

***STATE OF WISCONSIN***  
***DEPARTMENT OF CORRECTIONS***  
***WISCONSIN SECURE PROGRAM FACILITY***



***FY 2005 ANNUAL REPORT***

***Richard Schneider***  
***Warden***

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## **MESSAGE FROM WARDEN SCHNEITER**

I have had the privilege of being the Warden of the Wisconsin Secure Program Facility for the past 6 months. We are very actively involved in the development of plans to convert a portion of our facility to General Population. I have been very impressed by the way in which staff have engaged this process with an enthusiastic and forward looking attitude.

The past year has been very challenging with budget difficulties. All indications are that fiscal problems will likely continue into the foreseeable future. I am confident that all staff at WSPF will work together to get us successfully through the next fiscal year.

I would like to add that the accomplishments included in this report reflect the efforts of the dedicated and professional staff of WSPF and we look forward to the challenges of the year ahead. I have not been here long, but it is easy to see that this institution is filled with dedicated hard-working staff that strive to make this a safe and secure place for staff to work and inmates to reside. I am anxious to see the result of the hard work currently being undertaken. I have every confidence the end result will be a model for the nation.

Lastly, I want to extend my thanks to all of the WSPF staff for their hard work and dedication over the last year. Without your efforts none of the accomplishments would have been possible.

Sincerely,

Richard Schneiter  
Warden

## FAST FACTS PROFILE

- Date Opened:** 1999
- Security Level:** Maximum
- Operating Capacity:** 423 Males
- Current Population:** 391 Males
- Security Staff:** 175 FTE
- Non-Security Staff:** 93.5 FTE
- Number of Acres:** 160, institution occupies 24 acres
- Inmate to Staff Ratio:** 1.5 inmates for every staff member
- Operating Budget:** \$15,827,062
- Money Collected FY05:**
  - Victim Witness A & B - \$2,508.71
  - DNA Surcharge - \$3,460.42
  - Child Support - \$1,127.45
  - Medical Co-Pays - \$3,096.15
  - \$3,487.50 total co-pays charged in FY05
- \$1,369.47 total medical co-pay loans established in FY05
  - \$978.12 total withheld for loan payments in FY05

### SPECIAL HISTORICAL NOTES AND OTHER INSTITUTION INFORMATION

The programming at this facility is designed to provide inmates with some of the assistance necessary to modify their behavior to a degree that will allow them to be returned to a traditional maximum security facility. There must be a belief that they can be moved to such a facility without creating unreasonable risk to staff, other inmates, themselves, or the secure and orderly running of the institution. Inmates transferred to WSPF have earned their way to this facility because of behaviors exhibited in alternate sites. They have jeopardized the safety and security of the facility, staff, and/or other inmates. It is our intention to influence this behavior by using a level system of graduated rewards and privileges for appropriate behavior in conjunction with treatment programming. Inmates progress through five levels. The final level being a transition phase prior to their return to a less restrictive maximum security facility.

The Wisconsin Secure Program Facility also houses general segregation inmates. These inmates are assigned to our General Segregation Program designed to encourage positive adjustment and provide an opportunity for successful return to an institution general population. The goal is to provide controlled increase in privileges and responsibilities to promote acceptable conduct. This is accomplished by utilizing a process that provides individuals a chance to attain step levels while in program segregation and placement in general population at another facility.

## MISSION STATEMENT

**The Wisconsin Secure Program Facility, Wisconsin's most secure facility, safely and humanely houses, manages and controls inmates who demonstrate serious behavioral problems in other settings. The Wisconsin Secure Program Facility provides inmates the opportunity to acquire skills needed for their possible integration into less secure correctional environments.**

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In support of the Department and Institution Missions, the facility will safely and humanely deal with Wisconsin's most difficult offender behavior. To successfully accomplish the mission numerous themes, values and standards will serve to form the foundation upon which the facility operational philosophy will be built. These among others will be consistently attended to:

- ✓ Recognizing the risks posed by inmates, supervision, control, safety and security will be carried out to the highest levels.
- ✓ Staff functioning professionally, honestly and with integrity will be a high expectation.
- ✓ Staff will be mindful of and sensitive to the victims of criminal behavior.
- ✓ Staff will be vigilant to the potential for inmate manipulation and victimization of themselves and other staff.
- ✓ The Facility will strive to aggressively and effectively take care of its staff.
- ✓ The Facility will evaluate the experience of other jurisdictions operating high control security programs with the goal of avoiding the problems encountered.
- ✓ The program goal will be to reduce violent behavior and to prepare inmates to return to lower security environments.
- ✓ It will be recognized that program/treatment involves every function of the Institution.
- ✓ Initial and ongoing inmate assessment will be central to the program.
- ✓ It is acknowledged that what may work for one inmate may be detrimental to another.
- ✓ All basic needs and constitutional rights of inmates will be met.
- ✓ Inmate healthcare will be provided consistent with professional community and correctional healthcare standards.
- ✓ Detrimental affects on inmates will be avoided. "First do no harm."
- ✓ Unit Management and team approaches are essential to program success.
- ✓ Reasonable risks will be taken with inmates to assess dangerousness.
- ✓ Effective use of expensive and limited resources will be a priority.
- ✓ The Wisconsin Secure Program Facility will endeavor to interface and function within the larger correctional system.
- ✓ The Facility will evaluate the effectiveness of privatization and high tech security electronics.
- ✓ The Wisconsin Secure Program Facility will forge partnerships within the criminal justice system.
- ✓ The Wisconsin Secure Program Facility will endeavor to learn from the community and promote opportunities for the community to learn from us.
- ✓ The Wisconsin Secure Program Facility will strive to achieve a sense of community and mutual responsibility in the workplace.

The operating philosophy of the Wisconsin Secure Program Facility will support the accomplishment of Department-wide mission and goals by managing and controlling violent inmate behavior and providing a deterrent to violence throughout the system. The Institution will operate with a high level of control. Most inmates will spend a majority of their time in-cell. Showers are in-cell. Meals will be served in-cell. Most programs will be delivered via video technology to the inmate in the cell. Visitation will be carried out utilizing video visiting.

## HISTORY OF WISCONSIN SECURE PROGRAM FACILITY

Planning for the facility evolved during the decade of the nineties when it became increasingly obvious that inmate profiles had changed in significant ways. More inmates exhibited histories of violence. In a period of five years, inmates with assaultive offenses increased from 57% of the prison population to 77.3% of the population. Inmates increasingly demonstrated disregard for authority and rules. Inmates became more impulsive and unpredictable, had more significant mental health problems, and increasing percentages with gang affiliations.

Inmates posed an increased risk to correctional staff, to other inmates, and to public safety. Significant increases were seen in assaults against staff and inmates. During the nineties prisons became more dangerous due to overcrowded conditions and longer inmate sentences. In a ten-year period the average sentences increased from six years to fourteen years.

It became clear that Wisconsin Corrections needed added capacity to manage this evolving population to keep current institutions safe and able to provide effective programming to those inmates wishing to make positive behavioral changes.

### **Timeline**

- **March 30, 1995:** The Building Commission recommended a \$75,000,000 enumeration for the facility as part of the 1995-97 capital budget.
- **June 27, 1996:** The Building Commission approved the release of \$700,000 building Trust funds for planning, development of an architectural program statement, preliminary plans and a design report for the addition of the beds.
- **January 22, 1997:** The Building Commission approved the selection of Boscobel as the site for construction of the facility
- **July 31, 1997:** The Building Commission approved the design report and the authority to build the facility in Boscobel
- **December 17, 1997:** Ground breaking and construction began at the facility site
- **August, 1999:** Construction of facility complete
- **November 10, 1999:** Facility received first inmate and the facility opened under the name of Supermax (SMCI) as it was not officially named.
- **October 1, 2003:** Facility officially named as Wisconsin Secure Program Facility (WSPF).

## **WSPF COMMUNITY RELATIONS BOARD**

***"Keeping the lines of communication open"***

In support of the mission of the Department of Corrections, the Division of Adult Institutions and individual institutions, Community Relations Boards (CRB's) are intended to function as a mechanism for the enhancement of public education and advocacy for issues that are relevant to the operations of adult correctional institutions in Wisconsin. It is the policy of the Department of Corrections that CRB's function as a vehicle for establishing local community support for institution operations and to promote positive communications between the institution and local communities. Two-way communication assures the opportunity for institutions to convey the mission of the Department of Corrections and to enhance community understanding of correctional programs.

Members of the Community Relations Board are appointed by the Warden of the appropriate facility. CRB membership is available to any community citizen including elected or appointed government officials. Membership is not available to active clients of the Department of Corrections. No membership numbers or terms of membership are specified as a matter of policy but instead are left to fit the circumstances of the institution and the community.

The WSPF CRB has been a very active body. Monthly meetings began over a year prior to the institution's activation, with the first on September 10, 1998. The Board continues to meet now on a quarterly schedule. The following is the list of members:

Fritz Boland  
President, Community First Bank

David U'Ren  
Superintendent of Schools

Lisa Riniker  
Grant County District Attorney

Darrel Berglin  
Sheriff, Richland County

Paul Brandt  
Department of Natural Resources

Jim Reynolds  
Chief of Police, Boscobel

Rose Oliveto  
Public Defender

Arlie Harris  
City Administrator, Boscobel

Darla Adams  
Victim/Witness Coordinator, Grant County

Keith Govier  
Sheriff, Grant County

Richard Rogers  
Fennimore Mayor

Robert Ostrander  
Sheriff, Crawford County

Ed Ross, Instructor  
UW Platteville

Karen Knox  
President, SWTC

Dale Schultz  
State Senator

Steve Wetter, Mayor  
Boscobel City Hall

Dr. Kurt Wilhelm  
Physician

Paul Bloyer  
Former Mayor-Boscobel

Paula Armentrout  
Field Supervisor, Probation and Parole

Gabe Loeffelholz  
State Representative

Dr. Cheryl Banachowski-Fuller  
Professor UM Platteville

Heather Simonson  
Victim Witness Coordinator  
Richland County

## HUMAN RESOURCES DEPARTMENT

The Human Resource Department is dedicated to ensure all Federal and State employment laws are followed in the staffing and operation of the WSPF, including a safe and harassment free workplace for employees. In addition, the team strives to foster and maintain a good working relationship with the various unions at the WSPF.

The Human Resource Office was staffed during FY05 as follows:

- ◆ Shirley Gates, Institution Human Resources Director
- ◆ Diane Yonker, Human Resources Assistant
- ◆ Tammy Mohn, Payroll and Benefits Assistant

### **Staff #'s by Department:**

Office of Warden	4
Dietary	14
Personnel	3
Business Office	5
Stores-Inventories	1
Stores-Operations	2
Records Office	2
Maintenance	24
Resident Care & Treatment Services	15.5
Religion Services	1
Security	177
Education	7
Health Services	10
Management Services	1
Inmate Complaints	2
<b>Total WSPF staff</b>	<b>268.5</b>

## **Workplace Enhancement Committee**

The Workplace Enhancement Committee (WPEC) is a group of employees that work together to make the Institution a better place to work. The committee members come from both represented and non-represented staff. The Christmas party continues to be the year's major event. This year Santa and his elves arrived with gifts for all the children at the party. Due to the overwhelming response of attendees, cases of non-perishable food items were donated to Grant County. On New Year's Day members of the committee distributed hot pork sandwiches to the staff working the holiday.

The committee paid the registration fee for the Institution's Relay for Life team and provided T-shirts to the Institution's EMS team that participated in the State EMS Olympics. Care packages were sent to the three staff from the WSPF that were stationed in Iraq.

All of this was made possible by the hard work of a dedicated group of employees that work hard sales, sell clothing and other fund raising activities. WPEC is looking forward to providing more services to the staff at the Institution and the local communities thorough out the year.

## **CISD/PEER**

The Critical Incident Stress Debriefing (CISD) Program is a confidential, peer-based support system for employees who have experienced stress due to involvement in a work-related incident. WSPF is careful to include a wide variety of staff from all departments and assures coverage on all shifts. Peer supporters continue to do an excellent job making contacts with employees who have experienced a traumatic incident.

Bart Hottenstein (2<sup>nd</sup>)  
Carol Boyle (1<sup>st</sup>)  
Craig Loskot (1<sup>st</sup>)  
Darren Miller (1<sup>st</sup>)  
Gerry Dayton (3<sup>rd</sup>)  
Gerry O'Rourke (2<sup>nd</sup>)  
Jenny Sickinger (2<sup>nd</sup>)  
Jim Boisen (1<sup>st</sup>)

Joan Gerl (2<sup>nd</sup>)  
Karla Stelpflug (1<sup>st</sup>)  
Larry Primmer (2<sup>nd</sup>)  
Mary Updike (1<sup>st</sup>)  
Melanie Harper (1<sup>st</sup>)  
Melody Dull (1<sup>st</sup>)  
Mike Sherman (1<sup>st</sup>)  
Mike Snodgrass (1<sup>st</sup>)

Ron Edwards (1<sup>st</sup>)  
Todd Bast (1<sup>st</sup>)  
Todd Brudos (3<sup>rd</sup>)  
Tom Cravens (1<sup>st</sup>)  
Trevor Boardman (1<sup>st</sup>)  
Vicki Sebastian (1<sup>st</sup>)  
Monica Horner (1<sup>st</sup>)

## **EAP**

The Employee Assistance Program (EAP) serves as an informational referral service for employees and their family who may be experiencing financial, marital, drug/alcohol or other personal difficulties. EAP also provides assistance to supervisors, managers, and/or union representatives with dealing more effectively and appropriately with those employees whose job performances are deteriorating and inconsistent due to personal, behavioral or medical reasons. All contacts are voluntary and confidential according to state and federal laws. WSPF is proactive in the use of EAP and assuring that there is coverage for all shifts.

### **EAP Resource Coordinators**

Gerry O'Rourke  
Dave Gardner  
James Grondin  
Diane Alderson  
Christa Morris  
Douglas Furbish  
Rick Mickelson  
Melody Dull

### **EAP Advisory Committee**

Mary Wayne  
Vicki Sebastian  
Mary Updike  
Stephanie Brown  
Todd Overbo

## **Blood Drive**

WSPF held four blood drives in FY05 and nearly 300 pints of blood were collected due to the combined efforts of WSPF staff and the American Red Cross. WSPF plans to host an additional four drives in FY05, with the WSPF medical First Responders continuing to organize and work at the drives. For our efforts WSPF was awarded the 2003 Corporate Sponsor Award for the Badger Hawkeye Region of the American Red Cross and continues to have a high percentage of first time donors at every drive.

## **Unit Management**

WSPF has successfully operated using the Unit Management concept. Unit Managers are responsible for the overall operations of the living units including direct supervision of unit staff to include security and treatment staff. The Unit Management concept has been especially beneficial to our facility as it provides a direct link from administration to the line staff and inmates. Unit Managers at the facility continue to work directly with unit staff and inmates while being a member of the administrative team. In dealing with such difficult inmates the Unit Management concept has provided the increased supervision needed to manage such a population effectively. The concept has allowed the facility to provide a wide range of programming to a segregated population while upholding the highest security practices.

## **SECURITY DEPARTMENT**

### **Crisis Negotiations Team**

Budgetary restraints and transferring staff took its toll on our Crisis Negotiation Team (CNT) during FY05. CNT originally had 8 members, but because of ongoing promotions, transfers and the merging of the WSPF and PDCI teams into one team, and other priorities, the WSPF team was cut back further to only 5 members of which some were relatively new to negotiations. We were able to have four very productive training sessions throughout the calendar year.

In January, the combined crisis negotiation teams conducted a tactical training exercise with the WSPF ERU Team. This training provided all members of the team the opportunity to review their roles in the process of negotiating during a crisis incident. This assessment provided for an ongoing review of the negotiating team's skills, consisted of their necessary setups, their implementation, and their practicing of numerous communication skills necessary to achieve a successful negotiation. The two teams established joint assistance and critiquing capabilities by accessing each other during the training. April the combined teams participated in a joint training exercise with the Grant County Sheriff's Department S.W.A.T in Platteville utilizing students from U.W. Platteville in multiple crisis situations dealing with hostage situations that were not in a controlled setting as is normally encountered in an institutional setting. It also provided the opportunity to network with other law enforcement agencies and expand the team's knowledge base. The third training was in July when both teams again met for a training exercise at PDCI with the PDCI ERU team. As with the first training session in January the teams were able to critique their capabilities and identify training needs for future training sessions.

### **Training/E.R.U.**

The Training Captain coordinates training conducted at the institution. The Institution is placed in a slow-down mode once a month to accommodate E.R.U. training. C.N.T. team trains quarterly. Medical 1<sup>st</sup> Responders also meet every 6 weeks to conduct training.

E.R.U. topics included: Handgun Qualification, Electronic Devices, Armed Escort, Basic E.R.U., Incapacitating Agents update, Pepper ball qualification, Distraction Device update, Weapon Re-qualification, Arc Air & Partner Saw updates, Building Clearing, joint exercise w/ C.N.T. & command post. E.R.U. training is 8 hours monthly per member, providing a minimum of 96 training hours per year for each E.R.U. member.

WSPF has met the challenge of not generating overtime attributed to training by transitioning to conducting training on shift. Topics covered on shift include P.O.S.C. updates, bed restraints, C.P.R./A.E.D., First Aid, Heat Advisory, Videotaping Use of Force Incidents, personal/strip searches, OC Exposures, Emergency Preparedness, & S.C.B.A. updates, among others.

<b>WSPF TRAINING HOURS FY05</b>	
AHA 1 <sup>ST</sup> Aid / CPR	92
Blood Borne Pathogens	193
C.N.T.	40
E.R.U.	2856
Gangs	40
Healthy Back	92.5
Heat Advisory	128
Medical 1st Responders Update	632
Other	819
Pistol Re-qualification	228
POSC	332
Professionalism & Ethics	514
Rifle Re-qualification	513
Scott Air Pak Update	134
Videotaping Use of Force	70
	6683.5

## **Medical First Responders**

The Medical First Responders program at WSPF was initially implemented in August 2000. In FY05 the following continued to be maintained by the First Responders:

- ◆ Adequate coverage continued to be offered on all three shifts.
- ◆ All members continued to be trained in Healthcare Provider level CPR/AED and all members participated in a 24-hour refresher class.
- ◆ All members maintained certification in all approved “advanced” skills (those above and beyond that of the standard First Responder curriculum), as directed by the Medical Director. Currently that would include long boarding, combi-tube, epi pen and administration of glucose.
- ◆ The Medical Director continued to allow First Responders to use the glucometer as well as the glucose in response to reported medical concerns within the institution as well as nebulized albuterol.
- ◆ We maintained the number of First Responder / EMTs that were trained as CPR instructors at 4 in-house instructors.
- ◆ Thirteen of the WSPF First Responders are active in EMS in their respective communities either as First Responders or as an EMT-B.
- ◆ WSPF First Responders again participated in the EMS Olympics offered through UW-Madison and placed in several of the scenarios.

## **Visits**

Visits at WSPF are primarily conducted through video visitation. There were a total of 1322 (down from 1617 in FY04) visits and 2107 visitors this year (down from 2457 in FY04). Face to face visitation for Level 4 and 5 inmates decreased slightly from FY04 with 120 visits (FY04 150 visits) visits involving 185 visitors. Broadband video visits were available between WSPF and Racine

Correctional Institution (117 visits involving 279 visitors) as well as the Milwaukee Secure Detention Facility (442 visits involving 691 visitors).

There were a total of 39 video court hearings held during FY05. The video Court Room was also used for PRC Hearings with Dodge Correctional Institution, conduct report hearings with Waupun Correctional Institution as well as Budget review meetings with Central Office.

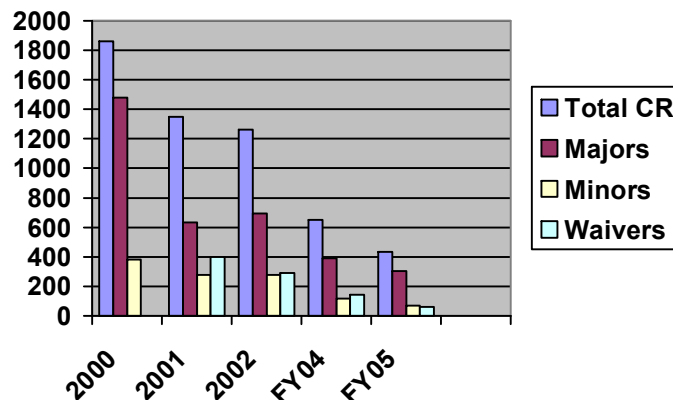
## Transportation

The WSPF Transportation Unit consists of a Correctional Sergeant and two Correctional Officers A/B. Since WSPF transports a large number of inmates that have been identified as high risk, all assigned transportation staff have been trained and certified in armed escort transports. WSPF transportation staff have also been trained and certified in the use of electronic control devices (ECD), single officer expandable baton techniques, and the proper use of incapacitating agents. The WSPF transportation unit routinely assists Prairie du Chien Correctional Institution (PDCI) with the transportation of inmates to and from WSPF and other institutions.

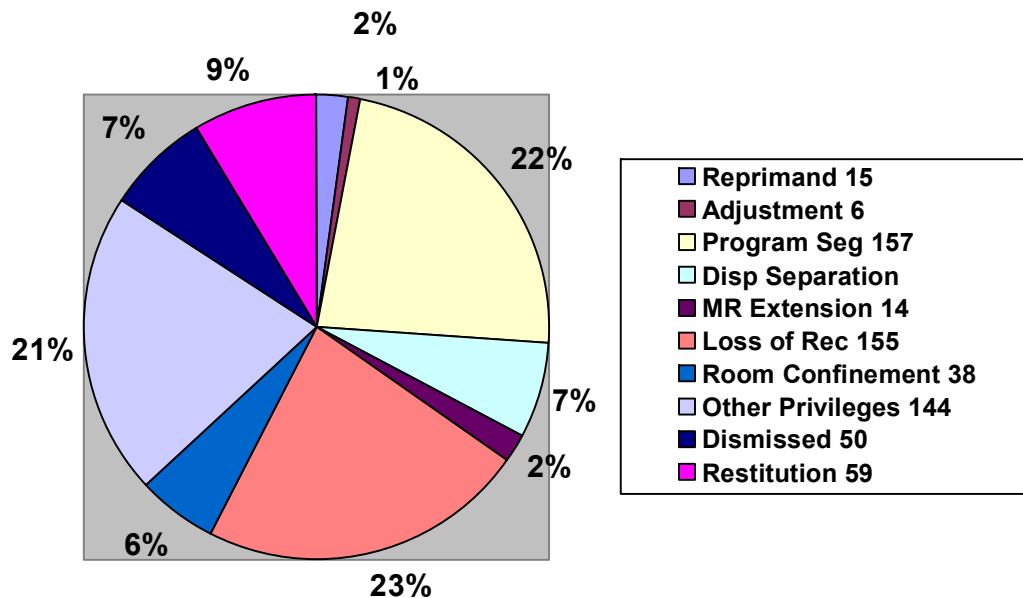
WSPF has seen a marked increase in the number of trips outside the secure confines of the institution over the past year, due in large part to the increase in the inmate population. In FY05 the transportation unit conducted 401 trips, involving over just under 950 inmates without serious incident. Roughly 35% (139) of these transports were classified as high risk and involved the use of armed escorts, electronic control devices, or required a 3-Officer Escort. Due to the number of high risk transports the WSPF ERU team members have all been trained in Armed Escort. Along with the primary transportation staff there are an additional 49 staff members trained in Armed Escort and 53 trained in the use of electronic control devices.

## Conduct Report Statistics

FY05 resulted in 436 total conduct reports being served with 303 of these being given major dispositions, 71 were given minor dispositions and there were 62 waivers. As seen in the graph the total number of conduct reports has been steadily decreasing for the past five years with the total number of major dispositions remaining somewhat constant for the last four years.



Of the conduct reports written the following #'s of dispositions were given:



## PROGRAM DEPARTMENT

The programming at WSPF was designed to provide inmates with some of the assistance necessary to modify their behavior to a degree that will allow them to be returned to a traditional maximum-security facility. The WSPF staff must be satisfied that they can be moved to such a facility without creating unreasonable risk to staff, other inmates, themselves, or the security and orderly running of the institution.

### Level System

Inmates transferred to Wisconsin Secure Program Facility (WSPF) earn their way to this facility because of behaviors exhibited in alternate sites which has jeopardized the safety and security of the facility, staff, and other inmates. It is our intention to influence their behavior by using a level system of graduated rewards and privileges for appropriate behavior in conjunction with treatment programming. Inmates progress through five (5) levels. The final two levels being a transition phase prior to their return to a less restrictive Maximum Security Facility. The following privileges are offered but vary at different levels based on behavior:

- |                        |                           |
|------------------------|---------------------------|
| ◆ Phone Calls          | ◆ Leisure Time Activities |
| ◆ Earned Pay           | ◆ Group Education         |
| ◆ Reading Lists        | ◆ Group Treatment         |
| ◆ TV Channels          | ◆ Day Room Time           |
| ◆ TV Time              | ◆ Group Recreation        |
| ◆ Canteen Items        | ◆ Property Allowances     |
| ◆ Recreation Equipment |                           |

Appropriate behavior and participation in programming will result in an increase in the number and frequency of the privileges listed. This serves to provide positive reinforcement to inmates for appropriate behavior over time. The first treatment program to become operational here was our educational component. Transition through the levels will require participation in programs.

## **Education**

The Education Department consists of three Teachers, two Teaching Assistants, one Program Assistant, and one Librarian. The position of Education Director was lost due to budget cuts and the responsibility for the supervision of the Education Department has been assumed by the Education Director from Prairie du Chien Correctional Institution.

Educational Services are provided through various venues depending on the students' level needs. One on one sessions at the cell front and lessons including educational videos are provided through the in-house television systems. Students with special needs are provided services face to face utilizing the attorney booths.

Programs available through the Education Department include Adult Basic Education, GED, HSED, Special Education, and Self-Advancement. WSPF is an authorized GED testing center. In FY05 12 inmates participated in Special Education, 54 inmates completed their HSED, 0 inmates completed their GED, 83 inmates participated in ABE and 88 inmates participated in self-advancement. To date, WSPF has had 154 inmates obtain their HSED and 5 have obtained their GED.

The Business Basics course offered through the Corrections Learning Network was provided to those inmates on Level 4 and 5 during FY05. This program is designed to meet the transitioning needs of the incarcerated inmate. There are 12 video sessions geared to explore the world of entrepreneurship as well as small group sessions. Participants employ critical thinking skills and practice applying these skills to the development of a business plan. In FY05 nine inmates completed the Business Basics course.

In FY05 the WSPF library checked out 22,841 items, including both newspapers and magazines. Of the current 380 inmates, 308 are library patrons, all of whom have checked out at least one book during this time period; this indicates that 80% of the inmates take advantage of library privileges. A comparison with the local public library reveals that the circulation statistics are similar in the volume of materials processed. The inmate statistics do not include those who have left the institution; those who have promoted to Step Three or Level Two are more inclined to read since they have access to a larger variety of books.

## **Law Library Services**

Satellite paper law libraries are set up on the units, which consist of the required starter materials. A computer is also available on each unit for inmates to use in searching for case sites electronically. Inmates may request copies of case law and various legal forms from the law library.

## Programming

Participation in programming is one of the criteria considered for level advancement. Various program opportunities are available for inmates in conjunction with their level.

Level 2 programming is available to inmates on level 2 and above. The program consists of a series of interactive journals covering a variety of areas such as Values, Anger, self-esteem and Errors in Thinking. This is an open enrollment program and inmates work at their own pace. Seventy-nine were enrolled in FY05 with a total of 60 actively participating and 19 completing all books.

Anger Management programming is available for inmates in level 2 and above. It consists of videos and worksheets. A new cycle begins approximately every 3 months. Sessions are bi-monthly in duration. Sixty-seven were enrolled with 43 completing.

Turning Point I is available to inmates in level 3 or above. The program focuses on Criminal Thinking Errors and uses the "*Same Now: Commitment to Change*" series as its main curriculum. A new cycle begins approximately every 3 months with delivery primarily through videos and worksheets. There were 112 inmates enrolled in the program in FY05 with 74 inmates completing.

Turning Point II is available to inmates on level 3 and above who have completed Turning Point I. It focuses on tactics to address the Criminal Thinking Errors examined in Turning Point I. A new cycle begins approximately every 3 months and is facilitated through videos and worksheets. There were a total of 90 inmates enrolled in the program with 83 completing in FY05.

Turning Point III is available to inmates on level 3 and above that have completed both Turning Point I and Turning Point II. The program focuses primarily on the consequences of behavior. A new cycle begins every 3 months and like I and II is delivered primarily through videos and worksheets. There were a total of 91 inmates enrolled in the program with 70 completing in FY05.

Cognitive Group Intervention Program (CGIP) Phase 1 and 2 is available for inmates in levels 4 and 5. Successful completion fulfills an A&E need requirement. The standard CGIP manual is used and the materials are delivered through videos, written assignments and small group sessions. A new cycle begins approximately every 3 months. CGIP phase 1 was completed by 51 inmates in FY05. CGIP phase 2 was completed by 44 inmates in FY05. Forty-four inmates graduated from the WSPF program in FY05 for a total of 149 since program activation. It is a tribute to the program to note that only 7 graduates have returned to WSPF after graduation.

Domestic Violence Programming was added this FY as a programming option available to those inmates in Levels 4 and 5. Successful completion fulfills an A&E need requirement. Small group sessions and written assignments are utilized with this program series with a new cycle beginning every 6 months. DV was successfully completed by 7 inmates in FY05.

A Better Way is available to inmates who have completed all 3 of the Turning point Programs. The program focuses primarily on change in any environment. There were a total of 51 inmates enrolled in the program with 46 completing in FY05.

Five inmates participated in Castle of the Pearl with 0 inmates completing the program this year. A number of self help books and workbooks are available for inmates to check out through the program department.

## Religious Programming

WSPF employs one full-time Chaplain to meet the religious needs of the population. The Chaplain does weekly rounds on the units, he also videotapes a weekly message which is broadcast via the in-house television system. Weekly programming relating to the DOC recognized religious umbrella groups is also broadcast via the in-house system.

Both Bible Study and Koran Study are offered for inmates on level 2 and above. Both consist of readings, worksheets and discussion with the Chaplain. For inmates in Levels 4 and 5 the Chaplain also offers a Biblical Anger Management group. The focus is references from the Bible addressing anger. There is also a Qur'an Study Group. The Chaplain facilitates small group discussions and readings and worksheets.

The Chaplain has an extensive library of books for inmates to check out pertaining to the Religious umbrella groups. Pastoral visits are scheduled through the Chaplain.

### INMATE CONTACTS FY05

CHAPLAIN CONTACTS:	500
<u>OTHER PASTORAL VISITS:</u>	
Catholic	26
Buddhist	60
Jewish	0
Protestant	1303
Islamic	0
Native American	1
Wiccan	0
TOTAL PASTORAL VISITS:	1390
TOTAL CONTACTS:	1890

### RELIGIOUS TV PROGRAMMING

Catholic Mass	2 times / week
Protestant Services / Movies	18 times / week
Islamic Teaching	18 times / week
Native American Music / Ceremony	3 times / week
Jewish Teaching / Music	1 time / week
WICCAN Teaching / Music	3 times / week
Chaplain Services	1 times / week
Hispanic Services	2 times / week

WSPF maintains a religious library containing over 800 books and 350 videos and cassettes. The average number of books checked out from chapel library in 2004 was 20. Over 70 inmates participated in the Angel Tree / Salvation Army toy program in FY05. The institution chaplain holds numerous in house religious study groups:

- ◆ Bible Study Course                    12 participants
- ◆ Quran Study Course                    10 participants
- ◆ Biblical Anger Control Group        2 participants
- ◆ Qur'an Anger Control Group        5 participants

## **Social Workers**

Currently there are three Social Workers at WSPF providing services on all five units. The role of social workers at WSPF is multi-faceted, and involves coordination and communication with other staff in nearly every department at WSPF. Included is direct inmate contact, as well as numerous offender review requirements. Direct offender contact may include facilitation in DV and/or CGIP groups, weekly rounds, legal and personal emergency phone calls, and interviews in booths for completion of paperwork, such as the DOC-1759 SORP "Sex Offender Registration" Program form. Offender review requirements also include completion of PRC's, Parole Reviews, Level 3 and Level 4 reviews, and a portion of the DOC-30 Segregation Reviews. Staffing requirements include attendance at unit meetings, special needs meetings, other social workers in WSPF and throughout the WI-DOC, Parole Agents, AC hearings, professional contacts with offender family members and friends, and other various public and WSPF department contacts.

## **Psychological Services**

The WSPF Psychological Services Unit consists of three psychological associates, one crisis intervention worker and one full time psychologist supervisor. Services are provided for 5 units within the institution with a population count averaging 390 inmates. The Psychological Services Unit is responsible for developing and monitoring behavior management programs, evaluating all inmates on arrival, and providing therapy and assessment for 390 inmates. WSPF psychology also provides coverage for Prairie du Chien Correctional Institution (PDCI).

## **MANAGEMENT SERVICES**

Management Services provides services that facilitate the security of the institution and ensure all needs of inmates are met. It is comprised of several areas including:

- ✓ Business Office is responsible for the ordering and payment of all invoices while monitoring budgetary guidelines; receipting and disbursing inmate funds; and canteen operations.
- ✓ Stores receives and distributes supplies throughout all areas of the institution.
- ✓ Laundry keeps the inmate's clothes and bedding clean and sanitary.
- ✓ Buildings and Grounds control and maintain the public works for the Institution.
- ✓ Food Service supplies the food and meets specific nutritional needs of inmates.

### **Business Office**

The Business Office has a staff of five including a Correctional Management Services Director, Financial Program Supervisor, Purchasing Agent, two Financial Specialist 2, and a Financial Clerk. The Business Office provides services for both staff and inmates. Purchasing coordinates the procurement of all supplies and services in cooperation with each respective department to ensure the responsible use of funds and satisfaction of the institution needs. Inmate Accounts is responsible for receipting and disbursing inmate funds in accordance with all administrative guidelines and laws. Legal loans, postage, medical co-pays, and restitution are all handled by this area. In addition, the Business Office coordinates canteen services for the institution including distribution of menus and submission of orders to the contracted vendor who is utilized for this service.

The Business Office has continued to take a strong lead in the vigilant management of the budget and works collaboratively with all departments to that end. Inventory levels are closely monitored to ensure that all institution needs are met while maintaining adequate supplies. Institution equipment is placed on a replacement cycle that ensures current and fully operational equipment at all times.

Further, over the past year, WSPF has shared Correctional Management Services Director and the Financial Program Supervisor positions with PDCI. Numerous opportunities have been realized to combine the resources and maximize the benefit of both institutions. By taking a more global approach to doing business, many accomplishments have been realized by sharing staff and resources.

### **Store/Warehouse**

The store/warehouse is the entry point for outside goods arriving at the institution. The store operates with one storekeeper and a Corrections Store Supervisor. The shipments of goods purchased by the institution, which include the following foodstuffs, clothing, office supplies and cleaning supplies arrive regularly at the store docks. A storekeeper receives x-rays, inspects and inventories the items. Receiving reports are written for items, ordered directly for institution departments and the items are delivered to the department. The store processed 2102 receiving reports this past year. The store also processed 598 department requisitions for the year, with a value of \$143,105.08.

## **Laundry**

The laundry operates Monday through Friday with one full time laundry worker and two LTE part -time workers. They are assigned the tasks of washing, stocking, inventorying, delivering and mending of all inmate clothing and linens. The laundry workers do a daily maintenance of washers, dryers and clean and sanitize all laundry transport carts. Charlie Unit supplies inmate workers from Level 5 to assist with folding sheets, towels, washcloths and inmate outerwear (shirts & pants). The laundry's average monthly wash load is 23,800 pounds.

In FY05 the DOC directed institutions to change inmate briefs and T-shirts to green. WSPF has changed 3 units over to green as of June 30 2005. As the supply of white briefs and T-shirts runs out on the remaining units will be changed over to green.

## **Custodial Services**

WSPF is the only institution in DOC that has no inmate workers to assist in this area. The institution complex has over 205,590 square feet. Nine Custodians including one Custodian Lead Worker and are responsible for keeping the entire institution swept, mopped, polished and cleaned. The cleanliness that they strive for is very apparent at WSPF.

In order to maintain the high standards established custodial staff clean cells when inmates move. From July 1, 2004 to June 30, 2005 custodians cleaned a total of 1728 inmate cells along with their other duties, down 103 cells from the previous year. The department has been short-staffed for most of the year due to medical and budget constraints.

A second Kaivac machine was purchased in 2005. The KaiVac machine is a no touch system that allows the custodial staff to effectively and quickly clean contaminated areas, minimizing the risk of contamination of staff and inmates. The KaiVac Machine allows staff to be in and out of areas more rapidly, decreasing the time inmates are out of cells and increasing the number of cells cleaned. The major focus for custodial staff this year has been the increase in training on the use of personal protective equipment to continually decrease the risk of contamination to both staff and inmates.

## **Maintenance**

FY05 was a busy year for the Maintenance Department at WSPF as several major projects were undertaken.

- The Video Court room continues to expand with more and more counties being added into the system. This Video Court continues to be a huge money saver for WSPF by eliminating the need to transport inmates.
- Maintenance was not exempt from the litigation experience that has become part of every department's workload at WSPF. Concerns about the temperature and the lighting of inmate living areas have caused the maintenance staff to provide modifications of the lighting and almost constant monitoring of temperatures.

- Per the settlement agreement, the installation of a 210-ton chilling unit for temperature control to inmate living areas began last July. The system was in commission in April of 2005.
- Construction of 36 outdoor recreation areas and reconstruction of heated indoor recreation facilities were completed.
- WSPF Electronic Technicians converted a significant portion of our electronics equipment from analog to digital, to include security cameras and digital video recorders.

In addition to these major projects, Maintenance staff completed 5,220 work orders in FY05 while working at 90% staffing due to staffing constraints. Maintenance has continued to provide staff support to Prairie du Chien Correctional Institution (PDCI). Electrical support to upgrade main electrical circuitry, plumbing upgrades in several areas, electronic tech support for the audio-video system, Maintenance Mechanic support for the remodeling of the Gatehouse area are some of the projects worked on. We have also been able to send our groundskeeper to assist in clearing trees to increase visibility in the courtyard. Our ability to share support of both manpower and resources has proved beneficial to both WSPF and PDCI in productivity and cost savings.

On a sadder note, the department is still suffering the impact of the phone call received the morning of May 19th informing us that Rick Krogman, our HVAC specialist, had passed away unexpectedly from a massive coronary at the age of 53. Rick continues to be sadly missed by all staff at WSPF.

## Food Service

WSPF Food service started up in October of 1999 as a contracted food service operation. In November of 2001 it became a self-operation kitchen. The average meal cost for contracted food service was \$2.16 a meal. As a self-operation the average meal cost is \$1.54. A savings of over \$273,697.00 a year. We currently serve a cold breakfast and a hot lunch and dinner meal. The staff assigned to the kitchen include WSPF foodservice staff as well as inmate workers from PDCI. In order to meet the needs of the institution food service staff had their hours changed to work 8-hour days. The WSPF foodservice staff does all the food preparation and the inmates do the cleanup. Our food vendor is Indianhead Food Service out of Eau Claire and Fishnick Dairy, a local dairy, delivers our milk and dairy products.

### WSPF Foodservice staff:

1 Food Service Administrator  
 1 Food Service Manager  
 2 Corrections Food Service Leaders  
 9 Cook 1 & 2  
 1 Storekeeper  
 1 Cook 1 LTE

### Fiscal year 2005 meals served:

443,789 Inmates  
39,570 Staff  
 483,359 Total

On an average WSPF food service serves 42,867 lbs. of food a month. Inmate requests for religious and special diets have increased dramatically in the past year. At any one time there is an average of 35 vegan diets and 85 inmates participated in Ramadan. The Food Service department also works with the Health Services Unit to provide both special diets and food supplements to those inmates with varying

## HEALTH SERVICES UNIT

The Health Services Unit at WSPF continues to provide on site medical, nursing, dental, psychiatric, and optical services to inmates housed at this facility. Registered Nurses are in house 24 hours a day, 7 days a week providing patients continuity of care. The Health Services staff is responsible for providing prompt and adequate health care to meet the needs of a patient's acute and chronic medical condition. Off site medical services continue to be provided as a patient's medical condition warrants, including overnight hospital admissions. Emergency services, which are coordinated between First Responders, EMTs, Registered Nurses, Boscobel Rescue Squad and the hospital emergency room continue to be provided 24 hours a day, 7 days a week.

### FY05 HSU Statistics

Month	MD/PA /NP/RN	X-Ray	Dental	Hygiene	Psychiatrist	Optometrist	Off-Site Visits
<b>July-04</b>	353	11	7	19	54	8	15
<b>Aug-04</b>	336	6	17	23	68	11	21
<b>Sept-04</b>	278	5	15	19	49	4	13
<b>Oct-04</b>	284	5	15	19	67	8	24
<b>Nov-04</b>	300	11	13	9	96	0	29
<b>Dec-04</b>	264	0	14	13	87	0	35
<b>Jan-05</b>	425	0	25	17	43	12	38
<b>Feb-05</b>	401	0	20	12	84	12	25
<b>March-05</b>	446	0	28	30	53	0	33
<b>April-05</b>	424	0	20	11	50	9	30
<b>May-05</b>	371	0	17	17	52	0	42
<b>June-05</b>	477	0	15	10	80	49	38
<b>Total</b>	4359	38	206	199	783	113	343

## **INMATE COMPLAINT REVIEW SYSTEM**

The Inmate Complaint Review System serves the purpose to encourage communication between staff and inmates; explain and clarify policies; allow inmates to raise questions in an orderly fashion; reduce litigation numbers; and to assess the institution climate. In addition to handling complaints, the ICE office in conjunction with the Records office handles the Prisoner Litigation at the institution. The Records office compiles and submits the returns for Writs of Certiorari. The ICE office handles all summons and Complaints and all other miscellaneous cases. At the present time this involves over 60 open cases. The ICE has daily contact with Department of Justice attorneys to coordinate the work on the cases. The ICE office also acts as a liaison between WSPF staff members and DOJ. The ICE has accompanied staff members to Federal Court on the occasions that the case has gone to trial. Below is a summary of the FY05 complaints showing the number of complaints filed at WSPF in FY05.

### **SUMMARY OF COMPLAINTS AT ICE LEVEL – WSPF FY05**

<b>SUBJECT OF COMPLAINT</b>	<b>TOTAL</b>
BCE	0
CLASSIFICATION	159
CORRESPONDENCE & PUBLICATIONS	713
DISCIPLINE	243
DISCRIMINATION	8
FOOD	61
ICRS	159
INMATE ACCOUNTS	90
MEDICAL	298
OTHER	753
PAROLE	19
PERSONAL PHYSICAL CONDITIONS	106
PERSONAL PROPERTY	439
RELIGION	50
RULES	161
STAFF	469
VISITING	58
WORK & SCHOOL PROGRAMS	41
<b>TOTAL FOR WSPF</b>	<b>3932</b>

## **RECORDS OFFICE**

The Wisconsin Secure Program Facility Records Office is responsible for the records of all offenders incarcerated at WSPF. The records office staff consists of an Offender Records Supervisor and an Offender Records Assistant 3.

The records office staff are responsible for numerous functions that affect many areas of the institution. These responsibilities include complex sentence calculations of parole eligibility dates, mandatory release, extended supervision, and maximum discharge dates. Staff is also responsible for calculating and entering court-ordered sentences and sentence modifications into offender records; setting up parole board hearings; recording institutional disciplinary actions and making appropriate adjustments in the offenders' files and maintaining social service and legal files. The staff schedule and provide record reviews to all offenders. Additionally, record office personnel provide notification to law enforcement and social services agencies of offender status.

The records office staff coordinate and document all offender movement to and from the institution; including entries and exits, court visits, medical trips and detainer pick-ups. This information is reported daily to Central Office in Madison. Staff members respond to Open Records requests from both offenders and the general public. In addition, they also answer inquiries from the general public regarding legal matters and offender status. Staff also serves warrants, detainers and other legal papers on the offenders.

Records office staff accept service for offenders with ICE accepting service for the Warden. Records also handle inquiries from the Department of Justice and court officials and may represent the institution in court proceedings. Through communication with various other states, this office coordinates extradition under the Agreement of Detainers.

# WSPF ORGANIZATION

