



**STATE OF WISCONSIN
DEPARTMENT OF CORRECTIONS**

WAUPUN CORRECTIONAL INSTITUTION

**ANNUAL REPORT
Fiscal Year 2008-2009**

**Michael Thurmer
Warden**

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Message from the Warden

As I sit to write my message for the WCI Annual Report, I have to wonder where another year has gone. The past 12 months have been filled with successes and also a tragedy. WCI lost a very dedicated employee and friend this year to a tragic accident. Mike Merkes was a great teacher and a great person. He truly made a difference in other staff and inmates' lives. He will always be remembered for his smile and great sense of humor. Once again the staff at WCI stepped up as they supported Mike's family during their difficult time.

WCI also experienced a first as far as I can tell when Governor Doyle signed the new John Doe legislation at WCI. This ceremony took place with Secretary Raemisch, Marty Beil, Executive Director of Council 24, and many other DOC and Local Dignitaries in attendance. This is important legislation to protect the employees of the DOC when they are performing their duties.

WCI staff perform their duties day in and day out in an exemplarily manner. It is a fairly common situation when staff needs to respond to unusual situations. This past year 18 staff was recognized for their handling of these types of incidents. They received honorable mentions by the Secretary's Office for the Valor and Life Saving Award. We also had two staff receive Honorable Mention for the Secretary's Salute Award. I would like to once again congratulate those staff for their accomplishments.

WCI has made significant progress in managing our inmate population identified with mental health issues. We have our new Behavioral Health Unit (BHU) in operation. Staff was provided with Crisis Intervention Partners training to assist them in dealing with this population. The unit provides specialized treatment, and individual care plans for inmates with mental health issues. We also expanded our New Freedom programming in the segregation unit. These initiatives are not only the right thing to do, but also increases the safety and security of the staff, inmates and the institution.

WCI has had many construction projects going on this past year. These projects are critical to maintaining a safe and secure institution. The North side plumbing project has been advancing very well and as of this writing, is ahead of schedule. We were able to complete the 3rd floor project and have staff move into their new work areas. This is a much improved and professional area for our institution staff.

I would like to thank the WCI Staff for the jobs that they have done this past year. You have made Wisconsin Safer. As we look forward to the challenges ahead, I would like to remind staff, "We Should Look Back to Learn and Forward to Grow".

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	1,242 Males
Number of Security Staff	324 FTE
Number of Non-Security Staff	121 FTE
Inmate to Staff Ratio	3 to 1
Number of Acres	24
Special Units	Behavioral Health Unit

Expenditure Information:

Category	FY 2008	FY 2009
Permanent Salary	\$19,486,437.52	\$19,856,593.58
Fringe Benefits	\$9,708,390.97	\$10,370,178.77
Supplies and Services	\$2,918,594.49	\$2,937,010.93
Capital	\$60,893.38	\$16,094.75
Fuel and Utilities	\$2,651,029.87	\$2,620,759.86
Repair and Maintenance	\$209,259.43	\$219,394.96
Central Generating Plant	\$4,188,368.37	\$5,319,689.22
Inmate Enterprises	\$36,437.12	\$53,304.05
Telephone Commissions	\$41,096.27	\$5,582.15
Total:	\$39,300,507.42	\$41,398,608.27

Obligation	FY 2008
Victim/Witness Surcharge	\$16,347.84
DNA Surcharge	\$11,004.62
Medical Co-Pay	\$7,958.50
Child Support	\$26,432.30

Also see individual department sections for additional information.

The Waupun Correctional Institution coordinators for the American with Disabilities Act are:
 Sandra Hautamaki 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 Dick Spanbauer
WI State Assembly

Timothy Lundquist, Warden
Dodge Correctional Institution

Mylan Fink, Sheriff
Fond du Lac County

Sharon Bos, Vice President
The National Bank of Waupun

William Bedker
Dodge County District Attorney

William Buchholz, Co-Chair
Attorney at Law

Mayor Jodi Steger
City of Waupun

Wayne Buteyn
Werner Harmsen Furniture

Senator Randy Hopper
18th Senate District

Todd Nehls
Dodge County Sheriff

Gary Rogers
City Administrator

John Hartman, Coordinator
Dodge Co. Victim/Witness Assistance

Chris Krueger, Superintendent
John C. Burke Correctional Center

Gerald Heeringa
Interested Citizen

Dale Heeringa, Chief
Waupun Police Department

Nikki Hoerth
Division of Community Corrections

Randy Refsland Administrator
Waupun School District

Colleen Kottke
Fond du Lac Reporter

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

The Honorable Steven Bauer
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.

WCI works with the DOC Office of Victim Services and Programs to assist in the facilitation of Victim/Offender Conferencing in cooperation with the U.W. Remington Center Restorative Justice Program and the Marquette University School of Law Restorative Justice Program.

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 200 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
- HSED Prep
- TABE Testing
- HSED Testing Center
- ProLiteracy America Tutoring Project

Vocational

- Building Maintenance and Construction
- Welding & Production Welding
- Correspondence Courses
- Incarcerated Individuals Program

Treatment

- Aggression/Anger Management Training
- Cognitive Interventions Program - Phase I and Phase II
- Domestic Violence Counseling
- Parenting (Inside/Outside Dads)
- Pre-release competency based programming

ADMINISTRATIVE SERVICES

Business Office

The Corrections Management Service 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 information technology system, monitoring the staff phone system, monitoring the inmate phone system and distributing employee paychecks

The Business Office provides accounting functions for the institution. This includes inmate trust accounting, inmate payroll, accounts payable, accounts receivable, major asset inventory, property coverage reporting, and support for the canteen and warehouse operations.

During the past year the Business Office has met the challenge of performing the functions required with staff vacancies for a significant portion of the year. Staff continues to look for ways to decrease spending and improve efficiency during a period of significant budget challenges.

The institution purchasing functions have been centralized to the Business Office. This has allowed for improved compliance with purchasing guidelines, added uniformity in products being utilized, and increased budgetary control.

Business Office staff members have been cross trained to improve service to the institution. Staff has also made significant changes to the food inventory reporting process which more accurately reflects the inventory values.

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.

THE MOST REOCCURING MAINTENANCE WORK ORDERS:
Misc. Plumbing Repairs
Light Bulb Replacement and Fixture Repair
Heating, Ventilating, Air Conditioning (HVAC)
Food Preparation Equipment Repair
Washer & Dryer Repairs
Lock Repairs
Painting & Building Maintenance
Repair & Maintenance of DOC Vehicles

MAJOR CONSTRUCTION PROJECTS

Project	Status	Cost
Ground Water Monitoring	On Going	\$597,500
3 rd Floor/New Visitors Center /Program	On Going	597,000
FS Phase 1 Remodeling	Planning	\$2,364,000
Plumbing Fixture Replacement	On Going	\$4,462.000

SMALL PROJECTS

Project	Status	Cost
Control Center Security CCTV Improvements	Complete	\$99,800
School AHU/Control Upgrade	Complete	\$38,500
EMC /Admin Windows	Complete	\$32,537
Install Lobby X-Ray	Complete	\$18,100
WCI Fire Alarm Upgrade	Complete	\$74,000
WCI Misc. Site Pavement Repair	In Progress	\$13,400
Structured Rec. Handball Court Flooring	Complete	\$28,800
WCI Digital TV Upgrade	Complete	\$27,000
800 mc Radio System Study	Complete	\$32,405
North & NW Cell Hall Wall Repair	Complete	\$17,000
Secondary Electrical System Repair	In Design	\$150,000
Absorption Chiller Repair	Complete	\$40,500

SPECIAL REMODELING & MAINTENANCE

WCI Lock Repair	\$4500	Complete
Hot Water Heater Repair	\$3000	Complete
5 Yr Load Test on Elevator	\$3786	Complete
Low Temp. Chiller Compressor	\$1700	Complete
Repair Leaks on Condenser Water System For Absorption Chiller	\$1700	Complete
Repair Hobart Mixer & Food Cutter	\$1120	Complete
Repair Hydronic Pump & AHU in SEG	\$1650	Complete
South Cell Hall Window Replacement	\$715	Complete
Repair Electrostatic Sprayer	\$1300	Complete
Chapel & SCH Trap Repair/Replace	\$3300	Complete
Repair Lobby X-Ray Machine	\$2085	Complete
Shower Tempering Valve Replacement	\$2000	Complete
Install Elevator Electric Door Edge	\$2770	Complete
SEG Replace Lock Tumblers	\$1300	Complete
Range Repairs/Replacement	\$4800	Complete

Food Services

The Food Service Department served approximately 1.6 million inmate and staff meals during 2008 - 2009. General Services Section conducted the annual Food Service Audit on May 5, 2009. Food Service has provided support for a number of functions throughout the year including the WCI Health Fair.

Highlights of 2008-2009

- Served over 4,008 meals per day with approximately 1,225 meals prepared for off-line feeding and over 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.
- Faced challenges associated with the rising cost of food items while trying to keep the meal cost at a minimum.
- Met challenges associated with eliminating inmate overtime and revamped inmate schedule to meet these requirements.
- Had various meetings throughout the year regarding the planned renovation of the Food Service building.
- Continued to work with EMC on getting equipment repair and preventive maintenance under control, reducing equipment downtime.
- Working with the Menu Consolidation Committee to implement the new consolidated menu by the first of the year.
- Worked with HSU, BHU and the Chaplains on meeting the challenges associated with special/religious diets.
- Fulfilled requirements to offer Halal and Kosher diets to eligible inmates. Also, worked with the Program Director to implement other food service obligations.
- Continue to evaluate the consolidated menu and recipes to make recommendations for changes to the DOC Menu Consolidation Committee. Insuring calorie intake is kept at an average of 2,700 calories per day and that the meals are climate friendly.

Objectives for 2009-2010:

- Fill 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 quality, while meeting the requirements of the new consolidated menu.
- Work to have all the Corrections Food Service Leaders earn their "SERV-SAFE" certification for sanitation.
- To work with the Menu Consolidation Committee to make the transition to the new menu as smooth as possible.
- 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.

Yearly gasohol fuel cost of \$84,494.52
A new car hoist was purchased at a cost of \$8,950.00

The garage services, repairs and washes:

Passenger vans and cars	48
Trucks (cube van, dump and pickup)	12
Motor coach buses	04
Off road vehicles-tractors, pay loader, skid steers, backhoe, etc.	14
25 Ton Crane	01
Diesel Generator	01
Large Engine air compressors	02
Numerous small engines on weed eaters, lawn mowers, snow blowers, chainsaws, etc.	

Expenditures for parts, oils, soaps and shop supplies were \$20,819.35 annually. Over 34,604 gallons of gasoline was pumped annually.

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.

During the past year the Central Receiving staff has identified areas where potential cost savings exist. They have assisted in implementing a plan to reduce the amount of cleaning supplies purchased.

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.

During the past year Canteen staff has assisted in two inmate fund raisers which have benefited nonprofit organizations.

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 on 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, the state garage and warehouse. CGP is a cogeneration facility that provides steam for building heating, food service and domestic water heating and generates electric power from its own steam turbine generators. The facility contains all the electrical distribution gear to distribute the electric power generated by its own steam turbine generators and purchased from the public utility and to provide emergency backup power. The facility operates a municipal ground water system to furnish and transport hard and 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
WCGP Boiler #2 Superheater	On Hold	\$383,000
WCGP Boiler Controls Upgrade	On Hold	\$1,504,800
Water System Upgrade-	On Going	\$4,200,000
#1 CGP Steam Turbine Generator Major Inspection and Repair	On Going	\$315,000

Small Projects

Project	Status	Cost
Replace Section of Water Tower Main	On Going	\$35,000
Coal Conveyor chain links	Completed	\$17,000
Replace Boiler Feed Water Isolation Valves	On Going	
Repair BLR #3 ID FAN and Valves	On Going	\$36,000
WCI Steam System Valve and Line Repair	On Going	\$24,700
No 3 Boiler Refractory Repair	On Going	\$39,500

PROGRAMS - EDUCATION

Education Department

Marshland School contributes to public safety by providing educational programs designed to reduce recidivism by providing inmates the opportunity to become lifelong learners. 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 approved Correspondence Courses through local Universities and Colleges.

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.

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 in the learning process. 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 2008-09, the average number of participants enrolled in school was 180.5 full/part time students and 77 students enrolled in vocational academic courses each month. Building Maintenance and Construction and Production Welding averaged 10 participants respectively, each month. Additionally 256 GED/HSED components were earned. High School Equivalency Diplomas were earned by 43 inmate students. The Education Department was not fully staffed throughout the 2008-2009 year. Because of these absences, some academic classes were condensed and fewer sections of classes were offered. Even with this absence, the Education Department staff continued to rise to the challenge and assist inmate's program completions at record pace.

Post secondary opportunities are offered to students by the University of Wisconsin – Independent Learning, other four-year universities (extended degree programs) and the Wisconsin Technical College System, or the Incarcerated Youth Offender Program. Qualified students may participate in print based extended degree programs or correspondence courses. Educational opportunities and career counseling are offered to any inmate having a need or an interest in furthering their education. At the end of June 2009 there were 5 inmates participating in university credit generating correspondence courses. These inmates are participating in self-paid programs that will lead to a Bachelors Degree.

WCI is a member of the Wisconsin Institutions - Literacy Council (WILC), which is an affiliate of ProLiteracy America (PLA) and Wisconsin Literacy tutor programs. Two trainings were held this year and graduates were honored at the annual graduation ceremony. Tutors have their HSED, 9th grade reading and math T.A.B.E. scores, good institution conduct, and have completed thirty hours of PLA tutor training. Tutors are assigned as classroom and library tutors.

The tutor program continues to be improved to better meet the needs of our students, tutors and teachers.

Highlights for 2008 – 09 Education Department

- Third annual graduation ceremony was held in the WCI Visiting Room in March 2009, to honor the HSED, GED and Vocational graduates as well as newly certified WILC tutors. Graduates were allowed to invite family members to attend and have their photos taken with their loved ones. Former NFL player Harry Sydney was the guest speaker.
- Incarcerated Youth Offender Program – College of the Air continues to enroll inmates in college level courses to earn an Associate Degree through Milwaukee Area Technical College and is preparing for the upcoming change to the Incarcerated Individuals Program.
- Thirteen student inmates won awards through the Readers as Writers Contest. Every year, Milwaukee Area Technical College and Journal Communications, publishers of The Key Newspaper, invite readers of the newspaper to celebrate their educational accomplishments and successes by participating in the Readers as Writers Competition. This project was designed to recognize the literacy accomplishments of students who use The Key to improve their reading and writing skills.

Community Service Program

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

Making ornaments for the Salvation Army

Building wagons, Noah's Arks, rocking animals and smaller wood projects to donate to non-profit organizations

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 2008-09:

Pregnancy Help Center, Milwaukee	Catholic Daughters of America
Correctional Education Association	State Employees Combined Campaign
Waupun Food Pantry	S.A.V.S., Stevens Point
Waupun Hockey Assoc.	Wings over Wisconsin
Fond du Lac Christian School	Waupun Lion's Club
Habitat for Humanity	Beaver Dam Hockey Assoc.
HOPE Network	WCI Blood Drive
Merkes Fundraiser	WCI Golf Outing
Partners in Giving	Corrections Bowling Tournament
Waupun Memorial Gift & Bequest	Ark of Fond du Lac
Wisconsin Correctional Association	Brain Cancer Awareness Benefit
Big Brothers, Big Sisters of Fond du Lac	Fond du Lac Hospice
Fond du Lac County Volunteer Center	Franklin Schools
Lighthouse Scholarship Auction	Sheboygan County Cancer Care
St. John's Lutheran School	St. Joseph's School & Church
St. James Parish	St. Steven's Church

Three Gaits	Trinity Evangelical Lutheran Church
Unity Festival	Wisconsin Badgers Camp
WI Coalition Against Sexual Assault	WI Coalition Against Domestic Violence
Waupun Chamber of Commerce	Peace Lutheran, Waupun
Beacon House, Fond du Lac	HeadStart, Beaver Dam
Samaritan House	Naomi House
Emmaus Food Pantry, Milwaukee	Women & Children's Horizons, Kenosha
HeadStart, Fond du Lac	Toys for Tots – Marine Corps, Madison
New Beginnings, Fond du Lac	GED/HSED Literacy Conference
Canine Solutions	
Horizon High School	Lake Country Academy
Meyer Family Benefit	People Against a Violent Environment
Safe Harbor	Sam O'Connor Benefit
Special Olympics	ALCS
Authentic Voices of America	Crime Victims Committee
Columbus Club House	Correctional Employees Week
DeForest Aquatic Club	Edgewood High School
Faith in Action	Journey House
Lake Mills EMS	New Beginnings Pregnancy Help Center
New Holstein Relay for Life	Prairie du Chien Athletic Booster Club
Pregnancy Helpline of Walworth Cty.	Restorative Justice
Southwest State Employees Golf Outing	Waupun Retirement Banquet
Woodworth Middle School	WSPF Special Olympics Bowling

All Community Service/Restorative Justice efforts by WCI inmates totaled 35,776.5 hours in FY08-09.

This past fiscal year, WCI staff had their annual Blood Drive for the Blood Center of Wisconsin. Staff donated 44 units of blood to the Blood Center.

Workplace Enhancement Committee

The Workplace Enhancement Committee (WPEC) is a volunteer committee where the members spend time outside of work preparing for each event held. WPEC's goal is to provide opportunities for staff to come together inside and outside of the workplace. This is done by hosting several fundraisers throughout the year for local charities, the WCI scholarship fund, or to fund the WPEC itself.

Examples of the fundraisers are:

Food Pantry Raffles- WPEC will host a raffle for parking spots and allow purchase of the tickets with the donation of a non-perishable food item to donate to Waupun Food Pantry.

WCI Golf Outing- WPEC helps host the annual golf outing which raises money for a local area charity. The August 2008 outing was in support of Big Brothers/Big Sisters and \$3,154 was donated to them.

WCI Scholarship Fund- WPEC donates at least one \$500 scholarship per year to the WCI Scholarship committee to afford a dependent of a WCI employee/retiree money toward their college tuition.

Correctional Employee Week is a great example of why WPEC needs to raise funds for itself. It is tradition that during that week the employees receive a token of appreciation from the

institution. This generally was paid by the institution as well as WPEC, but due to recent budget constraints, the institution has not been able to contribute. This one week generally costs the institution about \$600 for gifts for employees. Another thing the committee pays for is part of the calendars that each employee gets from the institution.

Due to the small size of the committee, other WCI employees are asked to volunteer time to help run the events. Volunteer opportunities may range from cooking food to bringing in or serving food to selling raffle tickets. Each time an event is held, notice will go out to all volunteers about what help is needed.

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 Chaplains provide individual, marital, and grief counseling, memorial services, weddings, and coordination of pastoral visits and volunteered 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/CDs and DVDs 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 a Gospel Music Ministry, Biblical Drama, Christian Initiation Ceremony (fully immersed Group Baptism), Native American Feast, Ramadan Fast/Feast, Equinox Feast, and Passover. Inmates' Religious Preference breakdown as of June, 2009:

Protestant	500	Islam	261
Buddhist/Eastern	13	Native American Indian	63
Catholic	142	No Preference	94
Jewish	30	Other	50
		Pagan	89

Regularly Scheduled Chapel Activities:

- Protestant Choir
- Protestant Worship
- Discipleship Training (Study)
- Native American Pipe and Drum
- Wholistic Bible Study
- Native American Sweatlodge
- Pagan Study/Worship
- Buddhist Worship/Study/ Yoga meditation
- Lutheran Bible Study
- Creation Bible Study
- Bill Glass Bible Study
- Bible Fellowship
- Catholic Formation (Study)
- Catholic Mass in English and Spanish
- Catholic Choir
- Jehovah's Witness Study
- Islamic Worship (Jumah)
- Jewish Worship/Study
- Alcoholics Anonymous – A self-help group

Library Services

The general library provides inmates with recreational and educational opportunities. The collection consists of approximately 13,000 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.

"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.

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, as well as to promote a more positive and interactive relationship between the community and the institution. Through this project, local communities gain awareness that the Department of Corrections is providing

work positions that cultivate skills in inmates, which may be used upon their reentry into the community. The project employs on average 16 inmates, which completed over 19,000 hours of community service this year.

This program has a dual 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 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 other pieces of art. Many of the items were donated and organizations have purchased additional items to be used in their fund raising events.

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

Health Service Unit Appointments 7-08 through 6-09

Physician/Nurse Practitioner/Nursing Sick Call Appointments (Including segregation rounds and emergency care)	18,653
X-Ray test done on-site	318
Laboratory testing done on-site	4,632
Dental Service Appointments	2,542
Psychiatrist Appointments	2,639
Optometrist Appointments	803
Physical/Occupational Therapy Appointments	662
Orthopedic Appointments	31
Medical File Review Appointments	498
Telemedicine Appointments	61
TOTAL	29,997
Offsite Appointments	446

Highlights FY 08-09:

- Medication Accountability training to Sergeants
- Diabetic education classes held
- Recording of Immunizations on Wisconsin Immunization Registry
- Hepatitis B vaccine offered to all inmates
- Permanent 2nd shift position implemented
- Telemedicine procedure improved/increased between UW System and Institution HSU

- Dental Department handling Fond du Lac County Jail inmates
- H1N1 preparations

Challenges FY 09-10:

- Retention and continued training of medical, dental and psychiatric staff
- Increase Telemedicine use for offsite appointments, court, and staff training
- Provision of health care to an ever-increasing number of offenders with multiple medical problems
- Improve system in medication delivery, to include remodeling medication and record rooms in HSU
- Increase medication accountability
- Increased training for non-medical staff on health related issues
- Implementing patient education and self-help groups for inmates with similar Chronic Conditions in general population and segregation
- Review and improve use of nursing protocols and encounter forms by registered nurses
- Containment of contagious medical conditions, i.e. flu, H1N1, skin conditions

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, one full time Psychological Associate, two full time licensed Psychologists, one half-time Psychological Associate and a Psychologist Supervisor – Doctorate. WCI-PSU also has the assistance of two half time LTE psychologists.

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
- Management of inmates on the Behavioral Health Unit
- Group therapy
- Clinical monitoring
- Extended Clinical Monitoring Group
- Limited individual psychotherapy

In FY2009, 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-2A, 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-2A. MH-2B, are inmates that do not suffer from a serious mental illness, but because of a severe personality disorder demand a significant amount of psychological services. MH-3 has been replaced by a Developmental Disability (DD code). DD indicates a formal diagnosis of mental retardation. At the end of FY2009, WCI had 358 inmates designated as MH-1, 160 MH-2A and 28 MH-2B's. There are 2 inmates designated DD. WCI is not an appropriate setting for inmates with mental retardation and arrangements for transfer are being made. Approximately 44% of WCI inmates suffer from some type of diagnosed mental illness. For inmates in segregation, 58% 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 4,151 requests for services or information. 86% of all requests come directly from inmates.

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. PSU is currently assisting in the management of the Behavioral Health Unit.

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 management and 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 and the coordination of attorney/agent 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 73 this reporting period.

Below is the data related to essential treatment programs provided through the Social Services Department 07/01/08 to 06/30/09:

Program	Enrolled	Completed	%Completed
Anger Management	0	0	0
CGIP I	58	46	79
CGIP 2	60	45	75
Pre-release Group	74	71	96
Parenting	45	41	91

The Reentry programming has been one of our primary focuses for instituting specific competency based modules as directed by DOC. The school staff facilitates Employability Skills, Wellness Education and Education Modules. The Social Services Department facilitates Family Support, Financial Literacy, Health, Housing, Personal Development, Transportation and Transitional Prep modules.

We have developed a cohesive team with the Reentry Social Worker and the Liaison DCC Agent which has further developed the pre-release case management process. The acquiring of duplicate social security cards has been handicapped with the expiration of the MOU with SSA. We continue to work diligently with the Division of Community Programs and the county departments of social services to enhance our ability to maintain communication links in the release effort. Health Services and Psychological Services have been providing timely documentation for the pre-release planning needs. We are fortunate in our ability to maintain a single caseload of inmates releasing within twelve months and a specifically assigned social worker managing those cases continues to greatly benefit the inmates release process. We continue to work closely with BOCM and medium custody institutions to assist in geographically appropriate transfers for reentry programs. Selected inmates have been given the opportunity to participate in the Safe Streets Program which allows some of our high risk inmates to attain enhanced pre-release and community support during the initial transition. A staff person has been assigned to coordinate the remaining pre-release modules.

The Social Services Department has continued to make staff training a priority despite the budgetary constraints. The WICS program has been an on-going learning experience but has been developed to the point it is a valuable aid in the process of case management

CHALLENGES FOR 2010:

We continue to enhance the training of staff to meet the demands of program updating and ever changing standards and constantly changing corrections environment.

1. Provide leadership in the provision of pre-release/transition programming facilitation with DCC and public/private community agencies.
2. Continue the integration of the WICS system in the Department and prepare/plan for future rollouts.
3. Reassess our population programming needs and work with the Office of Program Services to assure the best use of programming resources.
4. Provide training, resources and coordination to facilitate the workload associated with Act 28.

Health and Segregation Complex (HSC)

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
- Address the needs of inmates with mental health problems by engaging them in therapeutic activities and programs
- 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 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 inmate's committing offense, conduct history, attitude, 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 three shifts for 24-hour coverage. First and Second shift consists of a Sergeant and six correctional officers. Third shift consists of a Sergeant and three Correctional officers.

Services Provided:

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

- Legal Recreation computer and book access for all legal work
- Library access to reading materials
- Psychological services for counseling and treatment (group and individual)
- An on site Social Worker to care for inmates needs
- A designated Pre-release Social Worker to assist and prepare inmates for release to the community
- Religious services and materials available through Cleric Rounds
- Coping Skills Group for self improvement

- New Freedom in-cell self help curriculum
- Re-entry “A Bridge to Success” curriculum

Highlights of 2008-2009

1. Implementation of the New Freedom in-cell self help curriculum to all HSC inmates
2. Continued use of secured programming cells in the B range group room to provide year round programming and expanded psychological services for HSC inmates
3. Increase in frequency/attendance of coping skills programming groups
4. Enhanced the Segregation Psychotherapy group programs facilitated by PSU utilizing the secured group room
5. Continuation of individual PSU services to HSC inmates through the use of the renovated sound reduction, visitor booths along with due process booths, which are used for confidential out of cell PSU interviews
6. Continued use of the secure holding area for HSC inmates waiting for medical appointments
7. Installation of additional security cameras and recording equipment throughout the Health Segregation Complex
8. Increased allowable personal hygiene items and library publications to segregation inmates
9. Replaced razors with a safer alternative shaving method

Challenges for 2009-2010

1. Approval of new programming resources and additional staff which will allow HSC inmates greater access to programming, therapeutic and recreational activities
2. Providing improved services and additional programming for the increasing population of mentally ill inmates in segregation
3. Continuing staff training regarding inmate medication distribution and dealing with mentally ill inmates
4. Providing a medication compliance group and additional medical support groups
5. Adding a Special Education Teacher (SPED) position
6. Continued renovation of all HSC visitor booths making them lap top accessible for PSU and visiting attorneys
7. Increasing the number of ADA compliant cells and cells with electrical service to accommodate the growing population of inmates with disabilities/medical needs
8. Funding and installation of additional security features; plastic anti-fishing sweeps on cell doors, replacement of intercom, light switch, and electrical outlet covers with new heavy duty covers that are resistant to abuse and removal

Behavioral Health Unit (BHU)

In 2008, an assessment of the Cognitive Group Intervention Program (CGIP) at WCI and the utilization of the AC building identified in part that we could utilize the AC building and staff resources more effectively. An exploratory work group was established to identify programming options to better meet the needs of our inmate population, who have mental health issues, which creates difficulties for them to function in general population.

The work group was tasked with developing and implementing a “Management Unit” that would provide a chronic care/special needs program with a treatment perspective. The goals were straightforward; increase staff/offender safety, decrease disruptive and problematic behaviors

that result in segregation placement, improve efficiency of providing mental health treatment and social services, and improve monitoring of mental health inmates.

With the collaborative efforts of this group, the vision for a “Management Unit,” became a reality with the creation of our Behavioral Health Unit (BHU). This 70-bed Behavioral Health Unit occupies the former CGIP housing unit.

The Behavioral Health Unit’s mission is to provide a safe and secure housing location for inmates with a clinical diagnosis. Having a special housing unit increases the efficiency of providing treatment and monitoring to these individuals. The Behavioral Health Unit is designed to provide programming targeting a wide range of issues including; psychological disorders combined with behavioral instability and other needs in a “therapeutic community” environment to inmates that have an inability to function adequately within the general population.

The Behavioral Health Unit is operated under the “Treatment Team” concept. This means that all staff is part of the unit team, which enables the unit to run more effectively and efficiently while providing inmates with programming to best meet their individual treatment needs. The team will consist of; Corrections Program Supervisor, Security Supervisor, Psychiatrist, Psychological Services Supervisor, Psychologists, Social Services Supervisor, BHU Social Worker, Health Services Staff, and unit security staff.

Staffing:

BHU has three shifts for 24-hour security coverage. First and Second shift consists of a Sergeant and two correctional officers. Third shift consists of a Sergeant and one Correctional officer. Non-uniformed staff, unit social worker and psychologists, are also present Monday – Friday, during administrative hours

Services Provided:

Participants may be involved in programming such as:

- Behavioral Health Resources:
 - Aggression and Violence
 - Anger
 - Anxiety
 - Conduct disorders/issues
 - Depression
 - Grief/loss
 - PTSD/Trauma
 - Sleep disturbances
 - Self-injury
- Life Skills Resources:
 - Interpersonal Skills
 - Handling the Tough Times
 - Making good use of your leisure time
- BHU Community Service Projects
- Best Behaviors Group
- Coping Skills
- Individual Psychotherapy
- Mental Health Group
- Anger Management
- Re-entry

Challenges for 2009-2010

- Approval of new programming resources and additional staff which will allow mentally ill BHU inmates greater access to programming, therapeutic and recreational activities
- Continuing staff training regarding inmate medication distribution and dealing with mentally ill inmates
- Providing a medication compliance group and additional medical support groups
- Adding a Special Education Teacher (SPED) position
- Approval and construction of suicide resistant observation cells; to provide a secure observation setting in a general population unit to ensure the safety of non-segregated inmates experiencing a mental health crisis

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, 2009, WCI staff positions totaled 445, not including Limited Term Employment or Project positions.

Appropriated Positions:

Warden's Office ¹	8	Personnel	3
Business Office	7	Food Service	9
Maintenance	16	Central Generating Plant	19
Stores	4	Education	13
Health Services	12	Program Services ²	30
Security	324	TOTAL	445

Accident report statistics for FY 2008-2009 (July 1, 2008-June 30, 2009):

There were 68 work related accident reports, exposures or incidents documented. 16 of those were recordable under OSHA guidelines (medical treatment, lost days from work and/or alternate days).

There were 84 lost work days and 40 alternate duty days related to worksite accidents, exposures or incidents.

¹ includes staffing for Inmate Complaint staff

² includes staffing for recreation, social services, psychological services, records, and chapel

Record Office

A major time commitment was made during the last fiscal year by several record office staff working on the WICS project. This encompassed work on the interstate compact portion and the visiting portion. The interstate compact portion has been put into effect and has been of great benefit to everyone involved. The visiting portion has not yet rolled out and will continue to be a commitment in the following fiscal year.

One record office staff has served as offender advocate for the entire year. The amount of advocate duties was extremely time-consuming in this last fiscal year.

Another records staff member was temporarily reassigned to work in the Security OOA position due to a vacancy in that department for several months.

The workloads of all records staff increased and we anticipate the return of both staff members noted above to records full time in the next fiscal year. The new fiscal year will bring many new challenges to the records office and we look forward to meeting those challenges in a positive manner.

Summary of Activities for Fiscal Year 7-1-08 to 6-30-09:

- Inmates Released – 122
- Transfers In – 444
- Transfers Out – 328
- General File Reviews – 387
- Seg File Reviews – 122
- Open Records – 96
- Service of Process – 71
- Inmate Rounds – 107
- Advocate Duties – 555
- Visitor Questionnaires – 1,933

Litigation

The Program Support Supervisor who is responsible for Litigation Coordination responsibilities at WCI saw a slight decrease in the amount of actions filed by inmates.

	<u>08-09</u>	<u>07-08</u>
Writ of Certiorari	14	22
Writ of Habeas Corpus	12	16
Summons and Complaints	39	41
Notice of Claims	74	150*

(*over half of the NOC's were filed by one inmate)

We have been advised that we have successfully litigated 30 cases this fiscal year. No unsuccessful cases were reported. We had one case where we stipulated to settlement. Notable is an increase in the amount of conditions of confinement and excessive use of force cases. With that comes an increase in the complexity and duration of the cases. WCI staff appeared in a trial in the Western District of Federal Court as defendants in four 1-day jury trials. All of the

verdicts came back in our favor. We are still awaiting judgment in the May 2008 case in Eastern District.

Litigation responsibilities this fiscal year included:

- Providing documentation to Office of Legal Counsel on Claim Boards cases filed by inmates.
- Coordinating service of 135 subpoenas for staff needing to appear in court.
- Working with OLC and BOCM to track inmates with Federal Habeas Action

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 Work Place Enhancement, Emergency Preparedness and Health and Safety.

During FY 08-09, WCI staff conducted 689 full due process hearings:

July 2008	62	January 2009	44
August	51	February	45
September	58	March	64
October	56	April	76
November	64	May	56
December	54	June	59

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

AC/CGIP	49		10		13
BHU	22	Bathroom		Big Top	
Chapel	4	Clothing	2	EMC	4
Food Services	161	Health & Segregation Complex/Health Services Unit	518	North Cell Hall	266
Northwest Cell Hall	191	Recreation Field	8	South Cell Hall	370
Southwest Cell Hall	21	School	21	Social Services	13
Visiting Room	6	Off Grounds	11	Other	118

Conduct reports written: 1,916 (108 were dismissed)

Attached is a chart of conduct reports by offense issued from 7/1/08– 6/30/09.



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Training Department

<i>WCI Annual Training Report 2009</i>		
Date	Training Topic	Number of Staff Trained
8-Jul-08	New Employee Orientation	7
9-Jul-08	Gang Update	23
15-Jul-08	Computer - Outlook	1
15-Jul-08	Compressed Gas Cylinders	1
15-Jul-08	Lock Out - Tag out	1
16-Jul-08	Eye Safety	22
16-Jul-08	Electrical Safety	22
22-Jul-08	Report Writing	13
22-Jul-08	POSC - General	22
23-Jul-08	Armed Escort Certification	1
24-Jul-08	Computer - Network	1
29-Jul-08	Eye Safety	4
29-Jul-08	Electrical Safety	4
5-Aug-08	Lock Out - Tag out	1
5-Aug-08	Compressed Gas Cylinders	1
7-Aug-08	Computer - Network	1
12-Aug-08	New Employee Orientation	4
13-Aug-08	Suicide Prevention	28
13-Aug-08	Gang Update	9
17-Aug-08	Right to Know	12
20-Aug-08	ERU - Building Clearing	21
20-Aug-08	Asbestos Refresher	29
20-Aug-08	Respiratory Protection	29
26-Aug-08	Accident Awareness for Supervisors	9
26-Aug-08	Suicide Prevention	71
8-Sep-08	New Employee Orientation	13
10-Sep-08	Gang Update	11
10-Sep-08	POSC - Pad Subduing	13
17-Sep-08	Understanding Hazpower	12
23-Sep-08	Infectious Disease Control	84
23-Sep-08	Computer - Network	1
23-Sep-08	CPR/AED	13
23-Sep-08	Computer - Outlook	1

WCI Annual Training Report 2009

Date	Training Topic	Number of Trained	Staff
3-Oct-08	Understanding Hazpower	9	
3-Oct-08	Right to Know	9	
8-Oct-08	SCBA	30	
8-Oct-08	WICS - Basic and External	5	
14-Oct-08	New Employee Orientation	9	
22-Oct-08	Gang Update	11	
22-Oct-08	Computer - Network	2	
27-Oct-08	ERU - Basic	26	
28-Oct-08	ERU - Basic	26	
29-Oct-08	ERU - Basic	26	
29-Oct-08	Firearms - Initial Handgun	25	
30-Oct-08	Confined Space Entry	13	
30-Oct-08	PPE	13	
6-Oct-08	Crisis Negotiation	7	
5-Nov-08	Computer - Network	1	
6-Nov-08	PPE	1	
6-Nov-08	Confined Space Entry	10	
12-Nov-08	Gang Update	14	
18-Nov-08	Infectious Disease Control	60	
19-Nov-08	Hearing Conversation and Safety	20	
19-Nov-08	Hand and Power Tool Safety	25	
20-Nov-08	PPE	7	
25-Nov-08	Hearing Conversation and Safety	6	
10-Dec-08	Winter Safety	20	
10-Dec-08	Gang Update	12	
10-Dec-08	Radiation Safety	24	
10-Dec-08	X Ray Operation Training	27	
10-Dec-08	Infectious Disease Control	59	
13-Dec-08	Crisis Negotiation	7	
15-Dec-08	Hand and Power Tool Safety	1	
28-Dec-08	PPE	1	
28-Dec-08	Confined Space Entry	1	
30-Dec-08	Weapons Instructor Update	3	
30-Dec-08	Infectious Disease Control	36	

WCI Annual Training Report 2009

Date	Training Topic	Number of Staff Trained
8-Jan-09	PPE	2
8-Jan-09	Confined Space Entry	2
13-Jan-09	New Employee Orientation	10
14-Jan-09	GRIP Restraint	7
14-Jan-09	POSC - Passive Counter Measure	21
14-Jan-09	POSC - Active Counter Measures	28

14-Jan-09	Gang Update	11
19-Jan-09	Understanding Hazpower	1
20-Jan-09	Right to Know	1
22-Jan-09	Hand and Power Tool Safety	1
23-Jan-09	Hearing Conversation and Safety	1
27-Jan-09	POSC - FRP	15
27-Jan-09	Introduction to EAP and ESP	37
27-Jan-09	Notary Public Update	15
28-Jan-09	E-Sponder Basics	23
29-Jan-09	Using Fire Extinguishers	8
11-Feb-09	Gang Update	11
11-Feb-09	Suicide Prevention	50
11-Feb-09	Report Writing	11
24-Feb-09	Suicide Prevention	148
24-Feb-09	Report Writing	27
24-Feb-09	Computer - Network	2
24-Feb-09	Computer - Outlook	2
25-Feb-09	Electrical Emergencies	8
26-Feb-09	Using Fire Extinguishers	3
5-Mar-09	Confined Space Entry	1
5-Mar-09	PPE	1
5-Mar-09	Electrical Emergencies	1
10-Mar-09	New Employee Orientation	12
11-Mar-09	CPR/AED	11
11-Mar-09	Gang Update	11
11-Mar-09	Mentally Ill Offender	21
24-Mar-09	CPR/AED	21
31-Mar-09	Understanding Mental Illness	25

<i>WCI Annual Training Report 2009</i>		
Date	Training Topic	Number of Staff Trained
5-Apr-09	Computer - Outlook	5
8-Apr-09	Computer - Network	5
8-Apr-09	Gang Update	11
8-Apr-09	Suicide Prevention	115
21-Apr-09	ERU - Building Clearing	30
22-Apr-09	Hand and Power Tool Safety	10
24-Apr-09	Crisis Negotiation	7
28-Apr-09	Crisis Negotiation	6
28-Apr-09	Infectious Disease Control	29
28-Apr-09	Dental Problems	8
28-Apr-09	Victim's Rights	29
8-May-09	Crisis Negotiation	6
12-May-09	New Employee Orientation	8
13-May-09	Gang Update	9
19-May-09	Report Writing	10

29-May-09	Computer - Network	1
10-Jun-09	Computer - Network	4
10-Jun-09	Gang Update	10
10-Jun-09	Computer - Network	1
3-Jun-09	Computer - Network	1
10-Jun-09	Suicide Prevention	27
10-Jun-09	Computer - Outlook	3
23-Jun-09	Suicide Prevention	35
24-Jun-09	Field Training Officer	7
24-Jun-09	PPE	6
17-Jun-09	Safe Handling of Compressed Gas	11
24-Jun-09	Eye Safety	7
24-Jun-09	Lock Out - Tag Out	7

ERU training topics included Room Clearing, Building Clearing, Handgun and Basic ERU.

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

Forty Seven (47) different training topics were presented through out the year. 1,963 staff attended the various training sessions.

Institution Complaint Department

For over thirty 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 continue to remain relatively steady over the last five years (see Exhibit A), without the continued evolution of the DOC 310, the Wisconsin correctional system would be overburdened with the enormity of the complaint volume.

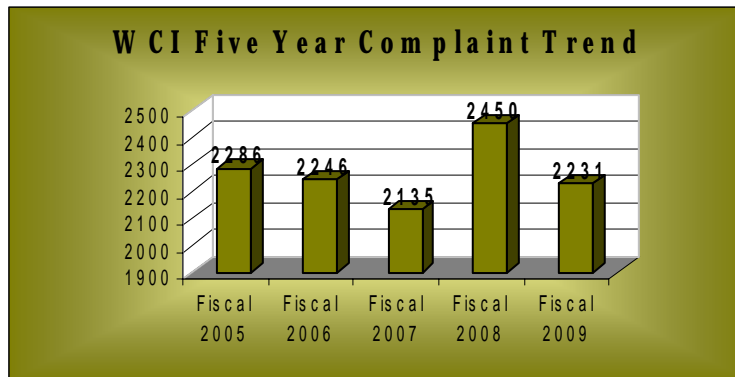


Exhibit A

The WCI Complaint Department processed approximately 4,574 complaint submissions during Fiscal 2009 (see Exhibit B, C).

- 2,231 complaints were accepted and assigned a complaint number.
- Approximately 2,343 submissions were returned in accordance with the DOC 310.

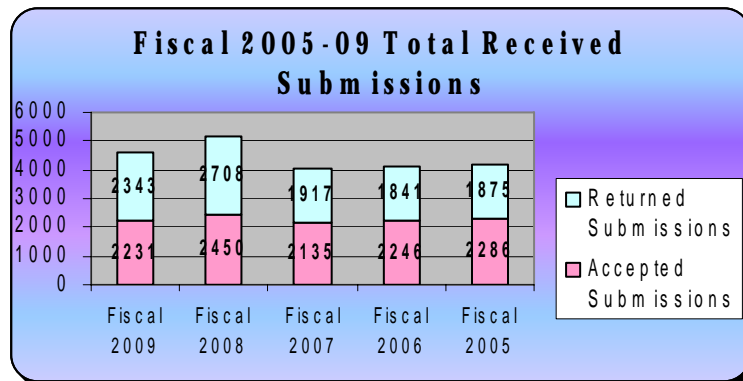


Exhibit B

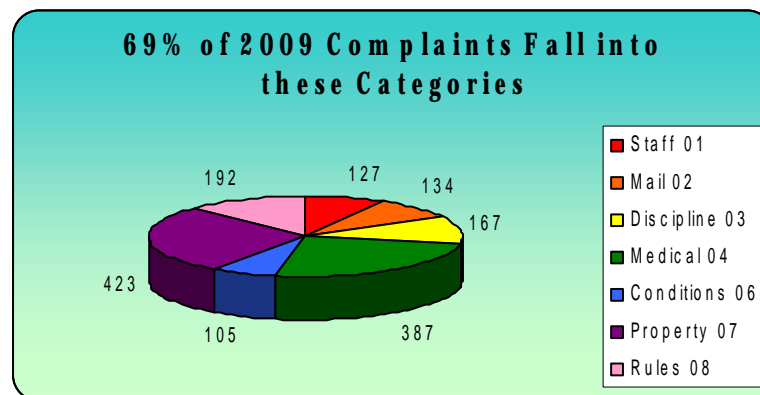


Exhibit C