders (303.24)	420	Loitering (303.50)	39
Disrespect (303.25)	112	Being in Unassigned Area (303.511)	62
Disruptive Conduct (303.28)	174	Violation of Institution Policies/Procedures (303.63)	712
Damage or Alteration of Property (303.35)	93		

Attached is a chart of conduct reports by offense issued from 7/1/06– 6/30/07.



Security 06-07  
final.xls

### Training Department

The following is a list of the training topics offered and the number of staff receiving training:

<b>Date</b>	<b>Course</b>	<b>Number of Staff Trained</b>
07/10/06	Adult CPR/AED	2
07/11/06	New Employee Orientation	10
	IS 700	1
07/12/06	IMS 100	25
07/25/06	Travel Restraints	10
07/27/06	IS 700	1
08/02/06	IS 700	1
08/09/06	IMS 200	8
08/22/06	IMS 200	20
	IS 700	2
	Cognitive Skills for Correctional Employees	11
08/24/06	IS 700	3
	IMS 200	17
09/12/06	New Employee Orientation	8
09/13/06	Adult CPR/AED	9
	IMS 200	7
	IS 700	11
09/21/06	IMS 100	4
	IS 700	24
09/22/06	IS 700	2
	IMS 200	19
09/25/06	IMS 100	1
	IS 700	1
09/26/06	Suicide Prevention	85
	IMS 200	6
	IS 700	2
10/06/06	Crisis Negotiation	7
10/11/06	Adult CPR/AED	8
	IMS 100	12
11/8/06	Suicide Prevention	21
	POSC Update (FRP)	6
11/14/06	New Employee Orientation	10
11/28/06	Suicide Prevention	31
12/13/06	Suicide Prevention	29
12/19/06	Suicide Prevention	20
1/9/07	New Employee Orientation	10

1/10/07	Report Writing	15
	POSC Update (Active Countermeasures)	18
01/23/07	Adult CPR/AED	3
	POSC Update	16
02/14/07	Adult CPR/AED	5
02/26/07	ERU	17
02/27/07	Suicide Prevention	85
	Hire/Interview Process	18
03/02/07	Field Training Officer	15
03/14/07	Infectious Disease Control	21
03/27/07	WRS Benefits	35
	Adult CPR/AED	17
03/31/07	POSC Update	5
04/1/07	POSC Update	5
04/10/07	New Employee Orientation	8
04/12/07	Field Training Officer	15
04/22/07	POSC Update	13
04/23/07	POSC Update	5
04/24/07	ERU	20
	Identity Theft & Fraud Trends	29
05/08/07	New Employee Orientation	10
05/15/07	POSC Update	8
	Crisis Negotiation	7
05/29/07	Infectious Disease Control	132
06/12/07	New Employee Orientation	4
06/19/07	Crisis Negotiation	7
06/21/07	Field Training Officer	15
06/26/07	Scot Air Pak Update	13

ERU training topics included Baton ERU Technique, Forcible Entry, Pepper ball, POSC Update, Single Officer Baton.

Gang Intelligence Unit also conducted monthly training with the unit members. Topics included Gang identification and Midwest Gang activity.

Annual institution firearm re-qualification was conducted in the months of July, August and September which included re-qualification with DOC firearms and incapacitating agent user updates.

Fifteen different training topics were presented throughout the year not including IMS. 823 staff attended the various training sessions.

### **Institution Complaint Department**

Over the past thirty three years, the Inmate Complaint Review System (ICRS) has successfully allowed inmates an official channel to air and resolve complaints and grievances as fairly and expeditiously as possible within all Wisconsin correctional institutions. The ICRS operates under

the Wisconsin Administrative Code 310 (DOC 310). Over the years, the DOC 310 has undergone a series of reviews and subsequent modifications with the intent on meeting the changing demands of the correctional setting. The State Legislature, staff recommendations, litigation, and the public sector all drive the manner in which grievances are handled.

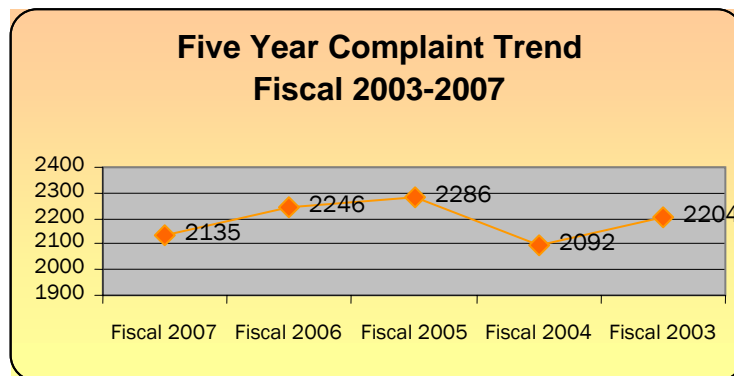
In the late 1990's, complaint submissions were at an all-time high, due to prison populations, litigation, and other factors. Therefore, in 1998, a major change was implemented restricting the number of complaints an inmate could file during a given time frame. The second decisive change pertained to the exhaustion of administrative remedies. The new language dictated that an inmate could not file with the courts without first attempting to resolve the grievance through the ICRS. This new language directly affected the number of complaint submissions. So, in 1999, WCI re-implemented the Problem Solving Guide. This tool encouraged inmates to informally resolve their issues with staff and allowed WCI to use cohesive and consistent practices dealing with disputes institution wide.

The Code was not changed again until 2002. Budget issues and a new administration pioneered ways to further increase efficiency. Complaints that are rejected may no longer be appealed to the Corrections Complaint Examiner's Office (CCE) in Madison. All rejections are routed through the Warden. This change greatly eased the burden on the Office of the CCE, increased overall response time, and allowed the system to work more effectively within the guidelines. Currently, the Code is once more on the agenda for revision to keep up with the ever-changing factors that affect the correctional setting.

Although complaint numbers continued to remain relatively steady over the last five years (see below graph "Complaint Trend"), without the continued evolution of the DOC 310, the Wisconsin correctional system would be overburdened with the enormity of the complaint volume.

The WCI Complaints Department processed approximately 4,052 complaint submissions during Fiscal 2007 (see below graph "Monthly Totals").

- 2,135 complaints were accepted and assigned a complaint number.
- Approximately 1,917 submissions were returned in accordance with the DOC 310



**Fiscal 2007 by Category**

