



Columbia Correctional Institution

Portage, WI

ANNUAL REPORT

Fiscal Year 2015

(July 1, 2014- June 30, 2015)

Date Opened:

May 1986

Security Level:

Maximum

Staff to Inmate Ratio:

2.40 Inmates

Operating Capacity:

541

Current Population:

822

Number of Acres:

110

Number of Uniformed Staff:

247

Number of Non-Uniformed Staff:

95

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MESSAGE FROM THE WARDEN

We salute the exemplary staff of the Columbia Correctional Institution. The following report will detail the collective efforts of a special group of professional and dedicated public servants. Through their diligent efforts, CCI continues to maintain custodial responsibilities in a safe and secure environment in spite of the record number of staff vacancies. During this reporting period, CCI has experienced schedule modifications, assignment modifications and an increasing difficulty to attract and retain new staff.

We will get past the difficulties caused by the vacancy issue and no doubt be a better place. The vacancy issue, unfortunately, will not stabilize in the near future; however, local efforts and efforts by the Secretary's Office continue to chip away at vacancy numbers and will not cease until we restore our assigned staff strength number.

In the midst of the vacancy issue, progress at CCI continues. CCI remains a safe environment, and staff continues to keep the public safe. At the same time, programing and counseling intended to reduce recidivism continues. Facility maintenance and operational upkeep continues. Sound financial and business practices continue. Top notch physical and mental health treatment continue to be received by all CCI inmates.

CCI's security staff continues to provide a safe and secure environment in which staff and inmates are able to work and live. Their hard work and dedication provide the foundation upon which all of our efforts can be based.

I would like to thank all of the staff at CCI whose tireless efforts give meaning to the following report of accomplishments and statistical data. Without them, none of this could be possible.

Michael A. Dittmann
Warden

INSTITUTION MISSION STATEMENT & GOALS:

The mission of CCI is to protect the public by detaining adult male felons committed by state courts to the DOC and readying these men for custody reduction and eventual reintegration into society. Protection of the public is both an immediate and long-range focus, as virtually all inmates will eventually be released. Through a philosophy of strict and constructive treatment, both perspectives are met.

In pursuit of this mission, CCI shall:

- Provide a safe, secure and humane environment for those individuals committed to our custody
- Ensure that the basic needs of each individual committed to our custody are met
- Treat all individuals under our custody and supervision with respect and dignity
- Uphold each individual's rights under the laws of the United States and the State of Wisconsin
- Hold accountable all individuals under our custody and supervision to the rules governing their behavior
- Afford meaningful opportunities for positive change to individuals under our custody and supervision through programs and services of treatment, education and employment training
- Provide assistance to individuals under our supervision to enhance their successful reintegration within the community
- Treat all staff and members of the public with respect, courtesy and professionalism
- Endeavor to maintain a staff that is culturally and racially diverse and which is representative of the citizens of this state
- Inform the public, governing bodies and other governmental agencies about the Wisconsin Correctional System and issues pertaining to corrections
- Respond to public and governmental requests for information with honesty and accuracy
- Constantly strive to increase our knowledge about crime and criminal behavior in order to be more effective in accomplishing our mission

In furtherance of this mission, CCI is committed to a correctional system that reflects the progressive ideals rooted in Wisconsin's heritage.

HISTORY & DEVELOPMENT:

CCI is an adult male, maximum-security prison located in Columbia County, Wisconsin, on a 110-acre parcel of land at the junction of U.S. Interstate Highway 39 and Wisconsin Highway 127, three miles northwest of downtown Portage and six miles north of U.S. Interstate 90-94. It was built at an initial cost of \$38,600,000 and was the first maximum-security facility to be planned, constructed and operated in and by the State of Wisconsin in 91 years.

CCI is arranged in a series of living complexes, containing ten separate units, which are set about a secure, open courtyard. In September 1997, an additional barracks-style temporary living unit was built and opened to house 150 inmates. The entire institution, within the inner fence perimeter, covers over 27 acres, while almost 297,000 square feet are contained within its various building structures. The prison is flanked by five guard towers and surrounded by a double fence with electronic capability.

CCI was originally slated to accommodate 450 offenders in single cells because of the mixture of inmate types ranging from the vulnerable to the violent and from the handicapped to the severely mentally ill. The original capacity of the prison was achieved within months of its opening, and its numbers remained stable for the first several years of its operation. Overcrowding throughout the DOC, however, precluded CCI from remaining at original capacity. By the end of 1998, the institution's population was nearing 800 inmates. Many single cells were converted to double cells, though the most violent and dangerous inmates continue to be assigned to individual living spaces. The 150-bed barracks, built in 1997, added to the significant population growth.

SIGNIFICANT EVENTS & ACCOMPLISHMENTS:

- On December 9, 2014, administrative staff hosted an Employee Appreciation event for staff that included donuts and coffee for first shift staff, pizza and soda for second shift staff and a potluck style meal for third shift staff. The money was raised through donations by the administrative team.
- The adult basic education teachers visited Fox Valley Technical College (FVTC) on January 16, 2015, to meet with Redgranite Correctional Institution (RGCI), Oshkosh Correctional Institution (OSCI) and FVTC staff. They received training on academic enrollment and reviewed the curriculum that was designed by OSCI and FVTC.
- Department of Corrections Secretary Edward Wall participated in the Polar Plunge with the CCI team in Madison on Saturday, January 21. The Polar Plunge is an event that raises money for the Special Olympics.
- The annual disturbance plan tabletop exercise was held on March 3, 2015. The meeting was coordinated by the Department of Corrections Office of Special Operations staff and attended by CCI staff, along with representatives of Wisconsin Emergency Management, Columbia County Emergency Management, Portage Police Department, Portage Fire Department, Columbia County Sheriff's Department and the Wisconsin State Patrol.
- United States Congressman Glenn Grothman met with Warden Dittmann and toured the institution on March 10, 2015.
- In April 2015, the telephone project was concluded. This project included the installation of additional telephone jacks and lines in the general population units.
- National Crime Victim Rights week in April was highlighted by guest speaker Danielle Barth from the Hope House in Baraboo. The theme for the week was "Engaging Communities, Empowering Victims." A check for \$1,500 was presented to the Hope House in recognition of Crime Victim Rights Week. A \$2,000 check was also presented to the Portage K9 fund. These funds were raised through inmate fundraising efforts.
- National Correctional Employee Appreciation Week was May 3 to May 9, 2015. Activities included a specialty coffee/baked goods day, ice cream treats, coffee and baked goods, length of service award ceremony and an administration-hosted brat cookout.
- On August 28, 2015, Warden Dittmann, Deputy Warden Hautamaki and Security Director Weber met with Columbia County Judge Voigt and Clerk of Courts Susan Raimer to facilitate a process regarding emergency medical care for inmates who refuse treatment.
- On September 14, 2015, CCI hosted a kick off meeting for the new Restrictive Status Housing Programming Building Project.

NATIONAL CORRECTIONAL EMPLOYEE RECOGNITION WEEK

During National Correctional Employee Recognition Week, we recognized the experience and dedication of employees with 5, 10, 15, 20, 25 and 35 years of service.

EMPLOYEE MANAGEMENT COMMUNICATION & COLLABORATION COMMITTEE

This committee meets monthly to actively engage employees at all levels of the organization by facilitating ongoing communication with staff to support the goal of two-way communication with employees, utilizing the knowledge and expertise of staff to problem-solve and plan.

STAFFING REPORT:

Columbia Correctional Institution Position Allocations

# of Positions	Classification	# of Positions	Classification
2	Buildings/Grounds Superintendent & B&G Sup.	1	Institution Human Resources Director – Adv.
2	Chaplain	2	Inventory Control Coordinator
1	Correctional Management Services Director	1	Librarian
233	Correctional Officer/Sergeant	1	Medical Program Assistant (Associate)
6	Corrections Food Service Leader 2	8	Nurse Clinician 2
1	Corrections Program Supervisor	1	Nurse Clinician 4
1	Corrections Security Director	1	Nursing Supervisor
4	Corrections Unit Supervisor	2	Offender Records Assistant 1/3
1	Deputy Warden	1	Offender Records Supervisor
1	Education Director	5	Office Operations Associate
1	Electrician	1	Payroll & Benefits Specialists – Confidential
1	Electronic Technician Security (Senior)	1	Program Assistant –Adv.– Confidential
3	Facilities Maintenance Specialist (Advanced)	8	Psychological Associate (A-B)/Psychologist-Licensed
3	Facilities Repair Worker (Advanced)	1	Psychologist Supervisor
1	Financial Program Supervisor	3	Recreation Leader (A-B)
4	Financial Specialists 2/4	3	Secretary Confidential
2	Food Service Administrator & FS Manager	6	Social Worker (Corrections)
1	Human Resource Assistant	14	Supervising Officer 1 & 2
1	HVAC/Refrigeration Specialist (Advanced)	10	Teacher
2	Institution Complaint Examiner	1	Warden

Total Positions = 342 Total FTE = 342

Retirements

Name	Title	Years of Service	Retirement Date
Roger A. Baerwolf	Facilities Repair Worker – Advanced	28	02/20/2015
Raymond E. Bandeko, Jr.	Correctional Sergeant	25	01/02/2015
Timothy C. Bartz	Correctional Sergeant	25	03/24/2015
Daniel J. Bavinck	Correctional Officer	29	03/03/2015
Leonard M. Below	Correctional Sergeant	33	04/04/2015
Roger B. Brickner	Correctional Officer	20	07/25/2014
Roberta L. DeVries	Correctional Sergeant	25	08/01/2014
Richard J. Donovan, Jr.	Correctional Sergeant	27	03/13/2015
Mary Jo Foster	Correctional Sergeant	21	03/07/2015
Timothy G. Fredette	Correctional Sergeant	24	07/16/2014
William R. Gee	Correctional Sergeant	29	06/02/2015
Zane Gray	Electronics Technician – Security – Senior	26	02/06/2015
William J. Greene	Correctional Officer	29	04/18/2015
Joseph G. Hamele	Correctional Officer	13	02/06/2015
Mark J. Johnson	Correctional Sergeant	32	07/12/2014
Mike A. Morrison	Supervising Officer 1	30	10/18/2014
Jon K. Patzlsberger	Correctional Officer	28	04/07/2015
Kevin D. Procter	Correctional Sergeant	17	04/07/2015
John A. Shimpach	Correctional Officer	27	12/19/2014
Judith L. Simonson	Secretary – Confidential	38	06/12/2015
James E. Slovik	Correctional Sergeant	32	03/20/2015
Daniel E. Tetzlaff	Correctional Officer	30	03/07/2015
Ronald F. Tetzlaff	Correctional Officer	24	05/01/2015
Terry G. Tetzlaff	Correctional Officer	24	07/23/2014
Rory H. Thomas	Correctional Officer	27	06/02/2015
Thomas J. Timm	Correctional Sergeant	24	01/04/2015
Connie J. Wiersma	Financial Specialist 2	36	04/03/2015

COMMUNITY RELATIONS BOARD

CCI continues to maintain its partnership with the community through its Community Relations Board. This board functions as a positive link between the institution and the Columbia County community. This board meets annually in the spring and fall and as needed throughout the year. Areas of mutual interest and concern include, but are not limited to, the following:

- Public awareness and education about the operation and mission of the institution, including information regarding offender program activities
- The impact of the institution on the community
- The institution’s involvement in community affairs
- Variety of other law enforcement and community-related issues

2015 Community Relations Board Members	
L. C. Ward Federal Correctional Institution Oxford Warden	Bill Tierney City of Portage Mayor
Trevor Kroger Federal Correctional Institution Oxford Associate Warden	Ken Manthey Portage Police Department Police Chief
Randal Mitchell Federal Correctional Institution Oxford Associate Warden	Patrick Beghin Columbia County Director of Emergency Management Services

Vacant Federal Correctional Institution Oxford Captain	Marty Havlovic City of Portage District 8 Alderman
Amy Kangas Federal Correctional Institution Oxford Reentry Coordinator	Clayton Simonson Portage Fire Department Fire Chief
	Linda Nellen Madison Area Technical College - Portage Campus Campus Manager

CCI COMMUNITY RELATIONS REPRESENTATIVES:

Michael Dittmann, Warden
Sandra Hautamaki, Deputy Warden
Lucas Weber, Security Director
Diana Kiesling, Corr. Mgmt. Serv. Director

Chad Keller, Investigative Captain
Vacant, Corrections Program Supervisor
Mark Teslik, Chaplin

OPERATING COSTS:

\$26,990,287 YEAR ENDING 06/30/15 (FISCAL YEAR 2015)

Permanent Salary	\$16,517,356	Food	\$1,022,010
LTE Salary	\$5,620	Variable Non-Food	\$581,385
Fringe Benefits	\$7,466,796	Fuel and Utilities	\$786,480
Supplies and Services	\$403,399	Maintenance	\$162,846
Capital	\$44,395	TOTAL:	\$26,990,287

Payments made by Inmates for their Obligations and Restitution:

• Child Support	\$ 10,339.52	• Victim/Witness	\$ 14,647.27
• Court Ordered	\$ 12,247.12	• DNA	\$ 6,127.04
• Restitution	\$ 8,363.26	• Medical Co-pay	\$ 7,198.84

RECORDS:

Inmate Movement Out of CCI FY2015	
Transfers Out	536
Releases: Includes Mandatory/Extended Supervision, Max Discharge, and Court Ordered Release	140
Deaths	2
Total	678

Monthly Transfers Into CCI FY2015												
July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
49	44	47	63	51	50	57	71	58	74	75	62	701

Average Monthly Population											
July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
841	840	835	830	836	838	825	835	830	829	825	830

Population Breakdown by Race					
Hispanic	48	5.797%	American Indian	22	2.657%
White Non-Hispanic	353	42.632%	Asian	5	.603%
Black	399	48.188%	Unknown	1	.127%
			Total	828	100%

INMATE COMPLAINTS:

FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
2913	2177	1762	1809	1598	1947	2052	2085

INMATE DISCIPLINE:

Year	Major Conduct	Minor Conduct	Total Appeals
2008-09	1680	363	298
2009-10	1460	537	293
2010-11	1636	623	317
2011-12	1170	512	237
2012-13	1310	550	294
2013-14	1300	500	326
2014-15	1210	371	231

RECLASSIFICATION:

The Reclassification Department monitors and manages all phases of an inmate's life during his stay in the DOC. An inmate is initially classified at DCI A&E; this provides him with a custody level, institutional placement, and program assignment upon his entry into the correctional system. Reclassification staff reviews his progress while he is incarcerated, as well as provides recommendations and makes decisions regarding his movement through the system. Recommendations and decisions are made by the Reclassification Committee, which is comprised of the Classification Specialist and representatives from the Education, Social Services and Security Departments. Reclassification is staffed by two full-time positions, an Offender Classification Specialist and an Operations Program Associate, who are employees of DOC's Bureau of Offender Classification and Movement.

Reclassification Office Statistics for FY2015:

- 809 reclassification hearings conducted (This number is significantly lower than last year due to the extended lockdown from May to June.)
- 540 written inmate correspondence requests addressed
- 97 early PRC hearing requests processed

VISITING:

Visiting is offered seven days per week, eight hours per day, with afternoon and evening hours Monday through Friday and morning and afternoon hours on weekends and holidays. Visiting staff also supervise pastoral visits and other small bible studies. Approximately 16,000 friends and family members visit inmates at CCI each year.

HOUSING UNIT MANAGEMENT:

General population, maximum-security inmates are housed in four separate complexes, each made up of two units. These units include an Education Complex, a Vocational Complex, a Special Management Unit Complex, and a Work Complex. The barracks-style housing unit provides temporary housing for up to 150 minimum and medium security inmates. There are also two segregation units, which though separated by geography, comprise a single complex for restricted-status inmates. A 13-cell R&O unit houses incoming general population inmates. The individual units are self-contained. The lives of the inmates revolve around the activities of the unit, as it is where they sleep, eat, and pursue program activities.

Activities outside these living areas are also managed by unit groupings, a procedure that allows for more effective control of the population and reduces the potential for disruption. CCI administration attempts to place inmates in units according to the program in which they are enrolled or the institution job to which they are assigned.

Each decentralized complex is administered by a unit manager, who is assisted by a team composed of security staff, a social worker, a psychologist, and in certain cases, one or more teachers or work area supervisors. Each complex also has liaison contacts with HSU and designated members of the security supervisor ranks. These parties form a multi-disciplinary team, which is able to develop a more thorough and long-term knowledge of the character, abilities, needs, strengths and deficiencies of each of the inmates in their respective units. This non-departmental approach to inmate management allows for a systematic, individual and positive approach to inmates and enhances the institution's capability to ensure public safety with respect to confinement and rehabilitation.

SPECIAL MANAGEMENT UNIT:

The goal of CCI's SMU Complex is to provide activity-based programming and enhanced mental health monitoring within a separate housing facility committed to the needs of the seriously mentally ill/impaired inmate population at CCI. The most prominent diagnoses on both units are psychotic spectrum disorders and/or inmates with cognitive impairment such that concerns of vulnerability are foregrounded. The SMU houses a large number of the institution's offenders who are court-ordered for psychiatric medication as well as seriously mentally ill offenders in segregation, AC and/or PC status.

During FY2015, psychological services on Housing Units 6 and 7 included several unique and evidence-based groups including Illness Management Recovery, Northwoods, Dogs on Call, Mindfulness, Cognitive Behavioral Therapy for Psychotic Symptoms and Social Skills Training for Schizophrenia.

Illness Management Recovery (IMR) is a program developed in collaboration with the United States Substance Abuse and Mental Health Services Administration. IMR is recognized as an evidence-based program specifically for individuals diagnosed with serious mental illness; such as, diagnoses along the psychotic spectrum and bipolar disorders. IMR within the prison setting is a novel application and was originally done in collaboration with Wisconsin DHS staff specializing in IMR community programming. At this time, the CCI program does not partner with DHS IMR specialists but operates the program under the principles of the program. Previously there were two IMR groups offered, one targeting offenders in general population and the other for offenders in segregation or administrative confinement. The IMR group is facilitated collaboratively with the SMU social worker, SMU PSU staff member and the program escort officers. IMR is a manualized program which covers a series of topics associated with recovery from a serious mental illness.

Northwoods is a program that assists clients with pro-social skills along with mental and motor skills. This program provides activity, creativity, dexterity and out-of-cell time which helps build social skills and is beneficial to their mental health. There was one group per week that met for 2.5 hours each group. The group participants worked on independent art/craft projects, music, current events discussions, writing skills, anger management, exercise and relaxation, woodworking, and hygiene and grooming.

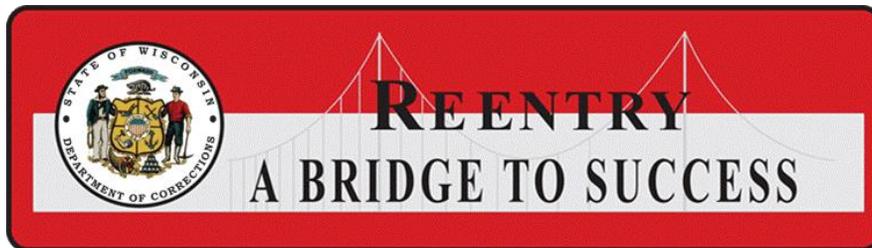
The Dogs on Call program is an educational, social and motivational activity that is offered to SMU offenders. Once per month volunteers with their dogs come to CCI to visit with offenders. This program is goal-driven and tailored to the needs of each offender. Incorporating animals into treatment is an empirically supported approach that has been beneficial with individuals with serious mental illness. The presence of an animal can be viewed as a less threatening environment, which often increases the establishment of rapport and socialization among reclusive and mentally ill offenders. Example activities may include; the act of brushing a dog, petting the dog, buckling a collar to improve motor skills or to improve the client's ability to sequence an event, socializing, etc.

A bi-monthly Mindfulness Group is held for SMU offenders. Mindfulness refers to paying attention to and seeing clearly whatever is happening in our lives. The group assists in developing a calmer approach to managing everyday problems, and it assists individuals in recognizing habitual, often unconscious, emotional and physiological reactions to everyday events. Mindfulness is an empirically supported approach to cultivating clarity, insight and understanding.

Cognitive Behavioral Therapy for Psychotic Symptoms is a program published by the Centre for Clinical Interventions: Psychotherapy, Research and Training. This program is recognized as an evidenced-based program designed specifically for individuals with psychotic symptoms. The broad goals of this program include; increased understanding of and insight into psychotic experiences, improved coping with residual psychotic symptoms, reduction in distress associated with

auditory hallucinations, reduction of degree of conviction and preoccupation with delusional beliefs, and maintenance of gains and prevention of relapse. Cognitive Behavioral Therapy for Psychotic Symptoms is a manual based modular treatment program which addresses a series of topics associated with management of psychotic symptoms. There was one group facilitated by an SMU PSU staff member.

Social Skills Training for Schizophrenia is based upon the published work of Dr. Bellack, Social Skills Training for Schizophrenia, second edition. This group targets individuals with the lowest levels of cognitive-functioning as evidenced by gross impairment in basic social skills. This is a population which is often isolative, vulnerable and very limited in basic introspection. The group offers training, role-playing and support in the development of these skills. This group continues and is a collaborative effort with an SMU PSU staff member and the program escort officers.



PRE-RELEASE CURRICULUM & UNIT:

CCI curriculum provides inmates with the necessary tools and resources to help them address some of the common personal challenges and responsibilities they will likely face upon release. The goal is to enhance the ability of inmates to successfully re-enter into their communities, and assist inmates in recognizing their personal steps to becoming successful citizens in the community. The target population is inmates with ten years or less to release and priority is given to inmates with closer release dates. In addition, inmates receive re-entry portfolios to track and organize their progress through the pre-release curriculum.

Module	Participants	Completion Rate	Module	Participants	Completion Rate
Employment	0+	0%	Housing	11	54%
Wellness	0+	0%	Personal Development	0+	0+
Family Support	11	54%	Health	0+	0+
Transportation	11	54%	Education*	-----	Varies††
Financial Literacy	0+	0%	Transitional Prep**	-----	Varies††

Notes:

Housing, Transportation and Family Support are the only modules that were run this fiscal year due to staff shortages in the Education Department. The extended lockdown also prevented programming.

*Education: All inmates at CCI who have an educational or vocational need are required to attend Bluff View School. Inmates who have not obtained a high school diploma/GED/HSED are enrolled in proper programming to help them obtain these certificates prior to their release. Bluff View School also offers three vocational programs, which are Printing, Building Services, and Custodial Services. The offered programs meet most of the competencies of the Education Module. The school will also assist inmates in obtaining copies of their high school diploma, GED/HSED or vocational certificates and transcripts.

**Transitional Prep: Social workers complete this module with inmates prior to release. Inmates are responsible for initiating completion of competencies with social workers facilitating. Degree of completion varies from inmate to inmate with the ideal being 100% completion of all tasks.

†Modules with zero participants are due to no facilitators being available during FY2015.

††Many inmates start the modules, but then due to the “temporary” status of barracks inmates, many will transfer out of CCI before completion. This makes the completion rate smaller than it would be otherwise. CCI also offers some self-study curriculum. Participants are not able to complete an entire module in this manner but are able to complete many competencies. Approximately 104 inmates participated in self-study curriculum FY2015.

Release Clothes Project:

Clothing for indigent inmates (those who have no money and/or family/friends to purchase clothing) is donated by St. Vincent de Paul’s to wear upon their release to the community, which aids them in their re-entry efforts.

EDUCATION DEPARTMENT:

Program Statement:

The primary emphasis of the Education Department and Bluff View School is to ensure that each inmate will have the opportunity to develop educational and vocational skills, consistent with identified needs, which will allow him to become a productive member of the institution as well as society upon his release into the community.

Department Composition:

CCI’s Education Department is composed of one Education Director overseeing ten Teachers, one Librarian, and one Office Operations Associate.

Enrollment/Completions:

Approximately 204 students can be accommodated in Adult Basic Education programs at any time. Forty-eight students can be accommodated in vocational lab programs and 51 in accompanying vocational classes at any time.

Bluff View School Graduates	
GED/HSED	6
Custodial Services	40
Building Services	10
Printing	3

TABE:

The Tests of Adult Basic Education are used by the DOC to measure achievement of basic skills. The content areas tested are reading, language and math. TABE scores are used to ensure proper placement into educational programs.

HSED:

The High School Equivalency Diploma is awarded to those individuals that pass standardized national tests in math, literature, writing, social studies, science, employability skills, civics and health. The HSED is required to complete the academic need given to inmates.

Correspondence Courses:

Inmates who are interested in working toward an advanced degree can pursue their education through correspondence courses, choosing from a list of approved accredited colleges. Students are required to pay all expenses for the courses. During FY2015, CCI had four inmates participating in correspondence courses.

Pro Literacy America Tutor Program:

The training methods and standards of the Pro Literacy America Tutor Program have been on hold, but classes will be offered in FY2016. This training provides students with supplementary and peer tutor experiences that allow them to

gain employment within the institution as classroom tutors. The tutors are intensively trained over a five day period for a total of 30 hours. Tutor positions are paid and usually work with staff helping ABE and vocational students in a teacher's classroom six hours per day. CCI's Education Department employed eight different tutors in the school during FY2015.

Vocational Programming:

CCI offers three vocational programs: Custodial Services, Building Services and Printing. The vocational courses are designed for inmates who have already completed their academic primary need or have received their high school diploma or HSED elsewhere.

Custodial Services and Building Services are technical college courses through MATC. Printing is a technical college course through Fox Valley Technical College. Upon completion of all components of these courses, students are awarded a technical college diploma. Printing students are also involved in a six-week internship with BSI.

Library Programs:

CCI maintains a law library that has ten computer workstations for inmates to access Lexis Nexis, as well as printed reference sources and a database of court forms. Each inmate has at least one opportunity per week to work in this area, and more time, if required, for pending litigation. A general library with a general collection of books is provided for all inmates. The library is open seven days a week from 7:30 am until 9:00 pm which provides multiple opportunities for inmates to use the library in a given week.

CORRECTIONAL PROGRAMS & SERVICES:

Cognitive Intervention:

The Cognitive Intervention Program is a 30-lesson program that is delivered in two, two-hour classes per week. CGIP may take four to six months to complete the program once an inmate has enrolled. Phase One of CGIP teaches participants the skills to identify their thinking patterns. Phase Two of CGIP focuses on current situations and making plans for the future. CCI social workers work together to stagger active groups to ensure completion of the program throughout the year. Each class is approximately 12 inmates so that each inmate has the opportunity to work with the social workers as well as with other inmates.

Anger Management:

Anger Management is comprised of an introductory individual meeting, nine group lessons, a midterm individual meeting, nine additional lessons and a final individual meeting. Each group lesson is approximately 90 minutes and includes instruction, role play, educational videos, group activities and group and individual presentations. Lessons focus on the following concepts: knowing our feelings and recognizing the feelings of others, identifying underlying feelings masked by anger, recognizing triggers, choosing the right time to address concerns, identifying who should "own" a problem, practicing assertive communication, learning about stress reduction techniques, using the "anger map" to decide if holding onto anger is an appropriate response and developing and maintaining healthy relationships. Participants identify thought patterns leading to negative consequences with anger and develop a plan to address these issues in the future. One Anger Management group ran during FY2015. Six inmates graduated from that group.

Chapel Programming:

The CCI chapel has a full range of programs addressing the spiritual needs of inmates. CCI has one full-time chaplain and one part-time chaplain. The Forgiveness Group is a new program that began this year. The chapel utilizes over 100 volunteers in providing programs (including worship services, study groups and prayer) for the seven religious groups (Buddhist, Catholic, Islamic, Jewish, Native American, Pagan and Protestant). These volunteers are required to take an orientation once every two years to stay current with changing policies. Volunteers are instrumental to all the groups, services, and programs that are offered at CCI, and inmates are appreciative of their time spent at the institution.

Forgiveness Group:

In January 2015, a group led by Dr. Maria Gambaro, Ph.D., and Chaplains Mark Teslik and Justin O'Boyle, began with twelve inmates at Columbia Correctional Institute. The group was based on discussions and journal assignments from the book *Forgiveness Is a Choice* by Dr. Robert Enright, a professor of Educational Psychology at UW-Madison who is internationally known for his thirty years of forgiveness research. Dr. Enright donated copies of his book to help make the

group possible. The inmates who signed up for the group were intrigued by Dr. Enright's message: "Unforgiveness, bitterness, resentment, and anger are like the four walls of a prison cell. Forgiveness is the key that opens the door and lets you out of that cell."

RECREATION:

CCI offers both indoor and outdoor recreation opportunities. Recreation leaders are always looking for new ways through structured recreation for inmates to stay involved and to maintain or improve their physical fitness. Activities such as basketball, volleyball, weightlifting, handball and a cardiovascular area that consists of an elliptical machine and recumbent bikes are offered or available for use. Tournaments provide seasonal excitement during softball and basketball seasons.

Music:

CCI's Music Department is an opportunity for inmates to play instruments under the supervision of a music recreation leader. Due to property allowance and space, inmates are not allowed to play in-cell. At times, the recreation leader will schedule small groups of inmates together to allow for more of a band-style session. CCI also offers donated instruments to inmates in the event that they do not have money to purchase their own instrument. Approximately 30 inmates per day participate in the music program.

Hobby:

CCI's Hobby Department offers a wide variety of in-cell hobbies from which inmates can choose. All hobby materials are pre-approved by the hobby recreation leader and come directly from a retail store. CCI inmates are allowed to purchase up to \$100 in supplies per month. Some allowable hobbies include painting, drawing, crocheting and beadwork. Inmates have the opportunity to sell their completed projects in the visiting room or send their completed project home to family or friends. CCI has approximately 300 inmates enrolled in the hobby program at this time.

COMMUNITY SERVICES:

These areas employ about 30 full-time inmates.

Crochet/Sewing:

The inmates who participate in crochet/sewing have created many handmade items such as hats, mittens, scarf sets and lap afghans. CCI works with the Hope Lutheran Church in Portage for an annual donation of yarn, and in turn, donate the crocheted items back to the church.

Lion's Club Eyeglass Project:

CCI has been fortunate enough to have the recycled eyeglass project for several years. Inmates work with recycled eyeglasses, read prescriptions and do minor repair work to refurbish the eyewear. Finished eyeglasses are then returned to the Lion's Club and donated to those in need. In 2014, approximately 24,000 eyeglasses were donated along with 11,000 more in 2015.

Land's End Coat Project:

Last year CCI was able to donate approximately 150 winter/spring coats to local areas such as Columbia County Health and Human Services, Coats for Kids and the homeless shelter. Land's End donates coats that have a company logo that they didn't use. The logo and the inside label are removed, the coats are repaired and then donated.

HEALTH SERVICES:

CCI's Health Services Unit is staffed seven days per week. Hours of operation are Monday through Friday, 5:45 am to 10:30 pm. Saturday, Sunday, and holiday hours are 5:30 am to 5:30 pm. A nurse is on-call during off hours with an on-call physician available 24/7.

HSU is comprised of one Health Services Unit Manager, two full-time Physicians, eight Nurse Clinicians, four agency LPNs, one Medical Assistant and one Medical Program Associate Assistant. In addition, one Dentist, one Dental Assistant, and one Hygienist staff an on-site dental clinic.

Each inmate is seen a minimum of one time per year for an annual screening. Ancillary services include: physical therapy, x-ray, ultrasound services, optical and orthopedics. Dental services are provided to the inmate population as well.

Routine appointments for health maintenance are handled through chronic condition clinics, as well as weekly blood pressure clinics. Patients are referred for surgical interventions, cancer treatments and to specialty clinics ranging from orthopedics and infectious disease to MRI scans. UW-Madison, Divine Savior Hospital and Waupun Memorial Hospital were all utilized this year. We strove to meet our patients' needs while being cognizant of health care costs.

MENTAL HEALTH SERVICES:

The Psychological Services Unit (PSU) is responsible for assessing, monitoring, supporting, and treating inmates with identified mental health needs. PSU staff is unit based at CCI, and there were seven full-time and one half-time doctorate level Psychologist or Psychological Associates positions at CCI, a Psychologist Supervisor, and an Office Operations Associate. In addition to PSU staff, three Psychiatrists provide services to CCI inmates. PSU staff provides on-call services after hours and on weekends; they consult with institution staff or report as needed to address inmates' mental health needs.

Inmate Mental Health Needs:

The inmate population at CCI changes weekly as inmates transfer into and out of this facility. In the past year, and on average, there were 395 inmates at CCI with identified mental health needs: 101 inmates were classified as having serious mental illnesses (MH-2A), 27 had severe personality disorders (MH-2B), 250 had identified mental health needs but were not considered mentally ill (MH-1), and 17 had intellectual disability disorders (ID). Overall, 47.6% of the total CCI population had identified mental health needs. The percentages of inmates with identified mental health needs differed between maximum (general population) and minimum (barracks) inmates at CCI. The majority of general population inmates (57.4 %) had identified mental health needs, whereas 11.4% of barracks inmates had such needs. Slightly less than 15 percent (14.7%) of the general population inmates had serious mental illness, but slightly more than one percent (1.4%) of barracks inmates had serious mental illnesses. Similarly, 3.9% of general population inmates had severe personality disorders, but less than 1% of the minimum inmates had such disorders. In summary, nearly half of all inmates at CCI had identified mental health needs, and approximately 6 out of every 10 general population inmates had such needs.

The length of incarceration at CCI differed among the four groups with identified mental health needs: ID inmates had the longest average incarceration, 4.7 years, and MH-2B inmates had the shortest, 1.5 years. On average, MH-2A and MH-1 inmates were imprisoned at CCI for 3.7 and 2.8 years, respectively. The differences in length of stay may not be significant but are nonetheless important in terms of how long inmates required services.

It should be noted that the average length of incarceration at CCI for MH-2A inmates likely underestimates the length of incarceration for MH-2A inmates serving criminal sentences and civil commitments under Chapter 51. CCI has more criminally and civilly committed (i.e., dually committed) inmates than any other DOC facility, and such inmates are typically transferred to WRC annually for review and potential renewal of their commitments for involuntary treatment. Given how WICS calculates length of incarceration at institutions, every time a dually committed inmate returns to CCI from WRC, his length of incarceration at CCI resets to zero. Thus, WICS may indicate a dually committed inmate has been at CCI for 120 days, but he has actually been here for 10 months out of each of the past 5 years.

Per DAI Policy, inmates with MH-1 and MH-2 mental health codes must be seen periodically for clinical monitoring. Inmates classified as MH-1 must be seen at least every six months, and MH-2 inmates must be seen at least every three months. There were 84 MH-2A inmates at CCI on June 30, 2015. A survey of how often they were seen for monitoring and treatment was conducted. Twenty nine of the 84 inmates were randomly selected. According to PSU records, those 29 inmates were seen 199 times during the past fiscal year. On average, each MH-2A inmate at CCI was seen for clinical monitoring or treatment nearly 7 times (6.3) in the past year. The average number of times such inmates were seen does not account for differences in length of incarceration at CCI, and not all inmates in the sample were at CCI for the entire year. Eighteen of the 29 MH-2A inmates were at CCI for the entire year. Of those 18 inmates, none were seen less than 4 times; one was seen 32 times; and, on average, those inmates were seen 8.3 times a piece in the past year. All of the remaining 11 inmates were seen no less than once every three months and, in fact, most were seen more often than once every three months.

In addition to clinical monitoring, CCI clinicians were involved in responding to serious crises. Crises at CCI most often involve threats of self-harm, actual self-harm, threats of suicide, or suicide attempts. Crises often involve placing inmates in clinical observation. Sixty-four percent of CCI's general population inmates have histories of self-injurious or suicidal behavior. No inmates successfully committed suicide at CCI in the past fiscal year.

Inmate Services Offered:

Not all services provided by PSU staff are in response to crises. On average, we receive 123 requests from inmates per week. In addition to responding to inmate requests, providing crisis management, and performing clinical monitoring, PSU staff at CCI also:

- triaged inmates' needs for psychiatric evaluation to ensure the most efficient and effective use of limited and expensive psychiatry time
- provided group therapy for targeted psychological problems such as groups addressing mental illness management, depression, adjustment and social skills training
- provided psychological evaluation of inmates' medical condition or compliance with recommended treatment
- evaluated inmates' competence to give informed consent for their own health care
- evaluated inmates' competence to refuse nutrition and fluids
- monitored inmates in restrictive housing stated per policy
- performed initial file screening of all inmates transferred to CCI
- completed mental health evaluations of residents regarding potential transfers to WSPF, the Wisconsin Resource Center, or dual diagnosis programs such as MICA or STAR
- assessed inmates' needs for offense specific treatment (i.e., sex offense specific treatment)
- assessed all inmates on psychotropic medications who were considered for transfer to minimum custody or minimum community custody

Teaching/Training Future Psychologists:

Finally, PSU staff supervised a DOC psychology intern at CCI during the past year. Under supervision by a licensed psychologist, the intern provided individual therapy; completed psychological assessments; evaluated inmates for their regularly scheduled mental health monitoring; and, on a limited basis, provided crisis intervention services.

MAINTENANCE DEPARTMENT:

The Maintenance Department operates Monday through Friday, 6:45 am to 3:45 pm and responds to emergencies as needed. Under the general direction of the Buildings and Grounds Superintendent and Buildings and Grounds Manager, the department employs 11 full-time maintenance staff, five correctional officers, and up to 23 inmates.

The Maintenance Department uses a computerized work order system to track all of the work order requests. Staff submits work order requests using the standard DOC-776 (Repair Work Order) form to the Maintenance Department. Work orders are then assigned by the Buildings and Grounds Superintendent or Buildings and Grounds Manager to the appropriate maintenance staff. Most work orders are completed within the same day; any orders that require replacement parts or other needs are completed as soon as possible and as time permits. Work orders that require modifications or changes to the physical plant or grounds require approval from the appropriate department supervisor, and depending on the scope of the project, may need to move up the chain of command for approval.

The Maintenance Department is responsible for all physical plant maintenance including plumbing, electrical, electronic technical services, HVAC, welding, woodworking, painting, food service and laundry equipment repair and landscaping/grounds keeping.

Maintenance accomplishments in FY2015:

- Completed 6,048 work orders.
- The CCI garden harvested a total of 13,308 pounds of produce, reducing food vendor costs.
- Replaced hot water line and hot water heater in HU-10 barracks.
- Replaced support building hot water storage tanks and piping system.
- Completed security enhancement projects, which included the installation of a new window in the Program Services area, and adding new food pass boxes on several cell doors in the RH-1 building. Maintenance staff also

removed old epoxy type caulk and caulked several cells in the RH-1 building with a high security type caulk, refurbished doors in the library and vocational school office area.

- Continued progress on roofing projects; replaced the roofing on four housing units.
- Continued progress on the wall tuck pointing project, replaced several mortar joints.
- The Acorn Company representative came in to replace several failing cell faucets in all the housing units.
- Neared completion of the security camera upgrade project, replaced all existing cameras, installed additional cameras, for a total of 196 cameras, launched new camera system operating system and new NVR system.
- Remodeled the old canteen area into a new chapel area.
- Installed four new inmate phone lines to each housing unit.
- Completed the planning and designing work for the new HSU building.
- Refurbished food service area into a more productive kitchen by adding new counter tops and a new server production table.
- Remodeled staff training room into a security suite for the captains and lieutenants.

FOOD SERVICE:

The Food Service Department operates seven days per week. The main kitchen is in operation from 4:00 am to 6:00 pm. Under the supervision of the Food Service Administrator and a Food Production Manager, Food Service employs six full-time correctional food service leaders, one correctional officer, and approximately 28 directly supervised inmate workers. Approximately 2,710 meals are served per day with an average cost of \$1.01 per meal.

BADGER STATE INDUSTRIES:

Print Shop 927:

The BSI print shop has been in operation since the 1930's and is currently housed at Columbia Correctional Institution.

Under the supervision of the BSI Supervisor, the print shop's operations are performed by two Industries Specialists and approximately 16 inmates. The staff and supervisor combined have over 100 years of experience in the printing field. This knowledge is what is channeled to teach and train the inmate workers so they can become a contributing member of society once they are released. One inmate is currently working towards his printing apprenticeship.

The print shop printed over 2,000 jobs and recorded \$655,953 in invoiced sales, an increase of \$9,000 from the last fiscal year. Some of the items the shop produces are envelopes, flyers, brochures, business cards, perfect bound books, saddle stitch books, training binders, laminated posters and raffle tickets. In addition, the print shop is currently printing temporary license plates for the DOT.

ADA COORDINATORS:

Primary: Pam Schmidt, ABE/Special Education Teacher (608) 742-9100, Ext. 9299

Alternate: Gwen Schultz, Unit Manager (608) 742-9100, Ext. 9326/9584

To request consideration for an accommodation under the Americans with Disabilities Act, forms are available in the library or inmates may contact an ADA coordinator for a form. Please refer to DAI Policy & Procedure 300.00.32 for further information.

COMPAS COORDINATORS:

Primary: Lindsay Walker, Unit Manager, (608) 742-9100 Ext 9365

Alternate: Vacant

LEP COORDINATOR:

Primary: Vacant, Education Director (608) 742-9100, Ext. 9232

PREA INVESTIGATORS:

Primary: Chad Keller, Investigations Captain (608) 742-9100, Ext. 9353
Alternate: Gwen Schultz, Unit Manager (608) 742-9100, Ext. 9326/9584

ACRONYMS:

A&E	Assessment & Evaluation
AC	Administrative Confinement
ABE	Adult Basic Education
ADA	Americans Disability Act
BOCM	Bureau of Offender Classification and Movement
BSI	Badger State Industries
CAMS	Collaborative Assessment and Management of Suicide
CCI	Columbia Correctional Institution
CGIP	Cognitive Intervention Program
DAI	Division of Adult Institutions
DCI	Dodge Correctional Institution
DHS	Department of Health Services
DOC	Department of Corrections
DOT	Department of Transportation
FY	Fiscal Year
GED	General Education Development
HSED	High School Equivalency Degree
HSU	Health Service Unit
HVAC	Heating, Ventilation, and Air Conditioning
ICE	Institution Complaint Examiner
IMR	Illness Management Recovery
LEP	Limited English Proficiency
LPN	Licensed Practical Nurse
LTE	Limited Term Employee
MATC	Madison Area Technical College
MICA	Mental Illness Chemical Abuse
MRI	Magnetic Resonance Imaging
PC	Program Confinement
PRC	Program Review Committee
PREA	Prison Rape Elimination Act
PSU	Psychological Services Unit
R&O	Reception & Orientation
RGCI	Red Granite Correctional Institution
SAMHSA	Substance Abuse and Mental Health Services Administration
SMU	Special Management Unit
SMART	Self-Management and Recovery Training
SSTS	Social Skills Training for Schizophrenia
STAR	Successful Treatment and Recovery
TABE	Tests of Adult Basic Education
UW-M	University of Wisconsin-Madison
WRC	Wisconsin Resource Center
WSPF	Wisconsin Secure Program Facility