

**WISCONSIN DEPARTMENT OF CORRECTIONS
DIVISION OF ADULT INSTITUTIONS**

**WAUPUN CORRECTIONAL
INSTITUTION**



**ANNUAL REPORT
Fiscal Year 2015-16**

Brian Foster, Warden (1/10/16 – 6/30/16)
William Pollard, Warden (7/1/15 – 1/9/16)

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MESSAGE FROM THE WARDEN

During the past several years, the Department of Corrections has seen an increase in staff vacancies due to retirements, as well as the opportunities a recovering economy provides for other employment possibilities. Staffing issues have been an historical part of the discussions throughout the DOC for decades. The DOC continues to recruit and hire new employees on a regular basis. During this past fiscal year, we were able to conduct a local academy at Fox Lake Correctional Institution to train staff for three facilities (FLCI, CCI and WCI) and hope this academy, and future ones of this type, will help to reduce the staff vacancy rate.

We are proud to have a dedicated workforce that comes in to work and performs the tasks that many in the public could not imagine themselves doing or find it difficult to understand. Security staff has maintained a good work ethic and a positive attitude throughout the year, despite the high vacancy rate.

The operation of a prison takes staff from all disciplines, working together, to keep this facility operational and the community safe. Staff from all disciplines has worked diligently to ensure appropriate services are provided to the inmates and the institution continues to function per normal operations.

WCI is proud to be a part of the Waupun Community. Our Corrections Relations Board meets three times per year to discuss current events at our facilities and discuss community issues or concerns. We have been a part of public safety in Wisconsin since 1851 and look forward to continuing the proud tradition of serving the citizens of the great state of Wisconsin for years to come.

Brian Foster
Warden

DEPARTMENT OF CORRECTIONS

MISSION STATEMENT, VISION STATEMENT, and CORE VALUES

Mission Statement

Protect the public, our staff and those in our charge.

- Provide opportunities for positive change and success.
- Promote, inform, and educate others about our programs and successes.
- Partner and collaborate with community service providers and other criminal justice entities.

Vision Statement

To achieve excellence in correctional practices while fostering safety for victims and communities.

- Every Person, Every Family, Every Community Matters.

Core Values

We are accountable to each other and the citizens of Wisconsin.

- We manage our resources in an efficient, effective, sustainable, and innovative manner.
- We demonstrate competence and proficiency in the work necessary to accomplish our mission.
- We take individual responsibility for how we plan, perform, and manage our work.

We do what's right - legally and morally - as demonstrated by our actions.

- We value courage, candor, and conviction of purpose.
- We expect ethical behavior and integrity in all we do.
- We require honesty, adherence to the law, and the fair and equitable treatment of others.

We recognize employees as the department's most important resource.

- We work towards building a workforce of diverse individuals who achieve great things together.
- We recognize exemplary performance.
- We advocate in the best interest of our workforce.

We value safety – for our employees, the people in our charge and the citizens we serve.

- We provide the resources and training necessary for employees to safely accomplish our mission.
- We operate safe and secure facilities.
- We offer opportunities for offenders to become productive members of their communities.

We expect competence and professionalism in our communications, demeanor, and appearance.

- We demonstrate knowledge and skills within our areas of responsibility.
 - We respond effectively and appropriately in our interactions and communications.
 - We treat all people with dignity and respect.
 - We recognize that we have one opportunity to make a positive first impression.
- To achieve excellence in correctional practices while fostering safety for victims and communities.

“Effort and courage are not enough without purpose and direction.”

John F. Kennedy

INSTITUTION PROFILE

Waupun Correctional Institution
200 S. Madison Street, P.O. Box 351
Waupun, WI 53963-0351
(920) 324-5571

Fast Facts

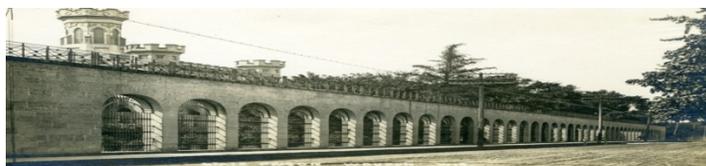
Opened	1851
Security Level	Maximum
Operating Capacity	882 Males
Current Population	1,229 Males (6/30/16)
Number of Uniformed (Security) Staff	328 FTE
Number of Non-uniformed Staff	119.5 FTE
Inmate to Staff Ratio	3 to 1
Number of Acres	24
Special Units	Behavioral Health Unit

Expenditure Information

<u>Category</u>	<u>FY 2014-2015</u>	<u>FY 2015-2016</u>
Permanent Salary	\$20,666,100.78	\$20,983,433.34
LTE Salary	248,650.19	188,344.78
Fringe Benefits	10,199,304.35	9,879,146.05
Supplies and Services	2,736,326.81	2,893,561.91
Capital	79,098.38	88,905
Fuel and Utilities	2,566,033.67	2,454,476.60
Repair and Maintenance	244,025.35	228,215.49
Central Generating Plant	4,344,159.87	3,281,875.89
Inmate Enterprises	26,746.22	28,952.83
Telephone Commissions	48184.19	30,318.91
Total Expenditures:	\$41,158,599.81	\$40,057,230.80

Inmate Obligations Collected

<u>Inmate Obligations Collected</u>	<u>FY 2014-2015</u>	<u>FY 2015-16</u>
Legal Loans	773.68	935.52
General Loans	113.46	496.42
Medical Co-Pay Loans	4,121.93	4,146.30
Medical Co-Pays	10,969.50	11,088.45
Victim-Witness Surcharge	23,913.51	23,776.08
DNA Surcharge	10,692.44	16,838.79
Restitution	50,412.55	56,312.66
Institution Collections	2,103.72	1,729.46
Child Support	21,325.96	18,346.50
Filing Fees	9,792.24	13,626.96
Child Pornography	150.93	250.20
Total Inmate Collections	\$134,369.92	\$147,547.34



COMMUNITY RELATIONS BOARD

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

Waupun Community & Corrections Relations Board Members

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

ACRONYMS

ABE	Adult Basic Education	ICRS	Inmate Complaint Review System
ACA	American Correctional Association	ICS	Incident Command System
ADA	Americans with Disabilities Act	IMR	Illness Management and Recovery
ADL	Activities of Daily Living	JBCC	John Burke Correctional Center
AED	Automated External Defibrillator	LTE	Limited Term Employee
ANI	American Numeracy Institute	MA	Medical Assistant
BHU	Behavioral Health Unit	MH	Mental Health
BMC	Building Maintenance & Construction	MICA	Mentally Ill and Chemically Addicted
BOCM	Bureau of Classification and Movement	MPTC	Moraine Park Technical College
BSI	Badger State Industries	MUM	Madison Urban Ministries
BTO	Better Treatment Options	OC	Oleoresin Capsicum
CCE	Corrections Complaint Examiner	ORA	Offender Records Assistant
CCI	Columbia Correctional Institution	OSCI	Oshkosh Correctional Institution
CGIP	Cognitive Group Intervention Program	PEO	Program Escort Officer
CGP	Central Generating Plant	PLA	ProLiteracy America
CIP	Crisis Intervention Partner	PMR	Presumptive Mandatory Release
CNU	Crisis Negotiation Unit	POA	Power of Attorney
CPR	Cardio Pulmonary Resuscitation	POS	Purchase of Service
CQI	Continuous Quality Improvement	POSC	Principles of Subject Control
CRB	Community Relations Board	PRC	Program Review Committee
CRO	Central Records Office	PREA	Prison Rape Elimination Act
DBT	Dialectical Behavior Therapy	PSU	Psychological Services Unit
DCC	Division of Community Corrections	PTSD	Post Traumatic Stress Disorder
DCI	Dodge Correctional Institution	RHU	Restrictive Housing Unit (formerly segregation)
DFD	Division of Facilities Development	SMU	Special Management Unit
DOA	Department of Administration	SOT	Sex Offender Treatment
DOC	Department of Corrections	SRT	Special Review Team
DS	Disciplinary Separation	SSD	Social Services Department
ED	Executive Directive	STAR	Student Achievement in Reading
EMC	Engineering, Maintenance, and Construction	STG	Security Threat Group
EOS	Electronic Open Stacks	T4C	Thinking for Change
ERU	Emergency Response Unit	TABE	Test of Adult Basic Education
FLCI	Fox Lake Correctional Institution	TTC	Transitional Treatment Committee
GD	Gender Dysphoria	UAT	User Acceptance Testing
GED	General Education Diploma	UCC	Unified Corrections Coalition
GTF	Gang Task Force	WCI	Waupun Correctional Institution
GP	General Population	WICS	Wisconsin Integrated Corrections System
HACCP	Hazard Analysis Critical Control Point	WILC	Wisconsin Institutions Literacy Council
HIPAA	Health Insurance Portability and Accountability Act	WITS	Wisconsin Inmate Trust System
HS	High School	WPEC	Workplace Enhancement Committee
HSED	High School Equivalency Diploma	WRC	Wisconsin Resource Center
HSU	Health Services Unit	WSPF	Wisconsin Secure Program Facility
HVAC	Heating, Ventilating, and Air Conditioning	WTCS	Wisconsin Technical College System

BUSINESS OFFICE

The Corrections Management Service Director is responsible for the planning, direction and coordination of the activities of EMC, Food Service, CGP, and the Business Office staff.

The Business Office provides accounting and purchasing services for the institution as well as managing WITS. Other non-fiscal services include managing the information technology system, monitoring the staff phone system, monitoring the inmate phone system, and distributing employee paychecks. The Business Office provides accounting functions for the institution. This includes inmate trust accounting, inmate payroll, accounts payable, accounts receivable, major asset inventory, property coverage reporting, and support for the canteen and warehouse operations. In addition, the Financial Program Supervisor, Nicole Kamphuis, is WCI's primary coordinator for the ADA.

Canteen

The canteen serves as a commissary and is self-supporting through the sales of products to inmates. Canteen sales for Fiscal Year 2016 totaled \$769,714.37. All items are sold at a standard mark-up and state and county sales taxes are levied on appropriate items. Specially designed carts enable canteen staff to arrange heat-sealed bags of inmate orders by housing cell rotation. The Canteen staff also coordinates two annual inmate fund raisers which benefit nonprofit organizations.

Central Generating Plant

The Central Generating Plant (CGP) was put into service in 1952. The plant provides essential services for Waupun Correctional Institution, Dodge Correctional Institution, John C. Burke Correctional Center, the Waupun Dairy, the state garage and warehouse. CGP is a cogeneration facility that provides steam for building heating, food service and domestic water heating and generates electric power from its own steam turbine generators. The facility contains all the electrical distribution gear to distribute the electric power generated by its own steam turbine generators and purchased from the public utility and to provide emergency backup power from its emergency diesels generators. The facility operates a municipal ground water system to furnish and transport hard and soft cold water. The structure also houses the security radio system. The electrical power distributed through the plant, powers the security alarm and monitoring systems, high mast security lighting, electronic cell door systems and life safety systems.

Large Projects	Status	Cost
12C3M.2 Boiler Replacement	Complete	\$15,600,000
08G1Z Water System Upgrade – New Well by DCI Water Tower has been drilled.	On Going	\$2,500,000

Small Projects	Status	Cost
Booster Pump for City water backup system	Out for bid	N/A
VFD installed for Well #3	Complete	In house

Central Receiving Warehouse

Central Receiving staff maintains an adequate inventory of items stored at Central Receiving such as cleaning supplies, toilet paper, office supplies, and inmate clothing. These items are readily available to be sent in to the institution as needed. During Fiscal Year 2016 Central Receiving staff processed \$1,968,574.92 worth of inventory.

Engineering, Maintenance and Construction

EMC provides ongoing support and maintenance for the overall physical plant and infrastructure. EMC develops and coordinates small and major construction projects and works closely with the DOA and the DFD. In addition to utilizing inmates with various technical and industrial skills, staffing includes:

- 1-Superintendent of Buildings and Grounds
- 1-Buildings & Grounds Supervisor
- 3-Facilities Repair Worker – Advanced
- 3-Facilities Maintenance Specialist-Advanced; 1-Electrician
- 2-Two Electronic Technicians
- 1-HVAC/Refrigeration Specialist
- 1-Plumber
- 1-Facilities Maintenance Specialist Advanced-Garage Operations
- 1-Office Operations Associate

The most reoccurring Maintenance Work Orders:

- Light bulb replacement and fixture repair
- Food preparation equipment repair
- HVAC
- Washer and dryer repairs
- Lock repairs
- Painting and building maintenance
- Repair and maintenance of DOC vehicles

Small Projects

Project:

	Status
Towers 2 through 5	Completed
School Electrical Substation Secondary Wiring 10C3T	In Progress
Multi-Area Concrete Replacement	Completed
Prison Front and Other Wall Repairs 12E3B	Partial Completion
Computer Network Towers	Completed
BSI Auto Tag Electrical Improvements	Completed
Food Service Shower	Completed
Admin Hydronic Pump Replacement	Completed
Hot Water Tube Bundle Replacement for MF, AT, & Laundry	Completed
Institution Digital Video Recorder Replacement	Completed; has Issues
Big Top Re-Lighting Improvements	Completed
Structured Recreation Hall Heating Coil Replacement	Request
Tower 8 Sewer Line Replacement	Completed
Exterior Metal Door and Jams Replacement	Request
Security Improvements-Razor Wire Addition	Completed
Security Improvements-Camera Towers & Secure Perimeter	Completed
Security Improvements-Microwave link Detection System	Completed
Armory-Overpass Cells Floor Replacement	Completed
FSB 2 nd Floor Cooler and Freezer Glycol Line Replacement	In Progress
City Water Booster Pump CGP	In Progress

Major Construction Projects

Project:

	Status
Ground Water Monitoring 10L3Q	Ongoing
Food Service 07D3B	Completed
NWCH Main AHU Coil Replacement	Completed
800 MHz Communication Radio System Replacement	Completed
Absorption Chiller Replacement	Completed

In-House Projects

Projects:

PREA PA System Install
KIOSK Project
Admin SCADA System Upgrade
Hobby A/C Replacement
Admin Cooling Tower Controls Upgrade
FSB Kettle Pan Deficiencies

Status

In Progress
In Progress-Final Stage
Design Scope
In Progress
Complete
Design Scope

State Garage

This facility is located adjacent to and between DCI and JBCC. Up to six inmates from the minimum security unit at JBCC are employed and supervised by the staff. The main mission is to provide vehicle maintenance and repair for WCI, DCI, and JBCC. The facility also helps other agencies (Probation and Parole, County Agencies, numerous institutions) with additional repair and maintenance needs. These jobs include the following: GPS, cage and divider swaps, tires, grease, fabricating dividers and helping other entities as directed by DOC Administration. In the upcoming year, we will be fabricating and installing a divider on a Traverse, as well as making new dividers for the new Ford Transits being delivered soon. A tire dealer will be paying us to take the worn bus tires, eliminating the disposal fee for those tires. The dealer will be recapping them.

- Fiscal year gasohol cost totaled: \$106,336.75
- Fiscal year gallons used totaled: 43,332.000
- Expenditures for parts, oils, soaps, and shop supplies are approximately \$20,101.78 for three facilities.

Cost savings:

- We have been repairing A/C lines instead of replacing them, saving 85% on parts.
- We are monitoring warranty guidelines and making the most of warranties.
- We are working with manufacturers to obtain reimbursement for parts that failed prematurely and are out of warranty

The state garage maintains, services, repairs and washes the following vehicle count:

- Passenger vans: 30
- Cars 03
- Trucks (cube vans, dump & pickups) 11
- Motor coach buses 04
- Off road vehicles: tractors, pay loaders, skid steers, backhoe, etc. 14
- Diesel generator 01
- Large engine air compressors 02
- ERU, flat bed and utility trailers 04
- Small engine – numerous Weed eaters, lawn mowers, snow blowers, chain saws, etc.

Responsibilities are to track vehicle maintenance daily so all vehicles are scheduled for regular service, required maintenance and repairs. All spending costs are on a per vehicle basis.

Stores/Clothing-Tailor Shop

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

EDUCATION

Academic

Adult Basic Education
HSED Preparation
TABE Testing
HSED Testing Center
ProLiteracy America Tutoring Project

Vocational

Building Maintenance and Construction
Correspondence Courses

Education Department – Marshland School

It is the mission of Marshland School to offer quality adult educational programs that will provide a strong foundation to enable inmates to be productive workers, family members, and citizens while incarcerated and upon release from prison. Through programs at Marshland School, inmates are provided a variety of educational offerings focused on academics, career and technical education, and life skills for successful reentry.

There is a positive correlation between educational gains made by inmates while incarcerated and their success upon returning to the community. Through the ABE component, inmates receive instruction directed toward passing their GED tests. In order to facilitate more efficient and effective instruction, all inmates are pre-tested for their current functioning levels in math, reading, and language. They are placed in the appropriate education levels and progress towards an HSED credential through the achievement of certificates.

The ABE/HSED classes are taught by instructors certified through WTCS and MPTC. Marshland School has nine teachers, a guidance counselor, librarian, office operations associate, and an education director. ABE classes work to increase reading, language, and math skills. HSED classes assess inmates' abilities in Language Arts, Math, Science, and Social Studies, which lead to an HSED. To obtain the Wisconsin HSED, an inmate must complete the GED along with Health, Civics, and Employability Skills requirements. Educators at WCI helped produce 25 HSED graduates with computer-based testing.

Currently, a variety of career and technical education courses are offered to better prepare inmates for successful reentry into their communities. Building Maintenance and Construction (one year diploma) in addition to Computer Literacy (certificate) are certified through a partnership with MPTC. Inmates completed 473 Wisconsin Technical College System (WTCS) credits and the BMC program led to 12 graduates. The BMC program also houses 15 inmate workers who have participated in the institution's Toy Project and created 60 woodworking projects which provided over 10,000 hours of community service making various wood items from recycled shipping pallets and lumber processed by the lumber mill operation at McNaughton Correctional Center located in Lake Tomahawk.

WCI is a member of WILC, which is an affiliate of PLA, and Wisconsin literacy tutor programs. Inmate workers serve as tutors and instructional aides assisting teachers by providing one-on-one assistance to learners. Tutors must have their GED/HSED/HS Diploma, 9th grade Reading and Math TABE scores, good institution adjustment, and certification by PLA tutor training.

Post-secondary educational opportunities are offered to students by accredited universities and colleges. Qualified students may participate in print-based correspondence courses and degree programs. Educational opportunities and career counseling are offered to any inmate having a need or an interest in furthering their education.

2015-16 Highlights

- 180 full/part-time student enrollment (monthly average).
- 10 students enrolled in BMC (monthly average) with 12 completions for the year
- 52 GED test components were passed.
- 25 earned GED/HSED

Community Service Program

The community service program is supported by the BMC education class and the Recreation/Hobby Department.

- The Recreation/Hobby Department continues to make crocheted items. Inmate workers are taught to knit and crochet hats and mittens which are donated to the local Head Start program.
- Building, Maintenance and Construction projects include the making of cutting boards, turkey calls, book shelves, jewelry boxes, step stools, trunks, butterfly houses, tables, chairs, pieces of art, etc.
- Wooden toys such as wagons, Noah's arks, rocking animals, and smaller wood items are also made to benefit community nonprofit organizations and their fund-raising events.
- This program has a dual purpose. First, it has significant rehabilitative goals. Not only does it keep inmates occupied in a productive manner, but it provides a means of employment for the inmates. Secondly, inmates cultivate skills which may be used upon their reentry into the community. This allows local communities to gain awareness that the DOC promotes a positive and interactive relationship between the community and the institution.
- The projects employed an average of 15 inmates and completed over 9,900 hours of community service.
- Donations were given to 43 different organizations during fiscal year 2015-16.

FOOD SERVICES

The Food Service Department served over 1.6 million inmate and staff meals during 2015– 2016. Food Service has provided support for a number of functions throughout the year including DOC meetings, Training, WCI Health Fair and Blood Drive.

Highlights of 2015-1016

- Served over 4,320 meals per day with approximately 1,225 meals prepared for off-line feeding and over double that amount for service to the dining rooms.
- Over the year, Food Service prepared and served over 46,000 loaves of bread, 252,000 hot dog/hamburger buns, 360,000 dinner rolls, 13,000 loaves of garlic/French bread, 3,000 pans each of cakes and pies, 160,000 cookies and 1,200 pans of brownies or bars.
- Retirement of FSA Tuckwell and FSA Wilson, taking over the helm.
- Finished the food service remodel project, but are still dealing with some equipment and installation issues. Working with Madison to rectify our issues.
- Faced challenges associated with the rising cost of food items while trying to keep the meal cost at a minimum by ensuring proper inventory and distribution control.
- Met challenges associated with budget short-falls to ensure not only nutritional needs are met, but climate issues that come with them are met as well.
- Had various meetings throughout the year, as in regards to staff shortages and food having to be sent to the units on a by meal as needed status.
- Continued to work with EMC on getting equipment repair and preventive maintenance under control, reducing equipment downtime.
- Worked with HSU, BHU and the Chaplains on meeting challenges associated with special/religious diets.

- Fulfilled requirements to offer religious diets to eligible inmates. Also worked with the Programs Director to implement other food service obligations.
- Continue to work with Madison on the consolidated menu and its recipes to make recommendations for changes through the recipe audit system, ensuring calorie intake is kept at an average of 2,700 calories per day and that the meals are climate friendly.
- Have continued and made larger our garden program with our behavioral health unit, were BHU inmates maintain the crops. Are now growing plants in our green houses. Both these programs have yielded several items, such as cucumbers, hot peppers, zucchini, green peppers and tomatoes, which have been used in the meals served here at WCI.

Objectives for 2016-2017:

- Fill the immediate needs of Food Service and move forward, with the new DOC challenges.
- Continually and diligently look for new ways to reduce food costs without sacrificing quality, while meeting the requirements of the consolidated menu.
- To continue to work with Madison to insure that the consolidated menus are followed and audited, along with insure nutritional and climate needs are meet as well.
- Continue to work toward an efficient HACCP system to improve food safety and consistency.
- To work on expanding our garden program to help cut cost and help train more inmates in this field.

HEALTH SERVICES

Medical personnel staff the HSU Sunday through Thursday (24 hours) and Friday through Saturday (5:30 am - 930 pm). When medical staff is not available on-site, a Registered Nurse and Physician are "on-call" to the institution to address any health concerns which may arise.

The following services are available to offenders at WCI:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Physician, Nurse Practitioner and nursing sick call • Physician and nurse on-call when medical staff is not on-site • Ambulance and emergency care services • Dental Services • Psychiatric Services • Pharmacy Services • Optical Services • Audiology Services • Foot Care Clinics • Occupational and Physical Therapy Services • Digital X-ray Services | <ul style="list-style-type: none"> • Lab Services • Minor Surgery • Pulmonary Function Test - Spirometry • EKG's • Bladder Scanning • Wound Care • Medical Record Review • Chronic Condition Monitoring • Coordination of off-site medical/dental services • Telemedicine |
|--|---|



WCI Health Service Staffing

- 1.0 Physician
- 1.0 Nurse Practitioner
- 1.0 Health Service Manager
- 7.5 Registered Nurses
- 3.0 Agency Registered Nurses
- 2.5 Licensed Practical Nurses
- 2.0 Agency Licensed Practical Nurses
- 1.0 Program Assistant
- 1.0 (2) LTE-MPAA
- 1.0 (2) LTE- Medical Assistant

- 1.0 Dentist

- 1.0 Dental Assistant
- 0.7 Dental Hygienist
- 0.8 LTE Psychiatrist

Non-DOC Providers On-Site

- Occupational/Physical Therapist- as needed
- Optometrist - twice/month
- Audiology- once a month to every other month
- X-ray Technician – once weekly
- Ultra Sound Technician – as needed

Health Service Unit Appointments 7-2015 thru 6-2016

Physician/Nurse Practitioner/Nursing Sick Call Appointments	3769
X-Ray test done on-site	469
Ultrasound test done on-site	163
Dental Service Appointments	1114
Psychiatrist Appointments	1781
Optometrist Appointments	421
Physical/Occupational Therapy Appointments	1546
Laboratory testing done on-site	1645
Medical File Review Appointments	614
Telemedicine Appointments	77
Immunizations	2444
Total Appointments at WCI	63514
Total Appointments Off-Site	1418

On-Site Data Month	SICK call visits	MD Appt.	RN Appt	NP Appt.	EMER MD	EMER RN	EMER NP	Meds	X-ray	US X-ray
July-15	313	186	1085	184	17	267	16	2891	47	5
August-15	363	147	1211	211	10	303	15	2531	50	24
September-15	396	176	1440	143	13	263	10	2532	37	9
October-15	331	141	1513	166	6	253	17	2592	43	17
November-15	220	161	1627	141	3	314	12	2513	45	9
December-15	374	158	1705	104	17	233	9	2746	42	16
January-16	350	167	1877	155	1	257	18	2540	44	15
February-16	319	172	1762	152	3	350	10	2519	65	19
March-16	411	134	1905	111	9	420	16	2800	28	18
April-16	349	164	2041	71	8	389	14	2700	27	11
May-16	343	176	1645	118	12	343	3	2499	41	20
June-16	342	157	1761	87	19	421	6	2722	40	15
Total	3769	1782	17811	1556	99	3392	140	28863	469	163

Onsite Lab	Tele- meds	PT/OT	PYSCH	Optical	Med. Rec	Hep. B vac.	TD Shots	TB Done
100	12	167	178	21	49	20	16	6
206	9	94	128	59	37	1	1	3
23	5	121	203	20	69	73	25	5
196	5	149	176	14	75	2	1	235
135	10	137	137	77	46	2		
154	8	141	133	49	66	43	19	93
176	6	150	103	26	37	27	36	494
160	5	134	175	25	59	8	1	465
212	6	165	189	25	32	17	35	386
113	5	131	232	48	49	10	30	305
170	6	157	127	57	95	7	0	78
174	7	154	173	54	82	36	34	56
1645	77	1546	1781	421	614	210	164	2070

Highlights FY 2015-16:

- DOC max institution for Triple Hepatitis C treatment.
- DOC max institution for GD treatment.
- 24-hour coverage, 5 days per week.
- Utilized telemedicine equipment for medical appointments for more efficient practice.
- Increased number of inmate patients with special needs and unique medical conditions requiring increase in medical staff time.
- Began work to reduce the polypharmacy overdoses.
- Utilized outside organizations to provide free training to DOC staff.

Challenges FY 2015-16

- Retention and continued training of medical, dental and psychiatric staff.
- Vacancies and recruiting.
- Increase Telemedicine use for offsite appointment, courts, and staff training.
- BHS chart audits.
- Increasing efficiency of the clinic with a goal of 10% increase of number of patients seen in clinic.
- Enter all special needs into the WICs system.
- Utilize SharePoint for all medical offsite appointments.
- Provision of health care to an ever-increasing number of offenders with multiple medical problems.
- Increased training for non-medical staff on health related issues.
- Provisions of health care for elderly patients, especially for the increase in number requiring assistance with ADLs.
- Rate of polypharmacy overdoses increased.
- Meet as interdisciplinary group to create more specific and stringent Plan of Cares for high risk self-harm inmates.
- Labor intensive self-harming patients increased.
- Containment of contagious medical conditions, i.e. flu, H1N1, skin conditions.

HUMAN RESOURCES DEPARTMENT

Human Resource & Personnel Development

The institution Human Resources Department provides a program of complete personnel services including administration and coordination of employment relations, supervisory training, position classification, staffing, payroll and benefits, HR policy interpretation assistance, workers compensation and 230.36 benefits, affirmative action programs and other personnel related programs.

As of June 30, 2016, WCI full time employees totaled 447.50, not including Limited Term Employment or Project positions.

Appropriated Positions:

Warden's Office ¹	7	Human Resources	3
Business Office	5	Food Service	10
Maintenance	15	Central Generating Plant	19
Stores	4	Education	13
Clinical Services	9.5	Social Services	11
Health Services	12	Program Services ²	11
Security	328	TOTAL FTE Count	447.50

Accident report statistics for FY 2015-2016 (July 1, 2015-June 30, 2016):

There were 65 work related accident reports, exposures or incidents documented. Twenty-six of which were recordable under OSHA guidelines (medical treatment beyond first aid, lost days from work and/or alternate schedules).

¹ includes staffing for Inmate Complaint staff

² includes staffing for recreation, records, and chapel

INSTITUTION COMPLAINT REVIEW SYSTEM

For over 30 years, the ICRS has successfully allowed inmates an official channel to air and resolve complaints and grievances as fairly and expeditiously as possible within all Wisconsin correctional institutions. The ICRS operates under the Wisconsin Administrative Code 310 (hereafter DOC 310). Over the years, the DOC 310 has undergone a series of reviews and subsequent modifications with the intent of meeting the changing demands of the correctional setting. The State Legislature, staff recommendations, litigation, and the public sector all drive the manner in which grievances are handled. In the late 1990's, complaint submissions were at an all-time high, due to prison populations, litigation, and other factors. Therefore, in 1998, a major change was implemented restricting the number of complaints an inmate could file during a given timeframe.

The second decisive change pertained to the exhaustion of administrative remedies. The new language dictated that an inmate could not file with the courts without first attempting to resolve the grievance through the ICRS. This new language directly affected the number of complaint submissions. So, in 1999, WCI re-implemented the Problem Solving Guide / Resource List. This tool encourages inmates to informally resolve their issues with staff and allowed WCI to use cohesive and consistent practices dealing with disputes institution-wide.

The DOC 310 did not undergo change again until 2002. Budget issues and a new administration pioneered ways to further increase efficiency. Complaints which are rejected may no longer be appealed to the CCE Office in Madison. Currently, rejections are routed through the appropriate Reviewing Authority. This change greatly eased the burden on the Office of the CCE, increased overall response time, and allowed the system to work more effectively within the guidelines. The DOC 310 is once more on the agenda for revision to keep up with the ever-changing factors that affect the correctional setting.

Although complaint numbers continue to remain relatively steady over the last five to six years, without the continued evolution of the DOC 310, the Wisconsin correctional system would be over-burdened with the enormity of the complaint volume.

The WCI Complaint Department processed a total of 6,392 complaints during FY 2015-16: 3,110 were accepted and assigned a complaint number; 3,282 were returned to the inmate in accordance with DOC 310. (See Exhibits A and B.) The 3,110 accepted complaints received for FY 2015-165 were broken down into major complaint categories. (See Exhibit C.)

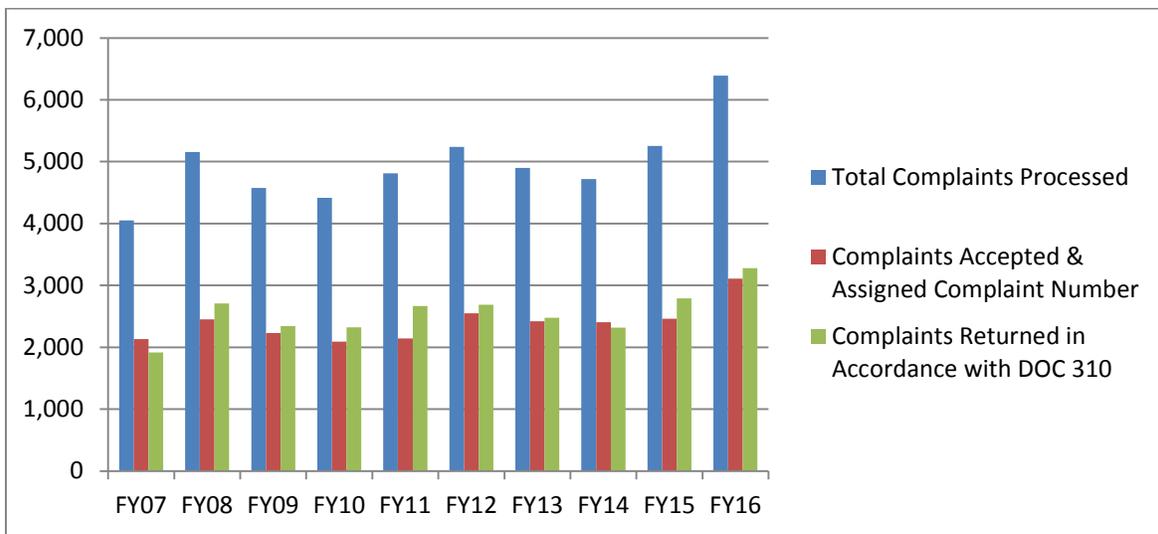


Exhibit A

Fiscal Year	Complaints Accepted & Assigned Complaint Number	Complaints Returned in Accordance with DOC 310	Total Complaints Processed
FY07	2,135	1,917	4,052
FY08	2,450	2,708	5,158
FY09	2,231	2,343	4,574
FY10	2,090	2,325	4,415
FY11	2,141	2,669	4,810
FY12	2,550	2,690	5,240
FY13	2,422	2,479	4,901
FY14	2,404	2,317	4,721
FY15	2,464	2,789	5,253
FY16	3,110	3,282	6,392

Exhibit B

Major Categories of Complaints Received in FY15-16

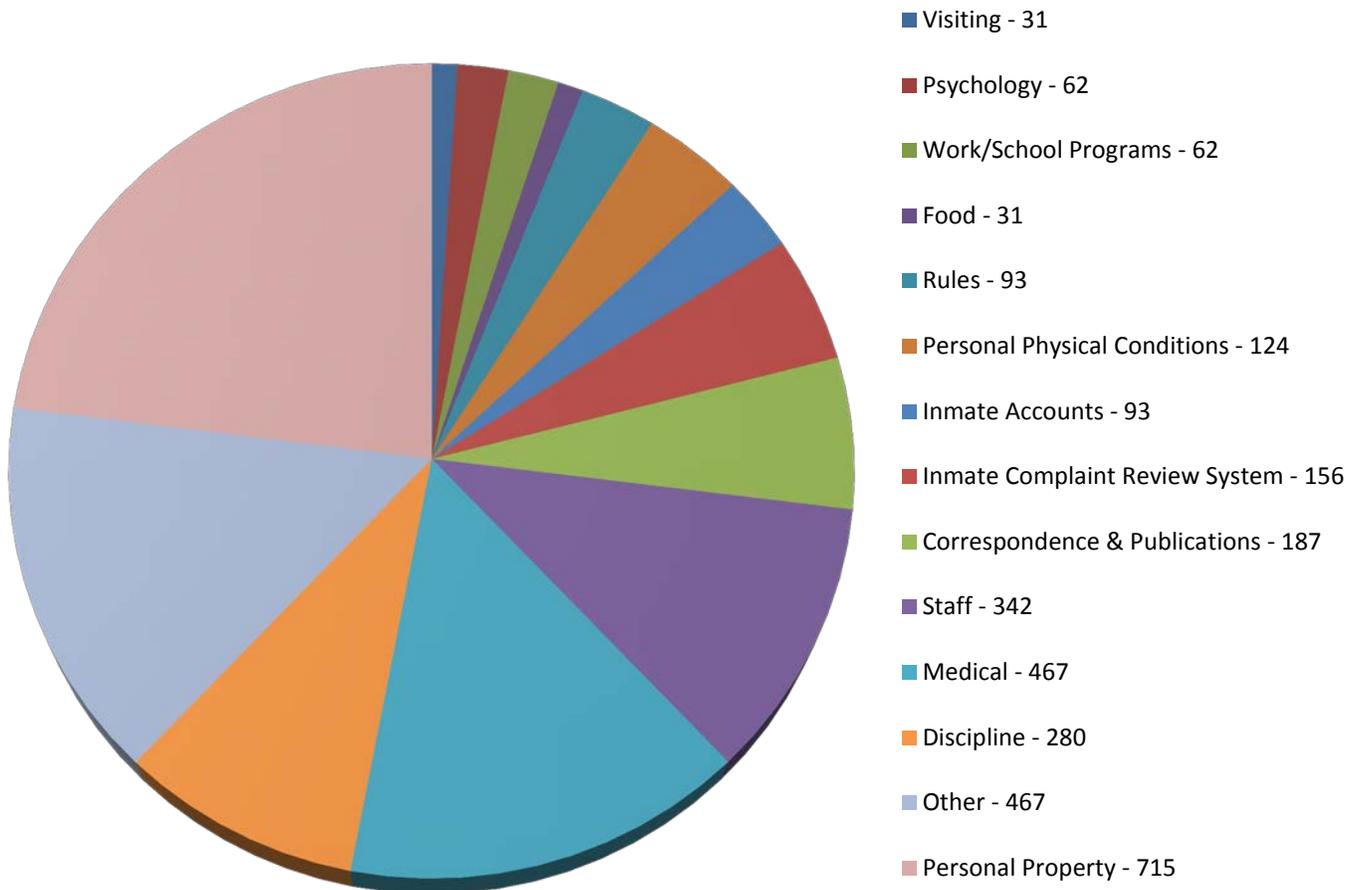


Exhibit C

LEISURE TIME ACTIVITIES

Hobby

Hobbies are leisure time activities that inmates can participate in, either in the Hobby Department and/or in their cells. Recreation Leaders coordinate hobby activities. Approved hobbies include ceramics, beading, drawing, painting, fiber arts, and model making. Inmates at WCI will continue to have access to a studio area where they may participate in ceramics, beading, and model making. Community service workers crochet hats, mittens, afghans, and baby items which are donated to domestic abuse and homeless shelters, Head Start programs, and nursing homes.

Library Services

The WCI Library provides inmates with recreational, educational, and legal research opportunities. The general collection consists of approximately 12,000 volumes, including fiction, nonfiction and reference materials. There are also small collections of large print and Spanish language books. The library subscribes to 11 national and state newspapers, and approximately 50 magazines on a wide range of general and special interest topics.

The LexisNexis database law collection along with some print materials contains titles in accordance with Administrative Code DOC 309.155 and DAI Policy 309.15.01. Inmate library clerks provide legal research assistance. In addition to the mandated collection, the law library has a number of materials on criminal, civil, and family law.

Free Library paperbacks are periodically delivered to the RHU and are also available in the library. Typewriters and word processing computers are available for use in the library. Photocopy, notary, and limited e-filing services are also provided.

Library Statistics (average per week)	<u>2015-16</u>
• Number of inmates scheduled daytime passes	482
• Number of inmates scheduled for evening details	158
• Number of books checked out	173
• Number of periodicals used	350
• Number of photocopies/printouts made	1,518
• Number of documents notarized	9
• Number of pages e-filed	220

Highlights of 2015-16 Library Services

In March 2016, the WCI Library, along with the School, switched over to the A/B pass scheduling system where the north and south sides of the institution alternate days of attendance. Library passes now run the same days as Structured Recreation, Hobby, and Music, and opposite the days for Food Service and School. The third year of the Prisoner E-Filing Program, run in conjunction with the United States District Court – Eastern District of Wisconsin, has been completed and this service has continued to grow. Library and school staff have electronically filed 1332 documents for 108 different inmates from July 2015 through June 2016.

Music

The Music Department promotes a constructive and positive use of leisure time. Under the supervision of a Recreation Leader, inmates are allowed to participate in approved music hobbies. WCI continues to offer nighttime music for inmates who have scheduling conflicts, are unable to attend daytime music, and as an effort to accommodate inmates' work and program schedules. A supervised practice area is available to inmates who play or are learning to play a musical instrument. The Music Department offers self-instruction in instrumental and voice music, music theory, and advanced techniques. Time is set aside for individuals to work with an inmate tutor to develop skills in performance and music interpretation.

Recreation

The Recreation program provides facilities, equipment, and organization in a variety of areas for inmates with active or passive interests. Active activities include basketball, volleyball, handball, table tennis, and weight lifting equipment. An array of board games is provided for the enjoyment of inmates with passive interests. Activities are supervised by a designated Recreation Leader and include indoor and outdoor recreation, intramural sports, and weight training/exercise. Recreational programming continues to be a valuable tool in improving inmate skills in their knowledge of specific sports, team interaction, sportsmanship, fair play, wellness, fitness, and constructive use of leisure time. WCI's structured recreation program offers inmates whose work/program schedule doesn't allow for them to attend cell hall recreation to participate in recreation activities. WCI continues to utilize and expand intramurals by offering table tennis and domino competitions for inmates who are not interested/able to compete in more physically demanding sports. WCI maintains equipment to maximize inmate participation of leisure activities.

Religious Programs

The WCI chapel provides a full venue of religious programs and services in an effort to meet the spiritual needs of the entire inmate population. The Chaplains provide individual, marital, grief and crisis counseling for men in the general population, as well as in the Restrictive Housing and Behavioral Health units. Chaplains also provide and coordinate memorial services, weddings, and pastoral visits with the volunteers from the community. In addition to our staff Chaplains, there are over 200 religious volunteers who lead various worship services, nine study groups, and special activities/events. Inmates are given opportunities to come to the chapel and view or listen to video/audio tapes/CDs and DVDs from various religions, regardless of their religious affiliation. The chapel library provides inmates the opportunity to check out religious books and publications from numerous faith groups. Over 10 boxes of quality books and approximately 400 CDs consisting of Bible studies, NAI rituals, Pagan rituals, Muslim sermons and Arabic language lessons, Eastern religious chants, etc., were donated to the WCI chapel from generous community donors. Special events during this time period included, Christian Initiation Ceremony (fully immersed Group Baptism), Native American Feast, Ramadan Fast/Feast, Equinox Feast, and Passover, etc. Orientation of volunteers continues to be offered at DOC institutions statewide. In partnership with the Prison Fellowship (Angel Tree) and Salvation Army (Toy Project), gifts for the children of more than 500 offenders were given. Ongoing work continues by one of our chaplains to re-stock our release clothing supply by maintaining a Goodwill voucher program started the previous fiscal year and continuing to secure clothing donations from Brother Bob's Outreach and coordination of a monthly clothing donation from the Milwaukee Rescue Mission.

Inmates' Religious Preference breakdown:

• Protestant	431	• Catholic	92
• Native American Indian	70	• Other	31
• Unknown	7	• Jewish	33
• No Preference	63	• Pagan	<u>158</u>
• Buddhist/Eastern	11	• TOTAL	1,219
• Islam	323		

Regular chapel activities:

- Protestant worship
- Discipleship Training (study)
- Native American Pipe & Drum
- Native American sweat lodge
- Pagan study/worship
- Buddhist worship/Study/Yoga meditation
- Lutheran Bible Study
- Seventh Day Adventists Bible Study
- Bill Glass Bible study
- Bible Fellowship study
- Catholic Formation (Study)
- Catholic Mass in English and Spanish
- Catholic choir
- Jehovah's Witness Study
- Islamic worship (Jumah) & study (Taleem)
- Jewish worship/study
- Alcoholics Anonymous – a voluntary meeting

PSYCHOLOGICAL SERVICES UNIT

Psychological Services Unit (PSU) provides a wide array of mental health services from the time an inmate is initially placed at WCI until his transfer or release. PSU reviews the psychological file of each inmate with an MH-code arriving at WCI for tracking, ongoing monitoring, and treatment. The mental health classification is examined upon intake and the policy regarding clinical monitoring is used as a guideline for determining minimum frequency of clinical contact. In addition to clinical monitoring, inmates may be seen based on referrals from other departments, upon request from the inmate, and as determined to be necessary by the clinician based on determined treatment plan. Referrals for services come from both staff and inmates.

PSU staff includes:

- One full-time Doctoral-level Psychological Supervisor
- One full-time Licensed Psychologist
- Two full-time Doctoral-level Psychological Associates
- One full-time ABD Psychological Associate
- Two full-time Master's level Psychological Associates
- One Office Operations Assistant

PSU provides the following services:

- Crisis intervention, including suicide risk assessment, as needed
- Daily triage of inmate correspondence and reply
- Weekly rounds for inmates in Restrictive Housing Unit and North Restrictive Housing
- Regular clinical monitoring of inmates identified as having mental health needs
- Clinical consultations
- Inmate evaluations for WSPF referrals
- Inmate evaluations for SOT referrals
- Screening and referrals for transfer to Wisconsin Resource Center (WRC) along with Outreach and collaboration with WRC for continuity of care for inmates transferring between the two institutions
- Screening and referrals to special mental health units at other institutions (SMU-CCI, TTC, OSCI, and MICA-OSCI)
- Management of inmates with serious and persistent mental illnesses on the Behavioral Health Unit (BHU) with individual and group therapy
- IMR group on the Behavioral Health Unit for inmates with serious and persistent mental illness
- Social skills training for Schizophrenia for inmates identified with schizophrenia focusing on social skills on Behavioral Health Unit
- Collaboration with Psychiatry including joint appointments with inmates as needed for every inmate on the Behavioral Health Unit
- Limited individual psychotherapy, as well as individual copings skills and in-cell work.
- Suicide prevention training for Waupun Correctional Institution staff.
- Specialized training for Waupun Correctional Institution Behavioral Health Unit and Restrictive Housing Unit staff on mental illness and symptom management
- Specialized training for WCI staff regarding mental illness and treatment programs as requested.

In FY 2015-2016, Psychological Service staff continued to provide services to inmates with mental health needs as identified by the DOC's Mental Health (MH) classification system. There are typically about 550 WCI inmates identified by this MH coding system as needing regular mental health services. Many of these inmates – at times as many as 125 of the total – have been identified as having some form of serious mental illness (i.e., MH-2A code); an additional 25-30 inmates have usually been identified as having a serious personality disorder that significantly impacts their daily functioning, often in the form of self-injurious behavior. One of the crisis intervention tasks occupying a substantial portion of PSU staff time at WCI involves self-injurious behavior and suicide attempts. PSU staff is responsible for risk assessments and decisions about whether an inmate needs to be placed in a special status (Observation) to manage the risk of suicide/self-harm. As with the other maximum security institutions, WCI PSU staff deal with a disproportionately large volume of self-harm/suicidal behaviors as compared to medium security institutions. For example, during the final 6-months of the current fiscal year (January-June, 2016) there were 330 such Observation placements, an average of 55 per month. WCI PSU staff has one clinician assigned specifically to the Restricted Housing Unit (RHU) each working day, with the primary task of responding to self-harm/suicide attempts.

The mission of the BHU is to provide treatment, activity-based programming, increased symptom monitoring, and a therapeutic environment for inmates with chronic and serious mental illness. The BHU clinical treatment team includes a PSU staff member, Social Worker, Corrections Program Supervisor, and officers who have received additional training to work with this population. BHU inmates are often referred to TTC, a medium custody unit at OSCI, for transition when custody is reduced. The BHU also houses inmates who have been committed (Ch. 51) to receive psychiatric treatment.

Psychological Services Unit staff has also been involved in a number of committees, training and collaborative efforts. Members of the PSU staff have participated in the Communication and Collaboration Committee. Psychological Service Unit collaborates with an identified Corrections Program Supervisor and Security Supervisor to oversee the Behavioral Health Unit and is responsible for decisions regarding placement and removal of inmates on the unit, as well as the treatment they receive upon placement.

In addition to institution-based efforts, the Psychological Services Unit continues to participate in the Better Treatment Options (BTO) Committee. BTO is dedicated to improving communication between Wisconsin Resource Center and institution mental health staff and improving continuity of care. PSU continues to assist the Mental Health Director in collecting data on the number of mentally ill inmates at all adult institutions and is currently involved in data collection regarding outcome measure of the evidence based mental health treatment programs in progress at the institution.

PSU staff regularly consults and collaborate with Health Services Unit staff, security staff, and social workers on the development and implementation of Behavioral Management Plans for inmates who continuously engage in self-harming behaviors. These plans are reviewed at weekly multidisciplinary team meetings in an effort to provide continuity of care, and to more effectively manage these behaviors in a way that promotes inmate safety and is consistent with both professional ethics and the security needs of the institution.



RECORDS DEPARTMENT

Records Department responsibilities

- Review court orders for legality of sentence and accurately compute offender release date(s) to make certain the correct amount of court-ordered confinement is served.
- Maintain offender legal, social service and visitor information files.
- Authorize and process offender releases and assure proper and timely release.
- Coordination of offender transfers and processing/review of files for offenders transferring in/out of WCI.
- Process and maintain accurate offender visiting lists.
- Calculate eligibility dates and schedule/coordinate offender parole hearings.
- Perform background checks for prospective visitors and volunteers.
- Schedule and monitor offender file reviews.
- Regular contact with courts, law enforcement, and other agencies.
- Serve legal documents and detainers on offenders
- Coordinate intrastate and interstate court appearances.

Records Department staff consists of

- An Offender Records Supervisor who also serves as the Institution Records Custodian, Records Coordinator, and responds to Open Records Requests.
- One Corrections Sentencing Associate - Senior, who reviews court documents, does sentence computations, verifies release dates and processes detainers.
- Three Offender Records Associates schedule parole hearings, processes releases, processes visiting forms, update visitor lists, maintain the legal, social services and visitor information files, schedule and monitor file reviews and handle the many general office tasks.

Overview:

Transfers-IN	413
Transfers-OUT	298
Releases	135

<u>Inmate Deaths:</u>	1
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Race and Ethnicity

American Indian/Alaskan Native	40	3.2%
Asian or Pacific Islander	9	0.75%
Black	715	57.1%
White	488	38.5%
Unknown	1	0.1%

Ethnicity

Hispanic or Latino	111	5.5%
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Offenses:

Drug Offense	27	2.2%
Property Offense	57	4.6%
Public Order Offense	31	2.5%
Violent Offense	1119	90.7%

Inmate Age:

19 & Younger	2	0.2%
20-24	116	9.3%
25-29	224	17.9%
30-34	220	17.6%
35-39	196	15.6%
40-44	144	11.5%
45-49	139	11.1%
50-54	88	7.0%
55-59	65	5.2%
60-64	37	3.0%
65 & Older	22	1.8%

RESTORATIVE JUSTICE

WCI promotes awareness of Restorative Justice Programs and initiatives through institution community service projects, observing National Crime Victim's Rights (NCVR) Week, participation in special projects, and providing training and activities for staff and inmates to become involved in Restorative Justice. WCI works with the DOC Office of Victim Services and Programs to assist in the facilitation of Victim/ Offender Conferencing in cooperation with the U.W. Remington Center Restorative Justice Program and the Marquette University School of Law Restorative Justice Program.

This year's NCVR Week consisted of the following employee and inmate events:

Employee Events:

- Fundraiser to benefit the Dodge County Restorative Justice-Raffle of parking spots given up by Executive Staff.
- Staff creativity contest with prizes donated by WCI Workplace Enhancement Committee.
- Hosting of a crime victim survivor speaker.
- Victim Statistics and Quotes sent out daily to staff along with upcoming events.
- Blue and Gold day for all non-uniformed staff. Dept. Heads made donations to wear jeans on this date.
- Funds raised during the week were donated to Dodge/Fond Du Lac Restorative Justice Representative.
- NCVR Week theme ribbons available for staff to wear all week.
- Booth at the institution Health Fair, the week prior to the NCVR Week.
- Booth at the WCI Open House, featuring Creativity Competition entries.

Inmate Events:

- BHU donated crocheted items to PAVE (local domestic violence agency).
- NCVR Week bookmarkers handed out to all school students and group participants.
- "Engaging Communities Project and Empowering Victims" Project for inmates.
- Inmates made a chain from strips of paper on which they wrote down their offenses and recognized the effects of their crimes on the links.
- Daily posting of victim statistics and quotes along with upcoming events posted via TV Channel and Bulletin.
- 2 minutes of silence for victims in various groups throughout the week.
- Posters displayed for staff and inmates throughout WCI.
- All groups and school classes incorporated victims' issues into their lesson plans for the week.
-

SECURITY DEPARTMENT

The Security Department is tasked with providing a safe and secure institution environment to meet daily living and programming needs of inmates, while protecting the staff and public. This is accomplished through a 24-hour security staff presence in the institution, an inmate disciplinary process, a system for information-sharing, and an emphasis on communication across institution disciplines. We continue to transition through a number of changes to include the continued training of new staff, the continuation of the Communication and Collaboration Committee, continued implementation and awareness of the PREA, staffing issues related to security staff transferring to other institutions, as well as a large number of staff utilized for construction escorts for the Food Service remodel project. Most security staff appears to be adapting to changes in a positive manner with several of them being assigned as members of focus groups tasked with reviewing/updating policy.

The Security Department maintains highly trained ERU and CNT teams. High-risk inmates are monitored and the GIU monitors and intercedes in STG activity at all levels within the institution. Their work has proven to be very effective in dealing with incidents.

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

Security is represented on a number of institution committees, including Due Process, PRC, as well as WPEC, Emergency Preparedness, Health and Safety, SRT, BHU, and Communication and Collaboration Committee.

In fiscal year 2015-16, there were 2,981 inmate Conduct Reports processed at WCI. The new DOC-303 Administrative Code became effective on January 1, 2015 so there is a wider variation in the type of Due Process Hearings which were conducted. The breakdown below is by type of conduct report:

Minor Contested	538	
Minor Uncontested	728	(Total Minors 1,266)
Major Contested	804	
Major Uncontested	693	
Major Waiver	218	(Total Majors 1,715)
Total Conduct Reports	2,981	

Restrictive Housing Unit (RHU)

The Restrictive Housing Unit (formerly segregation) mission is to provide a safe and secure environment, promote inmate accountability, and provide treatment to inmates in need. This mission will be accomplished in the following ways:

- Provide an environment that is safe for both staff and offenders.
- Provide for the basic needs of food, shelter, physical, and psychological care of offenders.
- Hold offenders accountable for their behavior through strategies developed to promote positive institution adjustment.
- Address the needs of inmates with mental health problems by engaging them in therapeutic activities and programs.
- Actively respond to staff victimization and staff wellness.
- Provide incentives through the Step Program to encourage offender’s successful reintegration into the institution’s general population.
- Promote professional conduct through staff supervision and training
- Educate and train the public through staff involvement in Unit tours
- Maintain a cognitive-based, restorative justice approach to programming
- Remain flexible to address the needs of the Department

The WCI Restrictive Housing Unit processes are designed to encourage positive adjustment while in RHU and to provide an opportunity for successful return to the institution’s general population. The goal is to provide an increase in privileges and responsibilities in order to promote acceptable behavior. This is accomplished utilizing a process that provides individuals a chance to attain Step levels, while in Program / DS, then when released from RHU, an expanded use of transition to aid in an inmate’s return to GP.

After receiving a disposition from the adjustment committee, the inmate will be reviewed by the RHU. The RHU team consists of the Restrictive Housing Corrections Program Supervisor and/or Lieutenant, Health Services Unit (HSU) Nursing Supervisor, PSU supervisor and/or clinicians, RHU sergeant and/or Program Escort Officer, and SSD representatives for a multidisciplinary approach in inmate reviews. Case planning for each of the RHU inmates is done on an individual basis, including the development of Behavioral Management Plans for inmates based on mental health status and overall disposition.

Upon review of an inmate's committing offense, conduct history, attitude, and institution adjustment, the RHU will recommend step progression as well as release date from RHU, including the use of transition status to aid in successful reintegration into General Population. All program / DS recommendations are reviewed by the Security Director and Warden for final approval.

Staffing

Restrictive Housing has three shifts for 24-hour coverage. First and Second shift consists of a Sergeant and six Correctional Officers. Third shift consists of a Sergeant and three Correctional Officers. Restrictive Housing also has two regular and one relief Program Escort Officers (PEOs) to assist inmates with minor mental health issues, assist in provision of in-cell and out-of-cell therapeutic activities, and to escort inmates to programs.

Services Provided

Restrictive Housing inmates have several services available to them:

- Legal recreation computer and book access for all legal work.
- Library access to reading materials.
- Psychological services for counseling and treatment (group and individual), including weekly rounds.
- A Social Worker to assist and prepare inmates for release to the community.
- Weekly rounds by a Registered Nurse plus daily nurse passes to ensure inmate's medical needs are met.
- Religious services and materials available through Cleric Rounds.
- Coping Skills group for self-improvement.
- New Freedom in-cell self-help curriculum.
- Trauma groups for inmates in need.

Highlights of 2015-16

- Continued use of the secured programming cells in the B range group room providing programming and psychological services for RHU inmates.
- Offering of CGIP and Anger Management groups to assist with transitioning Administrative Confinement inmates to General Population.
- Continuation of individual PSU services to RHU inmates through use of the renovated sound reduction, visitor booths along with due process booths, which are used for confidential out of cell PSU interviews.
- OC carry for most security staff has helped to maintain inmate safety related to stopping attempted self-harm.
- Continuation of Taser carry for Line Supervisors has increased safety through gaining compliance.
- Continued use of Ambulatory Restraints to aid in the ability to limit self-harm behaviors (Mitts, Safety Suit and bite sleeves).
- Restrictive Housing staff received Motivational Interviewing (MI) training to assist with the seriously mentally ill inmates; WCI is a pilot institution for the general implementation of MI.
- Continuation of the Tele-visits in conjunction with MSDF.
- Continuation of a Restrictive Housing rotation for Security staff to aid in efficiency and reduce burn out (14 week rotation).
- Development/implementation of improved RHU heating by moving ventilation system closer to floor.

- Use of video court conference technology to reduce the amount of transportation costs.
- The continuation of behind-the-back restraints in RHU.
- Restrictive Housing staff received CIP training to assist with the seriously mentally ill inmates.
- Continuation of an orientation for inmates upon arrival in restrictive housing to assist in problem solving.
- Implementation of the new DOC-303 Inmate Discipline to include a change in Due Process hearings and how they are conducted.
- Implementation of the Disciplinary Guidelines and TLU placement policy.
- Addition of observation cells on different ranges, which allows for moving inmates to a different environment when in crisis.
- The reduction in the amount of time inmates spend in restrictive housing, yet striving to maintain a safe environment in general population.

Challenges for 2015-16

- Further expansion of programming resources which will allow restrictive housing inmates greater access to worthwhile programming, therapeutic, and recreational activities coupled with staff shortage issues.
- Providing improved services and additional programming for the increasing population of mentally ill inmates in restrictive housing with limited staff and space.
- Continuing staff training regarding inmate medication distribution and dealing with mentally ill inmates.
- Update restrictive housing policies to ensure fair and consistent treatment to inmates while maximizing staff safety.
- Developing options for out-of-cell time to create incentives for positive behavior, including offering educational services and running groups concurrently in GP and RHU to allow for continuity of care.
- Continued training and awareness of PREA and ensuring effective reporting system is maintained.
- Manage facility changes and staffing related issues.
- Planning for reduction of third shift tower posts.



TRAINING

Training Department

The Training Supervisor coordinates training for staff. Two days per month are set aside for a variety of training modules. In addition, staff is trained in small groups during their regular shifts, as staffing allows. WCI staff, at all levels, is trained by certified instructors, allowing for onsite training and reduced costs, furthering additional training opportunities. Training topics are selected after evaluating the Institution needs and the proficiency of staff in given areas. The topics range from sessions to maintain certifications, gain certifications, familiarization training to maintain proficiency and training mandated by the DOC and professional requirements for both uniformed and non-uniform staff. The activity report below summarizes the activities and accomplishments for the calendar year 2016.

Training Topic	# of Sessions	# of Participants
Use of Force	18	215
Glock 22, 40 cal. Handgun Qualification	6	44
Remington 870, 12 Gauge Shotgun Qualification	13	162
Ruger .223 Rifle Qualification	13	162
SA2000 Pepperball System Familiarization	15	193
SA2000 Pepperball System Basic User	1	2
Model 5 Protecto Jet Familiarization	13	162
CPR Hands on 2016	13	162
Table Top Exercise	2	23
Suicide Prevention 2016	15	212
Disturbance – Riot Training	4	89
X-26P Taser User Certification	5	38
X-26 Taser User Certification	4	7
COMPAS Notes	13	193
Report Writing	2	28
Disturbance Plan Meeting	1	11
First Responder Philosophy Practical Training	1	31
Emergency Response Unit Training (ERU)	1	16
STAR Training	16	241
2015 POSC Update	13	218
POSC Refresher	1	1
OC Carry Refresher	1	1
TLU Restraint Techniques	1	22
Suicide Prevention - Classroom	4	133
ARC Flash Compliance Training	1	7
Security Threat Group Meeting	3	36
Sergeant Training / Meeting	2	28
Security Threat Group Training	3	44
Crisis Negotiations Training	1	25
Band-It Training	1	8
SECRUIS Telephone Monitoring	2	6
Emergency Response Scenario Training	1	26
Emergency Preparedness	6	39
New Employee Orientation	3	15

Urinalysis Collection Training	1	11
Evidence Based Practice (EBT)	1	41
Motivational Interviewing Training	1	24
Right to Know	5	42
GRIP / Restraint Chair/ Restraint Training	2	29
15 Passenger Van Driver Training	1	7
Badger Link Training	1	10
Hand and Power Tool Safety	3	28
Fire Extinguisher Usage	3	28
Field Officer Training (FTO)	2	8
Respiratory Protection Safety	3	29
Confined Space Training	5	31
Safe Housekeeping / Accident Prevention	2	13
Forklift / Powered Industrial Truck Training	4	32
Dealing with Hazardous Spills	3	33
Eye Safety / Personal Protective Equipment	7	60
Ladder Safety	3	28
Asbestos Refresher	1	14
Winter Safety	3	27
Communication and Sharing Information	1	17
Safety Data Sheets / Global Harmonizing System	5	43

TREATMENT PROGRAMS

BEHAVIORAL HEALTH UNIT

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

Current Statement of Purpose

The BHU is a mental health treatment unit within WCI that provides a safe and secure housing location for inmates with chronic mental health issues. The BHU is designed to provide mental health treatment and programs targeting a wide range of psychological disorders and behavioral instability to inmates with limited abilities to function adequately and safely within a GP environment.

Organizational Structure

Assessment Track: Purpose

The purpose of the Assessment Track is to provide substantive psychological assessment and treatment recommendations for inmates identified with mental health issues. Placement on the BHU Assessment Track culminates in a completed psychological assessment and treatment recommendation within approximately three months of the date of admission. This assessment and treatment recommendation will be peer-reviewed by PSU staff and the BHU Treatment Team. Most often, these treatment recommendations will include reintegration into non-BHU GP status or referral to WRC for additional programming opportunities.

Assessment Track: General Goals

The primary goal of the assessment track is to improve the match between the inmate's mental health needs and services available. This will include re-assessment of the inmate's mental health code; diagnostic conceptualization; motivation for treatment/change, sense of self-efficacy, and subjective experience of symptoms; assessment for unidentified high-risk subpopulations (vulnerability, self-harm, serious mental illness), and of formal Clinical Restrictions.

Long-Term BHU Placement

Purpose

The purpose of Long-Term BHU placement is to provide access to activity-based programming, increased symptom monitoring, and a therapeutic environment for inmates with chronic serious mental illness. This will include on-going collaborative assessment and monitoring of the inmate's capacity to participate in activity-based and treatment-based programming through placement on the unit. Specific areas of concern will be documented, monitored, and adjusted based upon the collaboration of input from BHU Treatment Team members.

General Goals

The general goal of Long-Term BHU placement is to provide a better match between an inmate with chronic serious mental health concerns and the housing environment in order to better monitor for symptom/behavioral decompensation, improve access to programming, and identify opportunities for re-integration into a less restrictive environment.

Staffing

BHU has three shifts for 24-hour security coverage. First, Second and Third shift consists of a Sergeant and two Correctional Officers. Two PEO's are assigned to the unit and work Monday through Friday, 7:30 a.m. to 4:00 p.m. In June 2016 their hours were temporarily changed to 6 a.m. to 2 p.m. due to Security staffing needs. Non-uniformed staff includes a Program Supervisor, Social Worker, and a Psychologist who are also assigned Monday through Friday during administrative hours. One Teacher from the Education Department teaches general education on the unit one hour a day Monday through Friday.

Highlights for 2015-16

- Evidence-based IMR group was scheduled to resume in March 2016 but did not due to the departure of the unit's assigned Psychologist. The program re-started in June 2016 due to the DOC granting a research project to a former DOC Psychologist who is now employed with the Chicago School of Professional Psychology – Washington, DC campus. Dr. Ryan Tobiasz, PhD., facilitates the program at no expense to the DOC with the unit social worker. Core components of IMR are Psycho-education, Cognitive-Behavioral Approaches to Medication Adherence, Relapse Prevention, Social Skills Training, and Coping Skills Training. A weekly aftercare group is currently on hold until the current IMR group completes the program. WCI is the only DOC institution in Wisconsin running this program. It is being utilized at the WRC and only one other DOC institution in the country. Eight offenders are currently enrolled.
- Two BHU Personal Escort Officers (PEO's) continue to facilitate the evidence-based Thinking For Change (T4C) program that replaced CGIP.
- Numerous BHU staff attended a three-part Motivational Interviewing training held at WCI and conducted by a clinician who works at Sand Ridge Treatment Facility. The BHU CPS co-facilitates the MI Pilot Program at WCI. WCI currently has two active MI Peer Groups, one of which is led by one of the BHU PEOs. This group meets the last Wednesday of every month on the BHU. Two more BHU Sergeants are slated to be trained in September/November 2016.
- Implementation of the Get Smart Program occurred with facilitation by the unit Social Worker.

- Purchase of Service (POS) money was granted for the purchase of a Smart Board to enhance program provision, team meetings, and staff training.
- Two PEO's have continued to expand their role and each are currently assigned a caseload. In addition to making rounds with their assigned inmates, providing escorts for BHU inmates throughout the institution, attending the weekly unit meeting, and co-facilitating T4C, the PEO's facilitate the following activity-based groups adding to BHU inmates averaging 20 hours of out-of-cell time per week:
 - Life Skills
 - Crafts Group
 - Chess Group
 - Cribbage Group
 - Movie Group
 - Puzzle Group
 - Cards Group
 - Stretching Group
 - Crochet Group - This group donated a large amount of crocheted items to Coats for Kids of Dodge County.
 - Newly introduced in Spring 2016 is a Chalk Drawing group that is conducted in the unit's outside recreation area.
- Increase in out of cell activities based on individual care plans for those living on the unit to now include "drop in" groups run by the PEOs when treatment groups are cancelled.
- The PEOs coordinated the preparation of a poster for Victims' Rights Awareness Week in April 2016. Sixteen inmates on the unit took part in the Victims' Awareness Project.
- The unit garden has been expanded further and is tended by BHU inmates. Produce grown is used by the kitchen during meal preparation for WCI inmates. Produce grown includes tomatoes (637), green peppers (15), and cucumbers (45).
- The PEOs continued to issue loaner TV/Radios to inmates that qualify per BHU policies.
- Communication and collaboration between BHU and RHU Program Supervisor as well as PSU and Security has continued to increase, including related to BHU inmate discipline and during the SRT meetings to determine when it is clinically appropriate to release inmates from segregation to BHU.
- A multi-disciplinary BHU treatment team continues to develop plans for inmates releasing to the BHU from RHU. This team meets in advance of reception of the inmate on the BHU to go over his overall plan and expectations to enhance retention on the unit. In keeping with the Unified Case Plan concept, the setting of goals is discussed and incorporated into the over case plan. This is being expanded to include any inmates referred and received from GP.
- Treatment Team meetings are held two times per month and include discussion on new referrals and their goals, inmates clinically appropriate for discharge to GP, medical and psychiatric issues, level reviews, and general unit issues. Level reviews are done every week. The Treatment Team consists of the BHU CPS, Social Worker, Sergeant, PEOs, unit Teacher, and assigned Psychologist.
- Referrals are generated for all new intakes to the unit and reviewed by the Corrections Program Supervisor prior to admission to the unit. Referrals provide relevant information related to reason for referral, past mental health history and diagnosis, recommendations for cell placement, and also double as a treatment plan describing goals.
- Jobs in GP are sought out for BHU inmates who have unit jobs when being discharged from the unit to assist in continuing their level of structured activity.
- TABE testing was done on the unit by the Teacher assigned to the BHU.

Challenges for 2016-2017

- Continue to increase the number and quality of PSU groups offered.
- Implement a Grief Support group to replace "Life Beyond Loss" group.
- Implement a group to help BHU inmates specifically with anxiety issues.
- Increase the number of treatment plans developed/reviewed to cover all BHU inmates.

- Establish viable and sustainable mechanisms to track information and data regarding program evaluation and outcome.
- Continue staff training relating to dealing with the mentally ill.
- Expand the Community Service Program giving BHU inmates an opportunity to participate in more projects.
- Continue to expand size of garden and increase types of produce grown.
- Continue to provide the evidence-based IMR program. WCI is the only DOC facility to offer IMR.
- Update BHU Handbook to accurately reflect BHU mission, goals, and activities.
- Implement use of Carey Guides and Brief Intervention Tools (BITS). Carey Guides is a method to work with offenders to help them understand and address their identified criminogenic needs, and to teach them the skills they need to change their own behavior. BITS is a method of effectively addressing key skill deficits with adult offenders in short, structured interventions. The tools can be used as a supplement to the Carey Guides. The BHU Social Worker, in conjunction with another institution Social Worker, will train the PEOs and possibly all BHU security staff on use of the Carey Guides/BITS.

SOCIAL SERVICES DEPARTMENT

Social Services Department

The Social Services Department (SSD) at WCI provides a wide range of services to the inmate population, their family members, and the community. It is the intent of this department to provide all services in a professional manner within the framework of the DOC Mission Statement and the identified Core Values.

The SSD is comprised of nine licensed Social Workers, one Office Operations Associate, and a Social Services Director. Additionally, there is one licensed Social Worker dedicated to the Behavioral Health Unit (BHU). The department has not been fully staffed throughout periods of time in this past year, and this has highlighted the fact that this team is excellent in terms of working together to get the job done and cover for absences and vacancies as well as training and mentoring of new Social Workers. As of June 30, 2016, we have one vacancy. Average caseload size is approximately 150 inmates per Social Worker.

Our department's services include, but are not limited to:

- Case management to assist inmates in a logical transition through the corrections system.
- Completion of assessments for needs and risk through the COMPAS tool.
- Assist inmates with completion and updates/reviews of UCPs (unified case plans).
- Assisting inmates in developing release plans.
- Preparation of inmates for monthly Parole Commission hearings.
- Serve as a point of contact for inmate families.
- Addressing a wide range of emergency and crisis situations that occur within our population.
- Completion of file reviews on all incoming inmates.
- Completion of New Arrival PREA screening forms in conjunction with Security.
- Monitoring of all visiting lists and processing requests for special visits.
- Case evaluation and planning for Reclassification Hearings. Reclassification Hearings of each inmate take place every 6-12 months standard, as well as "early recalls" as precipitated by Security, HSU, PSU, or BOCM. During this past fiscal year, WCI Social Workers completed paperwork necessary for a total of 1,290 Reclassification Hearings. Of these, 110 were "early recalls".
- SSD provides Inmate Orientation and PREA Education to all inmates arriving to WCI, as well as those being discharged from long-term restrictive housing status. Other departments are also involved with Orientation, to include: Records and Visiting, HSU, PSU, Education, and Security.

This reporting period, a total of 321 inmates received the orientation. Plans for the next fiscal year include adding a representative from Inmate Complaints and adding a tour portion to the Orientation.

- The “Reading Connections” Program was implemented at WCI in 2013. In a partnership with MUM (Madison Urban Ministry), volunteers come to the institution on a monthly basis to record fathers reading books on DVDs to their children. The DVD, book, and a letter (written by the participant) are mailed to the child. MUM conducts community book drives to provide free books and they pay for other supplies and postage. In this fiscal cycle, 85 incarcerated fathers at WCI have videotaped a total of 131 children’s books and these videos and books mailed to their children.
- Provision of T4C, Anger Management and Pre-Release Treatment Groups. Provision of essential treatment programs generally involves 2 staff facilitators with a range of 8-15 inmates per group. In RHU, we are limited to 5 inmates per group.
- Assisting inmates in obtaining legal forms of identification to include Social Security cards, Birth Certificates, and for those releasing, State IDs. Status on these IDs is documented in COMPAS.
- Meeting standards set forth under provisions of the Affordable Care Act to assist pre-release inmates in the application process for health insurance prior to their release. Status of application is documented in COMPAS.
- Scheduling of all legal calls, video conferencing, and legal/professional visits.
- SSD works closely with the DCC as well as other DAI institutions and community/state agencies to ensure that the inmates’ needs are met, as well as the needs of the public. The totality of all tasks keeps this department very busy.

WCI offered T4C and Anger Management programming this year through (POS) Purchase of Service providers. Funds for POS were allotted by OPS (Office of Program Services). WCI received funds for 8 groups of Anger Management provided by Dynamic Family Services. Facilitators utilize the SAMHSA Anger Management materials as endorsed by OPS. 4 groups of T4C were provided by Henger Enterprises. Two teams of Social Workers act as liaisons and are responsible for oversight of each of these contracted providers and the groups. All screening and documentation for these groups is done through these liaison teams.

WCI also offers Social Worker and PEO run programming. Anger Management Group was offered by a Social Worker in RHU this past year, specifically for those in Administrative Confinement Status. Additionally, WCI Staff held 4 T4C groups in GP during this fiscal cycle. 2 were offered through SSD and 2 were offered on the BHU (by trained PEO’s).

Below is the data related to essential treatment programs provided through the SSD 7/01/15 to 6/30/16:

Program	Enrolled	Refused/Quit	Completed	% Completed
T4C (POS)	40	25/9	23	57%
T4C (SW)	10	3/5	5	50%
T4C (BHU)	12	3/3	5	25%
Anger Management (RHU)	5	2/2	3	60%
Anger Management (POS)	117	63	74	63%

Re-Entry GROUP

(prior to transition)

14 participated

Re-Entry GROUP new format

27 participated (2 groups)

Re-Entry self-study

24 inmates have requested module packets

WCI hosted an Anger Management Facilitator Training presented by University of Cincinnati and one Social Worker and two PEOs attended this training. It is anticipated that Social Workers will offer this program as a pilot project starting in the fall of 2016. It was recommended that the PEOs in the RHU offer the skills based portion of the program, as an open ended group. Three additional Social Workers were trained in T4C facilitation.

2 WCI Social Workers also attended training at FLCI for T4C/Domestic Violence Program facilitation (DOC Pilot Project). This will be a 5-6 month long program that will meet both program needs. It is anticipated that Social Workers will complete a trial run of this program at WCI, also planned for fall 2016.

The Pre-Release Program experienced changes in this last fiscal period. The revised process calls for an end to most formal classroom activity and has become more of a self-study program. It was removed as an identified program need and WCI transitioned accordingly. Inmate's less than 6 months to release can request module packets through the SSD OOA. Additionally, SSD still provides a condensed version of financial literacy, transportation, and housing in a group setting. A channel devoted to programming has been requested of the institution and when this is accomplished; various videos will be shown as linked with the modules. Education department continues to provide health, wellness and employability course work to meet requirements for HSED. The assigned Social Worker continues to complete the transition module with releasing inmates.

Two Social Workers served as co-chairs for the National Crime Victim's Rights week. Inmate groups were held for this year's theme, "Serving Victims, Building Trust, Restoring Hope". A panel of speakers for staff presented personal experiences of the impact of drunk driving on their families. Various postings were made to both staff and inmates throughout the week to educate on the impact of crime on victims.

We continue to work diligently with DCC, County Social Service Departments, and community resources to enhance our ability to maintain communication links in the release effort. Collaboration with HSU, PSU, and Security is essential for pre-release planning needs. Inmates releasing from a maximum security institution are typically time intensive. We continue to work closely with BOCM for geographically-appropriate transfers to assist with community transition. WCI had 131 actual releases in this fiscal period. This is not reflective of the number of inmates assisted with release planning, as many inmates start release planning and then transfer to reduced custody prior to their actual release.

As an important part of Pre-Release, the SSD OOA assisted inmates in the acquisition of Social Security Cards, Birth Certificates, State IDs and Forward Health Cards prior to their release. In collaboration with the Business Office all vital documents and received are entered into COMPAS to allow for ease of accessibility to DCC and DAI regarding the status of ID and health care applications for all inmates. This fiscal period, we assisted with applications for 55 birth certificates; 99 Social Security cards; and 106 State ID cards. Additionally, we assisted with 83 applications to Badger Care for Health Insurance and to obtain Forward Health Cards for releasing inmates.

SSD is also responsible for the coordination of professional/attorney visits along with court and attorney telephone calls/video conference calls. The utilization of video conferencing for court hearings saves the travel costs and staff time required to transport inmates to court. SSD has also expanded the use of our video conferencing resources to assist HSU with Psychiatric appointments via teleconference. There were approximately 1,383 video conferences and phone calls facilitated this reporting period. Additionally, we facilitated a total of approximately 345 legal/professional visits in SSD and RHU.

As the DOC moves towards full implementation and utilization of COMPAS, WCI continues to enhance the training and support of our staff to meet the demands required of this transition. Our department continues to meet the targeted goals of completion of Re-entry and Legacy Assessments and Unified Case Plans on inmates

who were identified as targeted for assessments and plans. By the end of the 2016-2017 fiscal year, all Legacy Assessments and UCPs will be completed.

SSD organized the institution wide inmate PREA Education, which was then facilitated by the Security Supervisors. Documentation was made of all attendance and refusals. SSD recorded a video with institution specific information that was utilized in the Education process.

Social Workers participated in a portion of the DOC survey for Independent Living, looking at issues for those inmates over age 65. SSD also facilitated the arrangements for a national survey team to conduct interviews with 90 inmates as part of a Nationwide Survey for the Bureau of Crime Justice Statistics.

In addition to all the duties assumed by Social Services Staff at WCI, our staff continues to be involved in a variety of additional roles within the institution, for DOC, and partnership committees within the community. Our staff also serves in the following roles and committees: Hostage Negotiators; Critical Incident Stress Debriefers; Peer Supporters; PREA victim coordinators; Institution Tour Guides; DOC trainer for the Madison Training Center; UCC Site Coordinator; ECRM committee; ACA Site Coordinator; OARS liaison; Employee Workplace Enhancement; SRT Committee; Institution Communication and Collaboration; Employee Services Program Co-Chair; Re-Classification and Administrative Confinement Committees.

WCI had a successful internship completion this fiscal period, mentored jointly by two Social Workers. WCI continues to work in partnership with Marian University and one of our Social Worker serves on the Social Work Studies Committee with the University. This included the Social Worker assisting with interviews for fall 2016 program candidates. This fiscal year, the representative Social Worker approached Marian about furthering that partnership through training that the University might be willing to provide for DOC Social Workers. The Training Center was involved and the involved entities began working collaboratively on training that could be offered to DOC for continuing education credits for Social Workers by an outside entity. This plan will come to fruition in the next fiscal year. Additionally, two representatives of SSD participated in mock interviews for the School of Social Work at UW Oshkosh.

WCI continues our important partnerships with Goodwill in Beaver Dam and the Milwaukee Rescue Mission during this fiscal year, resulting in a sustained supply of release clothing for all releasing inmates who were in need.

WCI continues to benefit from the partnership with DOES project and expanded use of the OARS program for a resource to pre-release inmates. Social Workers are responsible for all referrals to these programs.

Challenges for 2017-18:

- Continued implementation and integration of the Unified Case Plan and COMPAS assessments as per UCC standards. All remaining legacy assessments are to be complete and Case Plans created by the end of the next fiscal year.
- Increase service provision and group programming opportunities.
- WCI trial runs and evaluations of new evidence based group programming.
- Raise completion rates of program enrollees.
- Continue to work with the Office of Program Services and the Secretary's Office Reentry Initiative to assure the best use of programming resources that are evidenced-based in practice.
- Maintain a high level of SSD staff involvement with the expansion of Motivational Interviewing.
- Continue to provide training, resources, support and coordination to assist in facilitating workload.

By the Numbers:

Re-Classification processes:	1,200
Releases:	131
Legal/Attorney calls and videoconferences:	1,383
Professional Visits:	345
New Inmate Orientation:	321
Forms of ID applications processed:	237
Applications to Badger Care & Forward Health Cards:	83
Caseload size inmates:	150

VOLUNTEERS

WCI is extremely fortunate to have the services of many volunteers to assist in the provision of services to inmates. The time and effort they donate is greatly appreciated. Without them, we would not have the ability to offer the variety of programs we have today. All new volunteers are given a thorough orientation to the institution and the DOC's policies and procedures, including PREA training. Pertinent data on each volunteer providing a service to WCI is maintained in a database. This allows the institution to keep a record of individual emergency contacts for each volunteer and to have easy access to each volunteer's address and telephone numbers should an emergency arise. Volunteers provide religious, social service, and education services to WCI. While some volunteers may only be able to provide a few hours of service each year, others provide services several hours each week. No matter what the amount, all volunteer services are valuable.

WORKPLACE ENHANCEMENT COMMITTEE

The WPEC is a volunteer committee made up of seven staff members. The committee meets once a month to plan events and discuss the success of the previous month's event(s). The majority of time spent preparing for an event is done outside of work. WPEC's goal is to enrich the workplace and surrounding communities while providing opportunities for staff to join together, both inside and outside of the workplace. WPEC holds various staff events geared to boost morale at WCI. We strive to reach our goals by hosting several fundraisers throughout the year for local charities, the WCI scholarship fund, and to fund WPEC events. WPEC holds the appropriate raffle license as required by Wisconsin State Statutes.

Fiscal 2015-16 Fundraisers

- Parking Raffles - Bi-monthly raffles held for two and sometimes three "premium" parking spots. Employees buy tickets to enter themselves in the raffle. Tickets are picked and the winners are able to park in one of these specially designated parking spots for that month.
- Choice Raffle – Winner had a choice of \$500 cash, \$500 Farm and Home gift card, or \$500 gift card to Gysber's Jewelers. Sold 100 tickets at \$10 per ticket.
- Pulled Pork Event – WPEC sold pulled pork sandwiches, chips, and soda for lunch.
- Brat Fry Event – WPEC sold brats, chips and soda for a lunch option.
- Chili Food Event - WPEC sold chili, chips, and soda.
- 50/50 Raffles –These bi-monthly raffles are always popular with staff.
- Valentine's Day cookie sale. Sold valentine's cookies to staff for \$1.
- Halloween Cookie sale. Sold Halloween cookies to staff for \$1.

WPEC Giving Back to the Community

- School Supply Drive. Staff donated school supply items to “clothes for kids.” Staff received a parking raffle ticket for each item donated. 50/50 raffle was held with the proceeds being donated to the cause. \$92 was raised.
- Mike Gottinger fundraiser. WPEC held a 50/50 raffle and collected donations for a former staff member who is unable to work because of a significant health issue. \$1050 was raised.
- WPEC held a 50/50 raffle and donated the proceeds to the Waupun Area Animal Shelter.

Workplace Enhancement Committee (WPEC) Activities

- WPEC donated \$100, held a 50/50 raffle and accepted donations from other staff for a staff member who has a family member with serious illness. \$440 in total was donated to the family.
- WPEC has taken on the responsibility of providing some support and relief efforts for those employees who have had family members pass away. A monetary gift is sent with a sympathy card to the employee and their family. \$160 total was donated to four families.
- WPEC purchased flowers and a card for a staff member who was the victim of a serious staff assault.
- WPEC celebrated year seven of “Secret Santa/12 days of Christmas.” WPEC wants WCI employees to know how much their support and hard work is appreciated during the year and for the charities we raise money for. WPEC drew from the names of ALL staff, for each of the 12 days of Christmas. On each of those days, one theme gift basket and one smaller consolation prize of End of the Trail candy and popcorn.
- WPEC also sells WCI logo wear. Other logo items are available as well throughout the year. The main purpose of the logo wear and items is not so much as a fundraiser for the program, it is more of a way for staff to show support for their workplace.
- Due to the small size of the committee, other WCI employees are asked to volunteer at times to help run the events. Volunteer opportunities may range from cooking food, bringing in or serving food, or selling raffle tickets.
- The committee is continually evolving and growing in the events we hold and ways to serve our staff and our community. Without the support of the staff of WCI, WPEC would not be able to exist.
- WPEC donated a \$25 cash prize incentive for donors to the mobile blood drive held at WCI. Each donor’s name was entered in the drawing.