

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

**WAUPUN CORRECTIONAL
INSTITUTION**



**ANNUAL REPORT
Fiscal Year 2022-23**

**Randall R. Hepp
Warden**

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MESSAGE FROM THE WARDEN

Welcome to Waupun Correctional Institution (WCI) Annual Report for Fiscal Year 2023 covering July 1, 2022, through June 30, 2023. Correctional institutions are much more complex operations than most people realize. The annual report is published with a desire to provide readers with more detailed information regarding WCI. Hopefully this report also gives a small glimpse into some of the positive things that take place in our institution.

Waupun Correctional Institution is an essential part of history within the city of Waupun. WCI is proud to be a part of the Waupun Community. Our Community and Corrections Relations Board meets three times a year to discuss current events at our facilities and discuss community issues or concerns. We are also an active member in the Dodge County Executive Law Enforcement Association.

Fiscal Year 2023 continued to be a challenging year at Waupun Correctional Institution. Despite continued staff vacancies, WCI continued to carry out the mission statement of the Department of Corrections. A mission statement helps define the purpose of an organization in simple and concise terms. This allows the mission to be more easily understood by all employees of the organization as well as all those that it serves. The Department of Corrections “**Four P’s**” mission is to:

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.

The mission and its acronym (4Ps) may be easy to remember, but it is made up of very complicated, challenging, and an unending set of tasks. The mission of the Department is completed day after day at WCI. The efforts of our staff provide comfort for the citizens of Wisconsin as they are able to sleep easy at night knowing their safety is being safeguarded and their futures are being made brighter.

No commentary about Waupun Correctional Institution would be complete without special mention of the people who work at this institution. Our employees demonstrate a spirit of cooperation, a commitment to one another, and resilience in the face of incredible challenges that should be the envy of all. There is something uniquely special about the people who work at this facility and I am proud to work with them each day. Our entire state is fortunate they have chosen to continue to be part of the history that is Waupun!

If you have occasion to meet someone who works at Waupun Correctional Institution, I hope you will take a moment to think about the work they do each day, each month, and each year. If you feel safe in your community, I hope you might also consider offering that person a simple, “Thank you” for their service. I have no doubt they would appreciate it and I know they have earned it.

Randall R. Hepp
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

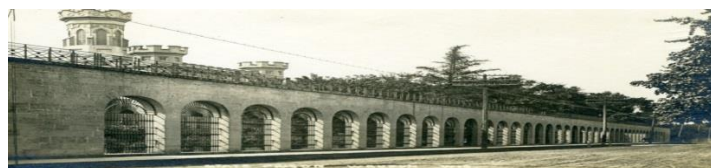
Opened	1851
Security Level	Maximum
Current Operating Capacity (SWCH not currently operating)	1,064 Males
Current Population	965 Males (6/30/23)
Number of Uniformed (Security) Staff Positions	283 FTE
Number of Non-uniformed Staff Positions	133 FTE
PIOC to Staff Ratio	3 to 1
Number of Acres	24
Special Units	Behavioral Health Unit

Expenditure Information

<u>Category</u>	<u>FY 2021-2022</u>	<u>FY 2022-2023</u>
Permanent Salary	21,248,939.00	23,620,776.00
LTE Salary	74,677.00	173,954.00
Fringe Benefits	9,250,296.00	10,663,313.00
Supplies and Services	4,172,835.00	4,177,432.00
Capital	340,887.00	430,997.00
Fuel and Utilities	2,612,954.00	2,384,803.00
Repair and Maintenance	281,040.00	288,570.00
Central Generating Plant	2,452,779.00	2,769,484.00
Total Expenditures:	\$40,434,407.00	\$44,509,329.00

Inmate Obligations Collected

<u>Inmate Obligations Collected</u>	<u>FY 2021-2022</u>	<u>FY 2022-2023</u>
Legal Loans	3,839.83	2,934.19
General Loans	145.88	376.12
Medical Co-Pay Loans	6,062.29	3,373.09
Medical Co-Pays	5,917.50	6,522.13
Victim-Witness Surcharge	11,170.21	14,773.03
DNA Surcharge	32,870.78	30,206.19
Restitution	168,682.93	127,228.16
Institution Collections	16,999.92	10,076.02
Child Support	27,521.68	22,299.69
Filing Fees	20,531.19	15,863.76
Child Pornography	787.92	389.78
Total Inmate Collections	\$294,530.13	\$234,042.16



COMMUNITY & CORRECTIONS RELATIONS BOARD

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

Jason Benzel, *Warden*
Dodge Correctional Institution

Honorable Christine Snow
Branch IV Judge

Randall Hepp, *Warden*
Waupun Correctional Institution

Kurt Klomberg, *District Attorney*
Dodge County

Nicholas Redeker, *Superintendent*
John C. Burke Correctional Center

Rohn Bishop, *Mayor*
City of Waupun

Daisy Chase, *Deputy Warden*
Dodge Correctional Institution

Kathy Schlieve, *City Administrator*
City of Waupun

Emily Propson, *Deputy Warden*
Waupun Correctional Institution

Angela Hull, *City Clerk*
City of Waupun

Mary Wendel, *Field Supervisor*
Division of Community Corrections

Joe Meagher, *Deputy Director*
Dodge County Emergency Management

Makayla Hopp, *Pharmacist Supervisor*
DOC Pharmacy

Alexandra Gago, *Representative*
SSM Health Waupun Memorial Hospital

Scott Loudon, *Chief*
Waupun Police Department

Steven Hill, *Superintendent*
Waupun Area School District

Jeremy Rasch, *Deputy Chief*
Waupun Police Department

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

Dale Schmidt, *Sheriff*
Dodge County

Senator Dan Feyen
18th Senate District

Peggy Novak, *Coordinator*
Dodge Co. Victim/Witness Assistance

Representative Michael Schraa
WI State Assembly

Amanda Pulvermacher, *Director*
Dodge County Emergency Management

Mike Thurmer
Interested Citizen

Matt Bartol, *Coordinator*
Dodge County Emergency Management

BJ DeMaa, *Fire Chief*
Waupun Fire Department

Tim Lakin, *Chief of Staff*
WI State Assembly

Wesley Ray, *Correctional Services Manager*
BCE Correctional Farms

Honorable Steven Bauer
Dodge County Circuit Court

Nicole Gill, *Vice President Patient Care Serv.*
SSM Health Waupun Memorial Hospital

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	PIOC	Persons in Our Care
CIP	Crisis Intervention Partner	PLA	ProLiteracy America
CNU	Crisis Negotiation Unit	PMR	Presumptive Mandatory Release
CPR	Cardio Pulmonary Resuscitation	POA	Power of Attorney
CQI	Continuous Quality Improvement	POS	Purchase of Service
CRB	Community Relations Board	POSC	Principles of Subject Control
CRO	Central Records Office	PRC	Program Review Committee
DBT	Dialectical Behavior Therapy	PREA	Prison Rape Elimination Act
DCC	Division of Community Corrections	PSU	Psychological Services Unit
DCI	Dodge Correctional Institution	PTSD	Post Traumatic Stress Disorder
DFD	Division of Facilities Development	RHU	Restrictive Housing Unit (formerly segregation)
DOA	Department of Administration	SMU	Special Management Unit
DOC	Department of Corrections	SOT	Sex Offender Treatment
DS	Disciplinary Separation	SRT	Special Review Team
ED	Executive Directive	SSD	Social Services Department
EMC	Engineering, Maintenance, and Construction	STAR	Student Achievement in Reading
EOS	Electronic Open Stacks	STG	Security Threat Group
ERU	Emergency Response Unit	T4C	Thinking for Change
FLCI	Fox Lake Correctional Institution	TABE	Test of Adult Basic Education
GD	Gender Dysphoria	TTC	Transitional Treatment Committee
GED	General Education Diploma	UAT	User Acceptance Testing
GTF	Gang Task Force	UCC	Unified Corrections Coalition
GP	General Population	WCI	Waupun Correctional Institution
HACCP	Hazard Analysis Critical Control Point	WICS	Wisconsin Integrated Corrections System
HIPAA	Health Insurance Portability and Accountability Act	WILC	Wisconsin Institutions Literacy Council
HS	High School	WITS	Wisconsin Inmate Trust System
HSED	High School Equivalency Diploma	WPEC	Workplace Enhancement Committee
HSU	Health Services Unit	WRC	Wisconsin Resource Center
HVAC	Heating, Ventilating, and Air Conditioning	WSPF	Wisconsin Secure Program Facility
		WTCS	Wisconsin Technical College System

EDUCATION

Academic

Test of Adult Basic Education (TABE)
Adult Basic Education (ABE)
GED Testing Center

Vocational

Higher Education in Prison (HEP)
Building Maintenance and Construction (BMC)
Correspondence/Distance Learning 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 PIOC to be productive workers, family members, and citizens while incarcerated and upon release from prison. Through programs at Marshland School, PIOC are provided a variety of educational offerings focused on academics, career and technical education, and life skills for successful reentry.

The purpose of the Adult Basic Education Program (ABE) is to assist students in obtaining the knowledge and skills necessary for future success. In order to facilitate more efficient and effective instruction, all PIOC complete the Test of Adult Basic Education (TABE) to determine their current functioning levels in math, and reading. They are then placed in the appropriate education level, developing the reading, writing, reasoning, and mathematics skills necessary to pass the four GED examinations (Science, Social Studies, Math, and Reasoning through Language Arts) as well as the Wisconsin State Civics exam. Additional coursework in Health, Civics, Employability Skills, and Career Awareness may lead to a High School Equivalency Diploma (HSED) issued through the Wisconsin Department of Public Instruction.

Marshland School has seven teachers, a guidance counselor, two librarians, an office operations associate, and an education director. All courses are taught by instructors certified through Wisconsin Technical College System (WTCS) and Moraine Park Technical College (MPTC). In 2022-23, educators at WCI's Marshland School helped seven students to graduate with their GED/HSED.

Six secondary academic education classes, offered through a partnership with MPTC, are available for students who have completed their high school/equivalency education. A one-year technical diploma in Building Maintenance and Construction (BMC) is available for interested students.

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

Education 2022-23 Highlights:

- Three BMC Technical Diplomas earned
- Seven students earned GED/HSED certification
- Eighteen students enrolled in Higher Education in Prison (HEP) programing offered through Milwaukee Area Technical College and Moraine Park Technical College
- BMC/Wood Shop projects and donations to various non-profit organizations and fund raisers include jewelry boxes, Noah’s Arks, and miscellaneous wood items. These items are also made available to staff and the public when they are displayed in the front lobby.
This program has a dual purpose. First, it has significant rehabilitative goals. Not only does it keep PIOC occupied in a productive manner, but it provides a means of employment for the PIOC. Secondly, PIOC 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 three PIOC workers and completed over 1,000 hours of community service

BEHAVIORAL HEALTH UNIT

The Behavioral Health Unit’s mission is to provide a safe and secure housing location for PIOC with serious mental illness. Having a special housing unit increases the efficiency of providing treatment and monitoring to these individuals. The BHU is designed to provide programming targeting a wide range of issues including: psychological disorders combined with behavioral instability and other needs in a “therapeutic community” environment to PIOC 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 PIOC 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 PIOC with limited abilities to function adequately and safely within a GP environment.

PROGRAMS

WCI offered Anger Control (AC) programming in the Spring of 2023, although due to modified movement, the group was unable to successfully be completed. Modified movement continued through June 30, 2023 and therefore no further groups were able to be facilitated.

Below is the data related to essential treatment programs provided through the Social Services Department 7/01/22 to 6/30/23:

<u>Program</u>	<u>Enrolled</u>	<u>Terminated/Quit</u>	<u>Completed</u>	<u>% Completed</u>
T4C (SW)	0	0	0	0
AC (SW)	12	12	0	0

OTHER PROGRAMMING:

- Social Workers offer one-on-one case plan interventions (CPI) for PIOC focusing on SUD-1, Anger Management (low risk), and Cognitive Behavioral programming (CBP-low risk) on a continuous basis
- Leisure Groups were facilitated four times a week for Behavioral Health Unit PIOC beginning in January 2023, but were suspended due to modified movement through June 30, 2023
- Path of Freedom, a non-primary, volunteer-facilitated mindfulness group was scheduled to begin in April 2023 but due to modified movement beginning in March 2023, was cancelled

RESTORATIVE JUSTICE

Fifteen PIOC enrolled in Restorative Justice beginning in September 2022. Fourteen of those participants successfully completed the program with graduation being held in November 2022. Restorative Justice was scheduled to begin again in August 2023 but due to modified movement and low staffing, it has been suspended indefinitely.

SECURITY

In fiscal year 2022-23, there were 4,243 inmate Conduct Reports processed at WCI. The number of conduct reports increased from the year before. The breakdown below is by type of conduct report:

Minor Contested	1,560	
Minor Uncontested	691	(Total Minors 2,251)
Major Contested	767	
Major Uncontested	<u>1,225</u>	(Total Majors 1,992)
Total Conduct Reports	4,243	

Conduct Report Appeals

Majors	146
Minors	128

INMATE COMPLAINT REVIEW DEPARTMENT

The WCI Complaint Department processed 5,630 complaint submissions during FY 2022-2023

- 2,658 were accepted and assigned a complaint number
- 2,972 were returned to the inmate in accordance with DOC 310

VOLUNTEERS

WCI is extremely fortunate to be able to utilize volunteers to assist in the provision of services to our population housed here. The time and effort they donate is greatly appreciated. All new volunteers are given a thorough orientation to the institution and the DOC's policies and procedures, including PREA training. Volunteers are required to go through an orientation training on a yearly basis. In the past volunteers have helped to provide religious, social service, and education services to WCI. Due to WCI currently being under a modified movement plan, volunteer services have been placed on hold. We are thankful to have these partnerships and hopeful to start back up with volunteer services as allowed in the future.

WCI Highlights of 2022-2023

- WCI successfully passed our PREA audit
- LED lighting was installed throughout the institution
- WCI's water tower was painted
- HSU/SEG water heaters were replaced
- BHU (Behavior Health Unit) construction was completed
- Radium treatment facility construction was started (estimated completion 10/24)
- HVAC updates/calibrations taking place throughout the institution
- Several projects are waiting for construction to start
- Each cell hall was given a phone
- ICSolutions video visit monitors were installed
- Roughly 3000 meals were prepared and distributed each day
- Roughly 3500 pounds of vegetables were donated to our kitchen from the institution garden
- WCI hosted the annual Buildings & Grounds conference
- Several pieces of capital equipment were purchased to replace worn out equipment
- All radios and equipment related to the radios were replaced
- Dough dividing machine for the bakery and alto shams were purchased for the kitchen

Workplace Enhancement Committee (WPEC) Activities

WPEC facilitates events geared towards giving back to staff and the community. All money raised remains in-house and is used to fund each event. Some events WPEC facilitated in FY22-23 include:

- Give thanks candy bars for purchase
- Frozen treats and donuts for appreciation on certain training days
- Thanksgiving drawing for staff working during holiday weekends
- Winter Wonderland giveaway—over \$700 in prizes awarded to WCI staff over 12 business days
- WCI merchandise available for purchase
- March Madness basket raffle
- Funded approximately \$3,000 for Employee Appreciation Week offering daily events and giveaways including breakfast, ice cream, challenge coins, treat bags, a cookout, and years of service drawing
- Salad bar day
- Pocket calendar, Kringle, candy bar, and challenge coin sales
- Green Bay Correctional Institution staff member fundraiser

Institution Contacts

Americans with Disabilities Act (ADA)

Primary: Lisa Maylen, Records Supervisor (920) 324-5571 ext. 7192

Alternate:

COMPAS

Primary: Danielle Du Frane, Social Worker (920) 324-5571 ext. 7184

Alternate:

Limited English Proficiency (LEP)

Primary: Brett Helmer, Education Director (920) 324-5571 ext. 7231

Alternate:

Prison Rape Elimination Act (PREA)

Primary: Karen Strobel, Regional PREA Compliance Manager (920) 324-7223

Alternate: Yana Pusich, Security Director (920) 324-7225