



DODGE CORRECTIONAL INSTITUTION



FY 2016 ANNUAL REPORT

Table of Contents

MESSAGE FROM THE WARDEN	2
PURPOSE STATEMENT.....	3
AMERICANS WITH DISABILITIES ACT (ADA).....	3
INSTITUTION FACTS.....	4
INSTITUTION ACCOMPLISHMENTS.....	4
INSTITUTION CONTACTS.....	5
WAUPUN COMMUNITY & CORRECTIONS RELATIONS BOARD	6
SECURITY	7
SECURITY THREAT GROUPS PROGRAM.....	7
SOCIAL SERVICES	8
RESTORATIVE JUSTICE/COMMUNITY SERVICES.....	9
CHAPEL.....	9
CHAPEL ATTENDANCE/ACTIVITIES	9
LEISURE TIME ACTIVITIES	10
RECREATION	10
LIBRARY	11
INITIAL CLASSIFICATION	12
RECORDS OFFICE	12
CENTRALIZED RECORDS OFFICE	13
SUPPORT SERVICES UNIT	13
HEALTH SERVICES	13
PRIMARY CARE.....	13
DIALYSIS UNIT.....	14
INFIRMARY UNIT.....	14
PSYCHOLOGICAL SERVICES UNIT	15
SEX OFFENDER ASSESSMENT PROGRAM (SOAP).....	15
BUSINESS OFFICE.....	16
FOOD SERVICE	16
MAINTENANCE.....	17
ACRONYMS	18

MESSAGE FROM THE WARDEN

Welcome to the Dodge Correctional Institution (DCI) Annual Report for Fiscal Year 2016 (FY16). Our annual report allows us an opportunity to reflect on achievements and challenges, and to look expectantly to our future. The accomplishments in this report signify the dedication and tenacity of DCI employees who continue to support the mission of the Department of Corrections (DOC) and the purposes of DCI.

Major personnel changes occurred in the institution's executive staff when Warden Marc Clements was appointed to Assistant DAI Administrator. I was appointed to DCI to fill this vacancy. I have been fortunate to have previous experience as Warden at WCI and GBCI. While Deputy Warden at TCI we worked collaboratively with DCI staff to return the initial classification process for women offenders to that facility. I look forward to working with the staff at DCI to continue our mission for the Department.

DAI population demands have brought us back to housing offenders in county jails. Contracts were established with Juneau, Sauk, and Oneida Counties to house up to 150 inmates. Medium and maximum custody inmates either serving the remainder of their sentence (less than a one-year) or beginning their sentence (approximately 120 days prior to placement at permanent institution) are being placed at designated jails. Placement criteria are based on screenings from security, medical, dental, mental health, and BOCM.

There continues to be issues with staffing throughout the Department, DCI has numerous staff vacancies, however, staff have worked well through the many changes. Adjustment to the overtime process has been made which rotates staff through the ordering process. Act 150 was passed reforming Civil Service rules for all of State Service which we are currently adjusting to.

Meeting these challenges and accomplishing new initiatives would not have been possible without the hard work and commitment of our exceptional workforce. DCI staff consistently rise to the occasion when faced with adversity, finding creative solutions for many trials. We will continue to look ahead and move forward to meet the needs of those we serve - the citizens of Wisconsin. We are committed to working together to ensure a safe environment for each other and our inmate population.

Thank you for taking time to review this report and the scope of services offered at DCI. The dedication and commitment of our staff is evident in these pages and we will continue to serve Wisconsin and the DOC in the years to come.



William J. Pollard
Warden



Cheryl Eplett
Deputy Warden

PURPOSE STATEMENT

The primary purpose of Dodge Correctional Institution (DCI) is to serve as the central reception center for all adult male inmates sentenced to prison. DCI promotes safe communities and institution safety through humane custodial treatment and supervision of inmates. DCI staff work collaboratively with staff from the Bureau of Offender Classification and Movement to complete a comprehensive assessment and evaluation of each inmate, determining program needs, custody level and institution placement. In addition to this classification process, inmates transitioning through DCI participate in an orientation to the WI DOC and begin adjusting to and learning how to navigate a correctional environment, since many inmates are just beginning to acknowledge the impact of their sentence. Inmates are supported as they transition into their incarceration and the challenges they may encounter, so that they can move forward into case planning and reintegration efforts.

In support of this mission, Dodge Correctional Institution has the following broad responsibilities:

1. To receive and facilitate the assessment of adult male inmates sentenced to prison by the court. This process includes admission, initial record development, medical and mental health screening, and initial classification of inmates.
2. To provide safe and secure centralized transportation services for the Division of Adult Institutions.
3. To supervise the movement and restrict the freedom of inmates to the extent necessary to ensure public, staff, and inmate safety.
4. To provide training, work experience, coping skills, and other programs and services which enable and encourage constructive inmate participation and prepare for the eventual reentry of the individual inmates in the community.
5. To monitor and audit institution operations and programs for general effectiveness and achievement of specific results.
6. To administer Wisconsin State Statutes, Department of Corrections Administrative Rules, and Division of Adult Institutions policies and procedures.
7. To plan, coordinate, and administer a complex, multi-disciplinary and diverse workforce. To provide leadership that is proactive, innovative, supportive and responsive.
8. To ensure that health care and psychological services are provided to inmates consistent with professional, community, and correctional health care standards.
9. To manage resources in the most efficient, effective, and practical manner consistent with the attainment of institution goals.

AMERICANS WITH DISABILITIES ACT (ADA)

DCI is committed to providing a facility that is compliant with the Americans with Disabilities Act of 1990. No qualified individual with a physical and/or mental disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the DOC or be subjected to discrimination on the basis of disability. Available DOC programs, services, and activities, when viewed in their entirety, will be accessible to and usable by individuals with disabilities. It is not required that DCI make accommodations that would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens.

INSTITUTION FACTS

Date opened:	1978		
Number of acres:	57	Medical co-pay:	\$12,847.50
Security level:	Maximum	Inmate complaints:	829
Operating capacity		Returned complaint submissions:	934
Males:	1165	Conduct reports	
Females (Infirmary):	8	Minors:	872
Current population		Appeals—minors:	11
Males:	1624	Majors:	965
Females (Infirmary):	0	Appeals—majors:	18
FY16 intake	6888	Transportation	
Correctional officers/sergeants:	394	Inmate transfers:	16,177
Non-uniform staff		Emergency medical:	286
& security supervisors:	137.5	Medical:	1,255
Non-uniform outposted staff:	140	Miles:	351,155
Offender to staff ratio:	2.4:1	Releases:	342
Operating budget:	\$45,234,863.27	Inmate workers in general	
Monies collected		population status:	238
Restitution:	\$25,158.31	Inmate deaths:	24
Child support:	\$69,584.97		
Victim/witness:	\$20,044.23		

INSTITUTION ACCOMPLISHMENTS

- Completion of a tabletop, workshop and functional exercise utilizing ICS principles.
- The U.S. State Department entered into a relationship with the country of Georgia's correctional professionals. A delegation of Georgian officials visited DOC facilities in September 2015. The delegation visited and toured DCI learning about the intake process, initial classification, and health and psychological services.
- Nineteen GP inmates completed the 16-week "Thinking for a Change (T4C)" program in December 2015 and May 2016. The inmates received a completion for their cognitive treatment need for their success in the program. This is the only primary program offered at DCI.
- The DCI Workplace Enhancement Committee promotes a quality workplace environment and encourages positive community relations by sponsoring fundraising events for staff participation. Fundraising events sponsored in FY16:
 - A food auction raised \$675 for Waupun's Mission Backpack, which sends a cinch-sack of non-perishable food home from school with needy children to eat over the weekend.
 - A toy drive was held during the holiday season to benefit the Dodge County Toy Bank.
 - The committee also sponsored the "Adopt a Family Project" for the 11th year. The event offered staff the opportunity to confidentially submit names of DCI families with a medical or financial burden. Gift baskets were donated by staff to raise \$2,465 to be divided between the recipients of the "Adopt a Family Project."

INSTITUTION CONTACTS

ADA Coordinators:	Brian Greff (Current) Pat Toutant Brooks Feldmann	(920) 324-6345
LEP Coordinator:	Mike Patten	(920) 324-6242
Backup:	Anairahe Rosenow	(920) 324-6306
COMPAS Coordinator:	Russ Corcoran	(920) 324-6365
Backup:	Kristi Zubke	(920) 324-6257
PREA Coordinator:	Dylon Radtke	(920) 324-6248
Backup:	Joe Falke	(920) 324-6249



WAUPUN COMMUNITY & CORRECTIONS RELATIONS BOARD

The focus of the Waupun Community & Corrections Relations Board is to promote positive communications between Waupun Correctional Institution, Dodge Correctional Institution, John C. Burke Correctional Center and the local community. It serves as a forum for providing public information and education, sharing issues and concerns, and dealing with items of mutual interest. The first meeting of the board was held on January 27, 1992. The board meets three times per year or as concerns arise.

William Buchholz, Co-Chair
Attorney at Law

Amy Nehls, Director
Dodge County Emergency Management

William Pollard, Warden, Co-Chair
Dodge Correctional Institution

Joe Meagher, Deputy Director
Dodge County Emergency Management

Brian Foster, Warden
Waupun Correctional Institution

Kurt Klomberg, District Attorney
Dodge County

Pete Jaeger, Superintendent
John C. Burke Correctional Center

Kyle Clark, Mayor
City of Waupun

Cheryl Eplett, Deputy Warden
Dodge Correctional Institution

Jill Wenzel, Representative
Waupun Memorial Hospital

Don Strahota, Deputy Warden
Waupun Correctional Institution

Wayne Buteyn, Representative
Werner Harmsen Furniture

Mary Wendel, Field Supervisor
Division of Community Corrections

Sharon Bos, Vice President
National Bank of Waupun

Daryl Daane, Pharmacist Supervisor
DOC Pharmacy

Tonya Gubin, Superintendent
Waupun Area School District

Dale Heeringa, Chief
Waupun Police Department

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

Dale Schmidt, Sheriff
Dodge County

Senator Rick Gudex
18th Senate District

Peggy Novak, Coordinator
Dodge Co. Victim/Witness Assistance

Representative Michael Schraa
WI State Assembly

Honorable Steven Bauer
Dodge County Circuit Court

Gerald Heeringa
Interested Citizen

SECURITY

The Security Department ensures the general safety of the public as well as within the institution. The emphasis is to ensure a positive environment for an ever-growing population. Upon admission, inmates are required to go through the assessment & evaluation process in order to determine programming needs.

Staff, Inmate Population and Discipline

As of January 1, 2015 a revised Wisconsin Administrative Code Chapter 303 Discipline was implemented which brought forth significant changes in how inmate rule infractions and misbehaviors are managed. The revision has reinforced the role of line staff in the disciplinary process with positive results. The results of these revisions are still being assessed to determine how best to effectively manage this population while maintaining an efficient and effective disciplinary process.

Daily inspections of housing units are performed for the purpose of ensuring a safe environment as well as eliminating unauthorized contraband.

The Security Department supervises the Centralized Transportation Unit, providing emergency trips and transfers. They also oversee the STG (Security Threats Groups) Program to include, but not limited to, approving special placement needs.

The Security Department conducts investigations into necessary separations between inmates and/or alleged violation of institution rules. Investigations may parallel with law enforcement investigations when criminal activity may be present. Investigations are generated by staff incident reports, inmate information, or outside sources of information. Penalties can range from warnings/informal counseling to written conduct reports up to, and including, criminal prosecution.

Emphasis is placed on eliminating sexual violence in the prison system via means of the Prison Rape Elimination Act (PREA). Security staff investigate PREA allegations immediately upon notification. DCI is very proactive in this area, holding training sessions with staff and educating inmates. Adherence to staff training is monitored to ensure all staff have the necessary mandatory training. During FY16 a PREA Audit was conducted, which identified many areas DCI does very well at, as well as a few areas to improve upon. Steps are being taken to meet standards in all areas related to PREA.

SECURITY THREAT GROUPS PROGRAM

Security Threat Groups (STG), referred to as gangs by WI DOC, are defined as groups or an individual acting on behalf of a “gang” of individuals who threaten, coerce, or harass others and/or engage or encourage illegal or illicit activities on the part of group members or others. STG, by definition, are a threat to the public, as well as staff and offender safety, both within the institution and in the community.

DCI is the headquarters for the DOC STG Program and has the responsibility of identifying STG members as they enter DAI in order to alert other institutions. As of June 30, 2016 we were maintaining 21,668 confidential ongoing investigative files on inmates who have been identified as or are strongly suspected of being gang members. Out of the 21,668 there were 3,003 suspected and 18,650 confirmed gang members. These numbers have increased since June 2015. Of these 21,668 files, 5,924 files, 1,081 suspected and 4,843 confirmed, are identified

inmates currently incarcerated at state facilities, an increase from the 5,704 that were incarcerated in June of 2015.

Between July 2015 and June 2016, 1,093 newly suspected/confirmed members were identified; this was an increase of 289 identified STG members from the 804 members identified in FY15. In June of 2015 there were 20,575 files compared to June of 2016 with 21,668 files.

With the implementation of WICS it was decided that we would now go paperless and discard the hard copies of the STG files. DCI STG Office is now scanning all documents contained within these files and downloading this information into the files contained in WICS.

Combined efforts between the WI DOC and outside law enforcement to include DCC agents have led to convictions. Agencies are notified when members are released so the monitoring can continue. The DCI STG Office also supplies release reports to the DCC and other entities as needed.

As of January 2014, DCI STG staff initiated a training program that involves STG Coordinators, Specialists and individuals involved in STG identification from different institutions, DCC and outside law enforcement. The training is interactive and provides those individuals the opportunity to partake in the initial identification process beginning at Intake, doing inmate interviews and downloading information into WICS. As of June 30, 2015, 106 staff have completed this training. There has been a lot of positive feedback from participants and this has opened the avenues of communication.

SOCIAL SERVICES

- DCI has two GP Social Workers, two A&E Social Workers (located in the Barracks), and one Infirmary Social Worker.
- Offered AA programs for GP and select A&E inmates. Weekly meetings are held with 12-16 inmates.
- Established approximately 400 release plans.
- Coordinated the Holiday Food Purchase Program for inmates.
- Provide comprehensive social services to A&E inmates housed in the barracks and all DCI GP inmates.
- Prepared Social Security applications for replacement Social Security cards.
- Assisted inmates with Social Security and Medical Assistance filing.
- Facilitate “Thinking for a Change” program to GP inmates.
- Coordinate Affordable Care Act pre-release Bader Care Plus application process.
- Coordinated National Crime Victims’ Rights Week.
- Provide case management to inmates housed in Wisconsin County Jails.

RESTORATIVE JUSTICE/COMMUNITY SERVICES

- Twenty staff participated in the Dodge County and Fond du Lac County *Shop with a Cop* Program over the 2015 holiday season.
- Dodge Correctional Institution also participated in the *Locks of Love* donation program. The *Locks of Love* program donates hair to an organization to make hair wigs for cancer patients.
- National Crime Victims' Rights Week was observed April 10-16, 2016. During this week, inmates participated in contests and restorative justice activities based on the theme, *Serving Victims, Building Trust, and Restoring Hope*.
- Several fundraising events were held to benefit charities on local and state levels. Two fundraising events were offered to general population inmates and staff. Sales of ice cream pints raised \$488 which was divided between Solutions Center Shelter and Support Services in Fond du Lac and New Beginnings Homeless Shelter in Beaver Dam; chicken dinner sales raised \$500 for People Against a Violent Environment (PAVE) in Dodge County.

CHAPEL

- The Chapel has two locations: East Chapel and West Chapel/Multi-Purpose Room.
- Two full-time Chaplains.
- Approximately fifty volunteers, including bi-lingual volunteer service providers.
- Offered nine different religious (denominations) services, nine religious studies, and three advanced studies for GP inmates.
- Distributed religious materials on a regular basis.
- Provides individual counseling on a regular basis.
- Conducted Prison Fellowship seminars and special services.
- Hosted annual Volunteer Appreciation and Training Banquet.
- Involved in holiday activities including, Prison Fellowship's Angel Tree, Salvation Army's Toy Project, and the Holiday Food Program.
- Provided Infirmary devotions, memorial services for Palliative Care Program inmates, funeral services, as well as devotions to inmates in RSH.
- Involved with Palliative Care Program, Religious Advisory Committee, and Restorative Justice.

CHAPEL ATTENDANCE/ACTIVITIES

- | | |
|----------------------------|-------------------------------------|
| ➤ Baptisms | ➤ Disciple Bible Study |
| ➤ Bible Fellowship | ➤ Faith at Work Bible Study |
| ➤ Buddhist Worship Service | ➤ Funerals |
| ➤ Catholic Worship Service | ➤ Jesus and the Gospels Bible Study |
| ➤ Catholic Bible Study | ➤ Infirmary Devotions |
| ➤ Catholic Servers/Choir | ➤ Islamic Worship Service |

- Issues and Answers Bible Study
- Jehovah Witness Bible Study
- Lutheran Bible Study
- Native American Sweat Lodge
- Pagan Worship Service
- Pastoral Inmate Counseling
- Pastoral Care Visits
- Protestant Service
- Protestant Choir
- Spanish Bible Study
- Spanish Catholic Mass
- Spanish Catholic Servers/Choir

LEISURE TIME ACTIVITIES

DCI provides opportunities for A&E and GP inmates to participate in recreational activities to promote positive constructive use of leisure time.

Hobby:

Hobbies are leisure time activities for inmates in the Hobby Department and/or in their cells and are offered exclusively to GP inmates. Inmates can purchase hobby supplies through approved vendor catalogs, or a hobby canteen for non-catalog items. Hobby is open twenty hours per week during afternoon and/or evening hours to accommodate inmate work schedules.

The Hobby Department facilitates arts and crafts donations for community service. Hobby projects were completed by inmate volunteers and donated to several organizations including the WI Correctional Association Scholarship Raffle, Waupun Christian Home & Rehabilitation Center, Waupun Booster Club, PAVE of Dodge County, ALS of Wisconsin, Hebron House of Hospitality, Waupun Memorial Hospital, Special Olympics of WI, Agnesian Cancer Center, and the Community Awareness and Recovery Environment of Dodge County. Some of the items donated were crocheted hats, scarves, blankets, sweaters, and drawings.

Ever year donations are solicited to the community for yarn; however, donations have been down.

Inmates repaired softball gloves during their leisure time as a cost saving measure.

Music:

Musical instruments may be used in living quarters, the Chapel, outside recreation and while in the Hobby Department. While in the Hobby Department, inmates can view instructional materials, clean and repair instruments.

RECREATION

The purpose of the DCI Recreation Department is to provide a positive means for inmates to pursue fitness and to build self-esteem through intramural athletics.

Recreation Activities:

- Basketball
- Volleyball
- Soccer
- Stationary bicycles
- Track running/walking
- Frisbee
- Softball
- Weightlifting
- Various board/table games
- Hobby crafts and music
- Kickball
- Hacky sack

Recreation Opportunities:

A&E Units:

- A&E inmates are afforded five 50-minute periods of off-unit physical recreation weekly.

GP Units:

- GP inmates are afforded twelve 50-minute periods of off-unit physical recreation per week.
- Female inmates housed in the Infirmary are offered recreation opportunities three times per week.
- Softball, volleyball, and basketball leagues/tournaments are offered.
- Brother Bob's Outreach visited to play softball with inmates.
- Scrabble, chess, cribbage and dominoes tournaments are played.

Inmate Attendance:

Gymnasium = 115,000 inmates

Outside recreation = 151,000 inmates

Indoor recreation (weight room) = 500 – 750 inmates weekly

LIBRARY

The DCI Library provides inmates with recreational, educational, and legal research materials through its general collection and its Law Library space. Both the Library and Law Library are open Monday through Friday, 7:30 a.m. to 3:00 p.m., and Mondays from 5:45 p.m. to 8:00 p.m. There are two Librarians to assist.

The Library houses approximately 20,000 items. This includes fiction and nonfiction, and sections devoted to reference materials, science fiction, fantasy, western, easy readers, and books in Spanish. The Library subscribes to six newspapers and 25 magazines.

Our Law Library has 10 computers, which provide inmates access to the database LexisNexis. There are two inmate clerks available to assist with legal research. The Library has three typewriters and one computer dedicated to viewing digitally formatted legal materials. The Library also periodically adds books and magazines to units within the institution, including Restrictive Housing, infirmary, Intake, and the Special Management Unit. Photocopy and notary services are also provided.

Notable donations to our Library this year have come from inmates, staff, Horicon Public Library, Ripon Public Library, and World of Books in Madison.

Highlights of Library services in FY16:

- In partnership with the U.S. District Court for the Eastern District of Wisconsin, 1,005 documents were E-filed by 81 inmates for the Prisoner E-filing Program.
- Replaced the outdated checkout counter with a more functional circulation desk.
- Replaced all shelving units that restricted viewing capability with new shelves which provide full viewing access of the entire main library at all times.
- Two computers were added to the Law Library.

Library/Law Library Usage Statistics:

- Approximately 205,000 checkouts.
- Approximately 32,000 inmates used general Library.
- Approximately 9,000 inmates used Law Library.
- Approximately 39,900 inmates used Library services.

INITIAL CLASSIFICATION

Initial Classification, formally known as the Assessment and Evaluation (A&E) Unit, operates under the authority of the Bureau of Offender Classification and Movement in accordance with State Statutes and Department of Corrections policies. During Initial Classification staff gather pertinent background information and administer classification processes to assess the risk presented by the inmate, and assign a custody level associated with housing and correctional practices that will enhance the safety of the public, staff and inmates.

Assessment tools are utilized to identify an individualized set of correctional programs that will reduce risk associated with the inmate relative to their incarceration and enhance their successful reentry into the community.

The Offender Classification Specialist recommends placement of inmates at Division of Adult Institution facilities, Division of Juvenile Corrections for some inmates sentenced in adult courts but age appropriate for placement into juvenile facilities, Department of Health and Family Services facilities or contracted beds based upon custody level, program or reentry needs of the inmate that ensures efficient and best utilization of departmental resources associated with housing and programs.

As part of the Department of Corrections Reentry Initiative, Initial Classification began utilizing the COMPAS Assessment Tool in the staffing process. COMPAS is an actuarial validated assessment tool that predicts likelihood to re-offend based on criminogenic factors gathered through a series of questions both administered by classification staff and self-administered by the offender. In the Division of Adult Institutions, these assessments are being completed upon intake in an effort to provide for better continuity for case planning and program assignments between the Division of Community Corrections and the Division of Adult Institutions. In addition, COMPAS results identify program needs and prioritization for placement in programming.

RECORDS OFFICE

The DCI Records Office is responsible for the reviewing and processing of court documents and other legal paperwork in order to admit male offenders to the Wisconsin State prisons.

- Staff scheduled daily admissions, conducted admission interviews, captured PICS photos and created inmate ID cards for all offenders residing at DCI and for all male intakes.
- Completed computations, created and/or updated offender legal files, captured and electronically transferred fingerprints to CIB and submitted Social Security information to the SSA on approximately 6,767 admissions to DCI.
- Detainers: Served and processed 1,459 detainers.
- Releases: Processed 342 releases.
- Admissions: Approved, processed and calculated release dates for 6,888 admissions.

DCI Records is responsible for training all staff statewide in admission computations. Due to the statewide staff shortages in Records departments statewide, DCI Records continues to assist several institutions with their duties. Several DCI Records staff are on a committee developing both classroom and on-line training for Records staff statewide. This will be mandatory training for all records staff.

The Records Department underwent an extensive review of the classifications and job duties performed by Records Department staff. Classifications were changed and positions descriptions were updated to correctly reflect the work performed by staff.

During the past year the Records Department has continued to be involved in several audits and new case laws. These are time intensive and changed the way we calculate release dates, time available for forfeiture and verify sentences are appropriate per state statute.

- Singh v Kemper
- Excessive Sentence Audit
- 416 audit
- State vs. Obrecht
- Random Sampling Audit

CENTRALIZED RECORDS OFFICE

- The mission of the Centralized Records Office is to provide consistent department-wide review of sentence structures by proofing calculations at one centralized location.
- During FY16, approximately 17,094 computations were submitted to the CRO unit for proofing and review.

SUPPORT SERVICES UNIT

The Support Services Unit provides word processing and clerical support to all DCI departments. It is the copy center for the institution and also receives requests for printing projects for various departments. Two full-time support staff produced a wide range of documents, certificates, reports, charts, and labels, as well as the following:

- Process visitor questionnaires and maintain the GP visiting lists for DCI.
- Process and schedule pastoral visits for the institution.
- Organizes the annual volunteer banquet for the institution.
- Complete all NCIC/CIB background checks for pastoral, volunteer and tour groups.
- Maintain the DCI volunteer database.
- Plan and coordinate institution fundraisers.
- Maintain the institution *Weekly Bulletin*, an internal electronic media communication tool.
- Maintain DCI forms.

HEALTH SERVICES

PRIMARY CARE

The primary mission of the unit is to provide medical, dental and psychiatric screenings for male inmates entering the Wisconsin DOC. The secondary mission is to provide health services to the approximately 250 permanent and 1,300 transient inmates. The Primary Care Unit provides health coverage to the DCI inmate population 16 hours per day, seven days per week. Emergency care during the night shift is provided by Infirmary healthcare staff.

- Physical exams = 6,758.
- Healthcare appointments and sick calls (MD, NP, PA, and RN) = 62,339.
- Emergency care and treatment provided = 1,123.
- Optometry appointments = 62,339.
- X-rays and ultrasounds = 864.
- Hepatitis B vaccinations = 1,209.
- Total off-site specialty clinic visits = 547.
- Total number of dental visits = 7,558.
- Dental exams and treatments = 11,067.
- Dental cleanings/hygiene = 489.
- DCI oral surgeon clinic appointments = 496.

DIALYSIS UNIT

The DCI Dialysis Unit continues to operate on a Monday-Wednesday-Friday schedule from 5:00 a.m. – 3:30 p.m. The DCI Dialysis Unit provided 716 hemodialysis treatments during FY16. Six new dialysis patients were admitted to the unit. Discharge planning was implemented for two patients who were released to the community.

On-site nephrology services were provided by Fox Valley Nephrology Partners. Surgical access procedures were referred to surrounding community health care providers. The UW Transplant Center was consulted for those individuals approved for an evaluation for potential kidney transplant.

Peritoneal Dialysis is performed by trained inmate patients on the housing unit each day. The dialysis unit continues to collaborate with security, psychological services, and the health services unit to provide professional and quality dialysis care for the diverse patient population.

INFIRMARY UNIT

The DCI Infirmary continues to provide care for those patients requiring 24-hour or sub-acute nursing care, which facilitates a team nursing model of care to meet the needs of the various demographics and diagnoses of the unit's population. The Infirmary staff continues to provide quality healthcare to a diverse patient population in collaboration with Security, PSU, Psychiatry, Physical and Occupational Therapy.

The Palliative Care Program continues to provide a valuable service to patients with terminal illnesses, providing comfort and symptom management, when release to the community is not possible.

Capacity:	62	Discharged to community:	9
Average daily census:	50	Discharged to DOC:	134
Admissions—male:	188	Non-palliative care deaths:	6
Admissions—female:	5	Palliative care deaths:	11
Palliative care patients:	12		

PSYCHOLOGICAL SERVICES UNIT

The mission at DCI is to identify and assess mental health issues in order to provide information to Offender Classification Specialists, Security, PRC, Social Workers, and HSU regarding placement and treatment recommendations. Psychological services are also provided to inmates who are in emotional crisis.

- Screened 6,903 men.
- Completed approximately 96 full evaluations to determine mental/emotional stability and need for special placement and treatment.
- Completed approximately eight gender dysphoria evaluations.
- Completed two emergency detentions.
- Completed approximately 26 WSPF evaluations to determine appropriateness for WSPF placement.
- Completed approximately 293 evaluations to determine appropriateness for minimum custody placement.
- Completed 168 mental health summaries for interstate compact requests.
- Completed 52 Independent Living Assessments (started program in February 2016).
- Reviewed 98 county jail reports – 52 required clinical follow-up.
- Provided ongoing clinical monitoring for roughly 650 inmates, with 110 on high monitoring, at any one given time.
- Request for crisis intervention averaged 17 per day; 4,420 for the year.
- Placed approximately 137 inmates in observation and 15 inmates in restraints.
- Placed approximately 112 inmates on the Special Management Unit.
- Managed weekly Multidisciplinary Meeting – usually attended by seven PSU Clinicians.
- Weekly Restricted Status Housing Unit rounds – averaged 65 cell-side contacts per week.
- Involved in six guardianship processes and nine POA processes.
- Provided internship for four Psychologist interns.
- Dispersed 52 records to appropriate parties after proper release of information was obtained.
- Scheduled 29 court-ordered and Social Security Disability evaluations for outside Psychologists.

SEX OFFENDER ASSESSMENT PROGRAM (SOAP)

- Performed 675 SOAP assessments. Performed 485 SOAPS needing brief assessments. Completed 20 reviews for visiting list approvals/denials.
- Provides comprehensive assessment of specific treatment needs of inmates convicted of current or past sex offenses.
- May also assess treatment needs of inmates allegedly involved in criminal sexual behavior of which they have not been charged or convicted.
- Identifies specific treatment needs by addressing sexual pathology, AODA issues, dangerousness, mental status, risk of sexually re-offending.
- Components of SOAP include: orientation, sexual history and interest survey, Shipley (to measure intelligence level), individual interview.

- SOAP report contains description of offense, inmate's arrest history, substance abuse/mental issues, history of sexual acting out, significant background information, SOAP testing results, and programming recommendations.

BUSINESS OFFICE

The Business Office performs the financial accounting and purchasing functions required to provide supplies and services to department staff and inmates. Business office staff manage the inmate trust accounts. Canteen, warehouse and laundry operations are overseen by the Business Office.

- Purchasing staff processed approximately 73 contract and special purchase orders to vendors and processed approximately 550 purchasing card transactions.
- Accounts payable staff processed 1,330 DCI invoices; 600 canteen invoices; and 309 employee travel vouchers.
- Inmate accounts staff processed the opening, transferring, and closing account transactions for over 6,700 new inmate admissions and transfers outs. Staff processed over 15,747 receipts amounting to \$1,700,464.32 in addition to Western Union transactions totaling \$428,551.65. Staff processed over 13,865 disbursements amounting to \$74,581.73 for inmates in GP, A&E and temporary hold status housed at DCI. In addition, staff processed the bi-weekly inmate payroll of over \$263,633.73 for the fiscal year.
- Contract jail facility staff managed the trust accounts for over 140 inmates housed at contract county jail facilities. Funds received by the inmates at the county jails were processed for deductions of restitution, surcharges and child support. Inmates received involuntary unassigned pay while in the jail.
- Business Office Operations Associate scheduled 1,506 professional phone calls, 601 professional business visits, to include depositions, Bureau of Immigrations Hearings and LAIP visits and 438 court video conferences.
- Canteen staff processed 60,171 inmate sales orders for a total of \$929,498.10. Profits from the sale of canteen items were used to purchase supplies and equipment for the recreation, visitor, and religious programs. Canteen staff consists of two Inventory Control Coordinators and nine inmate workers.
- Stores/Warehouse staff consists of one Inventory Control Coordinator, one Correctional Officer and one inmate worker. They maintained a monthly inventory of over \$250,000 processing orders from all departments and housing units on a weekly basis.
- Information technology access and equipment, staff and inmate phone communications problems, and employee and visitor photo IDs are managed through the Business Office.

FOOD SERVICE

- The Food Service Department consists of a Main Kitchen, Dining Room, Bakery, and seven unit serveries. Food is served by cafeteria style, tray line feeding on insulated trays, and bulk delivery feeding by cafeteria style at unit serveries.
- Food Service operates from 4:00 a.m. – 6:00 p.m., seven days a week for 365 days a year. We are staffed with one Administrator, one Manager, 12 Correctional Food Service Leaders, Officers and 130 inmate workers between the dining room, bakery and main kitchen. Every Correctional Food Service Leader and Manager is Serv/Safe certified in food sanitation and safety.

- Following a master four-week menu that is served at institutions state-wide, staff, inmates and youth are enjoying the benefits from a heart healthy (low fat, low cholesterol, high fiber) diet, following the USDA Dietary Guidelines for America. Inmate health and nutrition changes emphasized reducing fat, sodium, and sugar calories, while increasing fruit, vegetables, and soy protein consumption, along with increased physical activity.
- Food service is serving approximately 5,250 meals per day; 1,911,000 meals a year. 84,000 hamburger patties; 91,000 chicken breasts; 28,920 pounds of fresh carrots; 106,000 apples; and 110,000 oranges were served during FY16. Food Service prepares approximately 180 various medically prescribed and religious diets.
- DCI has three gardens and grows a variety of vegetables. The department processed approximately 7,500 lbs. of vegetables in FY16; this has reduced the purchasing of some vegetables and canned tomato products.
- The department purchased two dish machines for each of the barracks, a flight dish machine for the main kitchen and a sheeter for the bakery to replace old and worn equipment.

MAINTENANCE

The DCI Maintenance Department is responsible for the repair and maintenance of all building and mechanical systems including electrical, plumbing, heating, air conditioning, ventilation, refrigeration and communication equipment, grounds keeping and building envelope. This year's larger projects included:

- Asphalt repairs along the perimeter road and Gatehouse.
- HVAC system replacement in the East Control Bubble.
- Stun fence system upgrade.
- Perimeter lighting repairs, replacements, and upgrades.
- Replaced housing unit washers/dryers with commercial grade coin operated machines.
- Installed wiring infrastructure and built carts for the upcoming kiosks.
- Replaced the lobby x-ray machine.
- Repaired the crash gate in the west corridor.
- Repaired roof areas throughout the institution.
- Replaced ice machines and iron filters for ice machines.
- Added a padded cell in the Infirmary.
- Replaced the carpet in the Visitor Center.
- Building envelope repairs on the Administration Building.
- Added a new garden for the barracks inmates to maintain.
- Replaced all vibration dampeners in the interstitial.
- Repaired flood damage in Initial Classification.
- Installed PREA buzzers in East Dodge.
- Restructure of Records Office and Security Office space.
- Replaced pretreatment auger for sanitary sewer waste.
- Replaced PRV's for steam systems supplying kitchen and HVAC equipment.
- Replaced evaporators in kitchen and bakery coolers.
- Replaced steam traps for East Dodge.
- Completed over 9,026 work orders.

ACRONYMS

A&E	Assessment and Evaluation
AA	Alcoholics Anonymous
ADA	Americans with Disabilities Act
BHS	Bureau of Health Services
BOCM	Bureau of Classification and Movement
CCI	Columbia Correctional Institution
CIB	Crime Information Bureau
CMR	Central Medical Records
CVCTF	Chippewa Valley Correctional Treatment Facility
DAI	Division of Adult Institutions
DCC	Division of Community Corrections
DCI	Dodge Correctional Institution
DJC	Division of Juvenile Corrections
DOC	Department of Corrections
ERU	Emergency Response Unit
FLCI	Fox Lake Correctional Institution
FY	Fiscal Year
GBCI	Green Bay Correctional Institution
GP	General Population
HSU	Health Services Unit
JBCC	John Burke Correctional Center
JCI	Jackson Correctional Institution
KMCI	Kettle Moraine Correctional Institution
MSDF	Milwaukee Secure Detention Facility
NCIC	National Crime Information Center
NLCI	New Lisbon Correctional Institution
OCI	Oakhill Correctional Institution
OSCI	Oshkosh Correctional Institution
PDCI	Prairie du Chien Correctional Institution
PICS	Photo Information Collection System
PREA	Prison Rape Elimination Act
PRC	Program Review Committee
RCI	Racine Correctional Institution
RGCI	Redgranite Correctional Institution
RN	Registered Nurse
RSH	Restrictive Status Housing
RYOCF	Racine Youthful Offender Correctional Facility
SCI	Stanley Correctional Institution
SOAP	Sex Offender Assessment Program
SSA	Social Security Administration
STF	Sturtevant Transitional Facility
STG	Security Threat Group
TCI	Taycheedah Correctional Institution
WCCS	Wisconsin Correctional Center System
WCI	Waupun Correctional Institution
WICS	Wisconsin Integrated Corrections System
WSPF	Wisconsin Secure Program Facility