

**GREEN BAY  
CORRECTIONAL INSTITUTION**

**Annual Report  
Fiscal Year 2016**



**Wisconsin Department of Corrections  
Division of Adult Institutions**

**Scott Eckstein, Warden**

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## **Message from the Warden**

The fiscal year 2016 has been marked by change for the staff and inmates at Green Bay Correctional Institution (GBCI). Since the beginning of the year we have had changes to the Administrative Team to include the additions of both myself and Deputy Warden Steve Schueler. With the change in Administration there have also been some changes to both the institution operations and philosophy. This year has also presented other challenges, budgetary issues, critical incidents, policy changes, and staff shortages. Each time these challenges have presented themselves our group of dedicated staff has worked together as a team to address them.

We have several major projects that are scheduled to be completed in the next fiscal year. These projects include the completion of upgrades to our security systems and the construction of a new visiting center. We also continue to review our policies and institution operations in an effort to improve our operational efficiency. We continue to work with our community partners who in their roles as volunteers aide us in providing services to our inmate population.

I am very proud of our staff and their tireless efforts to successfully provide professional services to the inmates housed at this facility all while maintaining a safe and secure environment. We look forward to the upcoming year and the opportunity to add to GBCI's long history of achievement.

**Scott M. Eckstein, Warden**  
Green Bay Correctional Institution

## **Purpose Statement**

Green Bay Correctional Institution strives to ensure the safety of the public, our staff, and the offenders by operating a safe, secure and humane institution. The institution provides offenders with opportunities to participate in meaningful programs and activities to increase successful reintegration into the community by preparing and guiding offenders in making necessary life changes, as well as helping with resources for essential reentry into society.

## **History of Green Bay Correctional Institution**

The Green Bay Correctional Institution is a maximum-security correctional institution that is administered by the Department of Corrections, Division of Adult Institutions. It is centrally located in Brown County between Green Bay, De Pere and the Fox and East Rivers.

In 1897, the Wisconsin Legislature approved \$75,000 for construction of a state reformatory for male offenders ranging in age from 17-30 years old. An old brick bicycle factory and 198 acres were purchased, then named the Wisconsin State Reformatory (WSR) which first housed eight inmates, then transferring from Waupun Correctional Institution on August 31, 1898.

Prison construction occurred in the next two decades: North Cell Hall from 1898-1904, South Cell Hall and Administration Building from 1915-1922; and a wooden fence by 1916 for the main compound which was replaced seven years later by the 22-foot concrete wall that still stands today. These new facilities would serve a population of more than 800 inmates.

In order to alleviate overcrowding in 1932, the State Legislature altered the age requirements for offenders housed at WSR to 16-25 years. In 1972, WSR became a maximum-security prison for adult males. The name was changed to the Green Bay Correctional Institution on July 1, 1979.

The majority of the now 29-acre grounds is contained within the perimeter walls. GBCI's current population of just over 1,000 offenders is housed in the two original 294-bed cell halls, one dormitory unit, mainstream unit, and a restrictive housing unit. The facility also includes a kitchen, two dining rooms, a power plant, textile facilities, academic and vocational education, health services, chapel, psychological and social services, maintenance facilities, indoor and outdoor recreation facilities, a shower building, a visiting room, and administrative offices.

## **Institution Facts**

- GBCI opened: August 31, 1898
- Security level: Maximum - male
- Operating capacity: 749
- Average daily population: 1,048
- Uniform staff: 256
- Non-uniform staff: 136
- Inmate to Staff ratio: 2:1
- Number of acres: 29
- Inmate restitution: \$114,633.34

## Education

### **Adult Basic Education (ABE) program consists of the following:**

1. Basic ABE – Mathematics, Reading and Communications (language arts) instruction for those student/inmates who score at or below 6.0 grade level on the Test of Adult Basic Education (TABE) standardized placement test battery.
2. Intermediate ABE – Reading, Communications and Mathematics instruction for those student/inmates who score between 6.0 and 8.9 grade level on TABE. This instruction also includes Pre-GED instruction.
3. High School Equivalency Diploma (HSED) preparation for those student/inmates who score at the 9.0 grade level and above on the TABE. This instruction includes Mathematics, Communications, Social Studies, Science, Literature, Health, Civics, Employability Skills, and Career Awareness.
4. Vocational Course/Program offerings include instruction leading to vocational technical college diplomas/certificates through Northeast Wisconsin Technical College (NWTC). Diplomas or certificate programs are offered in the following areas: Barber/Cosmetology, Wood Tech/Cabinetry, Masonry, Office Assistant Program, Electricity, and related courses in Math, Communications and Computer Literacy. In order to be considered for enrollment in these programs, the student inmate must have completed his high school education successfully and scored at an 8.0 or better grade level on the TABE in Math and Communications.
5. Special Educational courses for students age 21 or younger with a diagnosis of Cognitive Development, Behavioral/Emotional Disabilities, and Learning Disabilities.
6. Title I instruction for students below age 21 with significant deficiencies in their learning progress in Mathematics or Reading.
7. Correspondence Courses for students capable of and approved for self-study in College Level Courses or Continuing Education Courses. The inmate is responsible for the cost of correspondence courses.

**Enrollment:** Many students are enrolled in more than one level of classes due to differing scores and abilities in Math and/or Communications. Student enrollment statistics are below:

|                            |     |                            |     |                        |    |
|----------------------------|-----|----------------------------|-----|------------------------|----|
| Full or Part-time          | 498 | Vocational Classes/Courses | 164 | Correspondence courses | 6  |
| ABE Basic                  | 60  | SPED Courses               | 10  | Title I courses        | 61 |
| Intermediate Level Classes | 184 | HSED level Classes         | 97  | Pre-Release Modules    | 59 |

**Graduates and Program Completions.** Our school had many students show achievement in small steps and also in total program completions:

|  |    |                                |    |
|--|----|--------------------------------|----|
| 1+ HSED Exam Tests passed<br>(Entire set not completed)..... | 57 | Barber/Cosmetology.....        | 4  |
| Completed HSED-Diplomas.....                                 | 24 | Masonry .....                  | 12 |
| Parenting Program .....                                      | 24 | Office Assistant .....         | 23 |
| Challenges & Possibilities .....                             | 50 | Wood Tech/Cabinet Making ..... | 8  |
|  |    | Electricity .....              | 3  |

**Library:** The library provides a variety of resources for the GBCI population, e.g., limited photocopying services, inter-library loan services, etc. It also contains many specialized collections of reading materials, e.g., law or legal collections, recreational collections, reference collection, young-adult collection, high interest-low ability collections, multi-cultural collections, newspapers, and magazines. As of June 2007, our legal collection has been electronic utilizing the Lexus-Nexus legal system.

### **Additional Programs**

1. **English as a Second Language Program (ESL)** has had approximately 18 student participants during this past year. This program is designed to meet the needs of students who have little or no English language proficiency (or limited English proficiency-LEP). Through participation in this program, inmate students are assisted in their attempt to develop basic English literacy skills. Many LEP students have advanced from minimal English proficiency to being sufficiently literate in English to allow them to participate in the HSED program, and vocational programs.
2. **Wisconsin Institutions Literacy Council Program (WILC).** This program develops tutors who are able to work with our low ability level students in English on a one-to-one basis. This year 20 inmate students have completed the WILC tutoring program.
3. **Challenges & Possibilities Program** involves approximately 30 community leaders/professionals, including judges, counselors, crime victims, clergy, cultural group leaders, educators, parole agents, and health care professionals, who interact with select groups of inmates in a classroom. The goal is to give methods to improve the offender's self-esteem, attitudes and means to be successful, while the inmate is in prison as well as upon release. A key element of this program uses the concept of Restorative Justice to educate the offender about their relationship to the victim and the impact of their crime in an intensive 20-hour segment of the program. Among other topics covered are: various coping skills, available community resources, legal issues, conflict resolution, employment and personal growth skills. Each group has 25 to 30 inmates. There are two groups per year.

4. **Parenting Program** is a 40-hour course, which focuses on four main areas: effective communication, discipline without physical contact, self-esteem and character, and non-violent conflict resolution methods. The program also emphasizes child growth and development, nutritional needs and issues of parenting while incarcerated. Community professionals (child support attorney, Family and Consumer Extension economist, and support services people) speak to the class on their areas of expertise. People who have a family member who is or was incarcerated also speak to the group about life for those who are left behind while someone is incarcerated, and on how to keep parenting while incarcerated.
5. **BRICK** is designed to deter at-risk youth from participation in negative behaviors that could ultimately lead to incarceration. Under the guidance of staff advisors, inmate participants present personal testimonials to at-risk youth. It is hoped that at-risk youth will be able to recognize in themselves the faulty decision-making skills demonstrated by the inmate participant and see how they, too, could easily end up incarcerated.
6. **Re-Entry** is the Department of Corrections' attempt to provide a consistent, structured, pre-release curriculum to all sentenced inmates to assist in facilitating their transition into the community.

The curriculum consists of ten learning modules. Each module addresses a pre-release need that has been identified as an area that would most likely affect an inmate's success upon returning to the community.

The Education Department has been assigned the following seven need areas:

- Education
- Employment
- Family Support Systems
- Financial Literacy
- Health
- Personal Development
- Wellness

Of the 107 inmate student enrollments in these seven modules, a total of 98 successful completions were noted. Education and employment were previously addressed, see Enrollment and Graduates sections.

### **Additional Community Projects.**

GBCI was again involved in community service through the following projects undertaken by students enrolled in vocational education programs: 1) Masonry students made and painted numerous concrete birdbaths and planters which were donated to civic organizations and institutional fundraising efforts. 2) Wood Tech students made and finished projects such as jewelry boxes, wooden toys, and wall shelves all donated to non-profit groups. Proceeds from all items made in these vocational programs went towards supporting non-profit entities.

## **Treatment Services**

Under the leadership of the Social Services Director, a staff of six general population social workers provide overall case management and casework treatment to the inmate population. Casework management provides basic direction regarding institutional programming and adjustment during an inmate's incarceration along with more specific duties, such as Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) assessment, Unified Case Planning, parole planning, special placement needs, marriage screening, coordinating release/reentry planning including interstate placements, and working with the DCC field staff to set up approved placements and functioning as focal point of the Re-entry Program.

Casework counseling provides basic personal and emotional counseling revolving around an inmate's incarceration including daily living problems, family problems, marital problems, and assessing more specific program and treatment needs, which may entail referral to Psychological Services or recommendation for transfer to other facilities for specific treatment programming. Social Workers also provide Thinking for a Change and Anger Management groups on a continual year round basis.

A Social Worker is assigned to the Mainstream Unit to work with inmates in the special management unit. Basic coping skills and education are the focus of this unit and the Social Worker is an integral part of a team approach to manage this population of inmates who need closer guidance to cope with prison incarceration.

A General Population Social Worker had been assigned a caseload exclusively consisting of all inmates who are approximately within one year from release. During this past year, we have now transitioned this release specific caseload to all general population Social Workers. Social work staff assist interested inmates in acquiring State of Wisconsin identification cards and other vital documents. The Social Workers work in concert with the inmate to ensure Module 10, Transitional Preparation, is completed prior to his release. Several community-based programs have been enacted to work with soon to be released inmates in an effort to transition them successfully into the community.

Job Fair GBCI holds an annual job and resource fair for inmates preparing to reenter the community. General population inmates who release within one year post the designated job fair date are invited to attend. A multidisciplinary committee of staff coordinate vendors, monitor workshops, and mentor inmates throughout the duration of this event. Inmates are interviewed, oriented, and required to complete the employment reentry module, as well as attend all preparation workshops facilitated by the Wisconsin Department of Workforce Development (DWD) and Northeast Wisconsin Technical College (NWTC) prior to attending this event.

Alcoholics Anonymous (AA) is a voluntary support group who shares their experience, strength, and hope with each other that they may resolve their common problem and help others to recover from alcoholism. AA is not allied with any sect, denomination, politics, organization, or institution. The primary purpose is to stay sober and to help other alcoholics achieve sobriety. Area community AA members volunteer their services to the institution's group. The group consists of 15-20 inmates under the supervision of a Social Worker. The group meets weekly and has been on-going for over five decades.

Narcotics Anonymous (NA) Modeled after the AA 12-step program, this voluntary support program meets twice a month with up to three NA volunteers in each session along with one staff supervisor (Social Worker). The goal of the group is for the participants to maintain sobriety through a system of support and education.

Disabled Offenders Economic Security Project (DOES) is sponsored through the Department of Corrections' Becky Young Reentry Initiative. An Attorney Benefits Specialist from Legal Action of Wisconsin (LAW), Inc., assists inmates with serious medical and mental health problems as they plan for their community release. This legal representative meets face-to-face with high risk inmates prior to their release to determine SSI/SSDI benefit eligibility.

Circles of Support Program A representative assists inmates that are released in and around the Green Bay area with issues of employment and treatment needs. This program is sponsored by Goodwill of North Central Wisconsin.

Veterans Group The Veterans Group meets on a monthly rotation and is geared to provide education and support to all GBCI incarcerated veterans. The Green Bay Veteran Service Officer from the Job Services Center is available for consult and attends groups upon request. Veterans can write to Social Services for more information regarding benefits and opportunities and information is available in the prison library for their review and reference.

Sesame Street Project is coordinated by a Social Worker and provides information to parents and caregivers of children whose father is incarcerated. This program is designed to lessen the trauma on the children in their coping with having a father in the Wisconsin Prison System. Informational packets (kits) are provided to any and all interested adults in the Visiting Room at GBCI.

Chapel Services Two Chaplains provide religious services for 8 umbrella religious groups. In addition to weekly services and special religious programming, the Chaplains provide crisis intervention services as well as support programming for inmates, as needed. Outside volunteers provide a myriad of programming for various religious affiliations.

Angel Tree Program is facilitated by a Chaplain. This program provides gifts for hundreds of children of incarcerated inmates. This popular program continues to draw larger numbers of inmates' children each year.

Anger Management Green Bay Correctional Institution Social Workers facilitate Anger Management programming. These are 12-week programs meeting with approximately 12 inmates per group. Inmates are screened and placed in a group based on several factors including assigned Primary Program need, release date and educational level.

Thinking for a Change Four GBCI Social Workers and one Security Sergeant currently facilitate Thinking for a Change programming. This program targets criminogenic needs with inmates assessed as high or moderate risk on the COMPAS assessment tool. Thinking for a Change is a cognitive intervention program consisting of three components: cognitive self-change, social skills, and problem solving skills. These 13-week groups meet for three hours per week and have approximately 12 inmates per group.

Recreation Activities Organized softball, handball and basketball provide interested inmates an opportunity to compete in a structured programming through the direction and coordination of staff Recreation Leaders. Tournaments to include handball, iron man, horseshoes and basketball are on-going.

## **Treatment Center Units**

### **Mainstream Unit**

The Mainstream Unit (MU) is a small, 25-bed unit designed to house low functioning, vulnerable inmates who have an education need. The unit is mostly self-contained, meaning most services are provided on the unit. The Mainstream Unit is staffed by sergeants, officers and a full-time teacher.

Inmates who reside on the Mainstream Unit are expected to participate in school and other programming which is offered. There are two inmate tutors who are utilized to assist inmates in their schooling efforts. MU also has a live-in tutor who resides on the unit with the inmates, for a period not to exceed two years.

There is a Multi-Disciplinary Team which oversees the progress of inmates housed in the Mainstream Unit. This team consists of the following: program supervisor, registered nurse, teacher, PSU staff, social worker and a representative from the unit staff. The team conducts weekly staffings with MU inmates.

Some inmates in the Mainstream Unit have been managed with individual plans that are designed to reduce the opportunities for rule violations and thereby keeping the inmates out of Restrictive Status. These plans have been highly successful and the inmates remain in the Mainstream Unit.

The inmates in the Mainstream Unit participate in voluntary community service projects which include knitting and sewing. This year, hundreds of items were donated to various charitable organizations. These items included hats, mittens, bibs, quilts, baby blankets, animal beds, duffel bags, and eyeglass cases.

### **Transition Unit**

The Transition Unit (TU) is utilized to house General Population (GP) inmates on transition plans and Disciplinary Separation (DS) 3 inmates. A transition plan is utilized for inmates who have spent lengthy periods of time in the Restrictive Housing Unit (RHU), so they can gradually adjust to a more open, less restrictive environment which affords more freedoms than those experienced during their time housed in the RHU. DS3 inmates have earned their way to TU through good behavior and positive adjustment. DS3 inmates are housed to assist them in a transition back to GP.

### **Work Unit**

The Work Unit (WU) houses inmates who are workers in either Badger State Industries or maintenance. It is a General Population unit that holds up to 48 inmates, double celled. Privileges in the WU include access to a dayroom and use of a microwave.

## **Psychological Services**

The Psychological Services Unit (PSU) provides a variety of mental health services to 566 GBCI inmates who have been identified as having a mental health need. Among those, 12% (131) have been identified as having some form of serious mental illness as defined by DOC's Mental Health Classification system (MH-2A and MH-2B). Services provided by PSU staff include individual therapy, group therapy, psychological testing, psychiatric referral, crisis intervention, 24-hour on-call services for mental health emergencies, referral to specialized treatment facilities [e.g., Wisconsin Resource Center (WRC)] as needed, mental health rounds in the Restrictive Housing Unit (RHU), and periodic monitoring of all inmates on the mental health caseload. Other essential functions handled by PSU staff include providing copies of records in response to appropriate requests by treatment providers and outside agencies (e.g., Social Security Disability Determination Bureau), scheduling and monitoring file review appointments in response to inmate requests, and providing training on mental health issues (e.g., suicide prevention) to institution staff.

During the 2015-16 fiscal year there has been a continued focus across DOC on Restrictive Housing Units, with particular attention toward concerns about mental health functioning among inmates housed in such units. If an inmate who is identified as having a serious mental illness receives a major conduct report, PSU staff conducts an assessment to determine whether mental health concerns should be considered as mitigating factors. If an inmate with a serious mental health condition will be remaining in restrictive housing for more than 60 days, a Behavior Management Plan (BMP) is written. The BMP includes input from Security, Social Services Health Services, Education and PSU.

Suicide prevention and crisis intervention are core features of the services provided by PSU clinicians. Given the unique features of the GBCI inmate population, such as the high proportion of late adolescent/early adult males with lengthy prison sentences, episodes of disruptive and/or self-injurious behavior among those with identified mental health problems are common. This is reflected in the high number of Observation placements that occur each year due to self-injurious behavior, suicide attempts and threats of self-harm. Annually, there are typically 350-400 Observation placements at GBCI. PSU staff provide an initial assessment of self-harm risk, monitor this risk by making individual contact with each inmate in Observation status each working day, and conduct a minimum of two follow-up risk assessment contacts within the week immediately following an inmate's release from Observation status. With an average length of stay in Observation of approximately 3 days, Observation services alone (initial placement, daily contacts, and required follow-ups) generated more than 1500 individual documented contacts between PSU staff and inmates during this fiscal year.

PSU staff at GBCI recognize that some inmates may have mental health treatment needs that exceed our resources, and as a result maintain a close working relationship with the Wisconsin Resource Center (WRC). Over the past year, we have referred about 70 inmates to WRC. GBCI PSU staff participate in monthly meetings at WRC during which treatment progress and potential referrals are discussed. In addition, GBCI PSU participate in an 'Outreach' program with WRC staff. This involves WRC staff making monthly visits to GBCI to meet with inmates who have returned to GBCI from WRC with the purpose of monitoring their adjustment and progress.

PSU staff also conduct an intake assessment, consisting of a file review and individual interview, of each inmate who enters GBCI with an identified mental health need. In a typical year this amounts to close to 300 intake assessments in general population, with an additional 50-100 intake assessments occurring in the Restrictive Housing Unit (RHU) when inmates transfer from another institution directly to GBCI's RHU. We have recently started conducting PREA intake interviews on all inmates with mental health codes of MH-1 or MH-2.

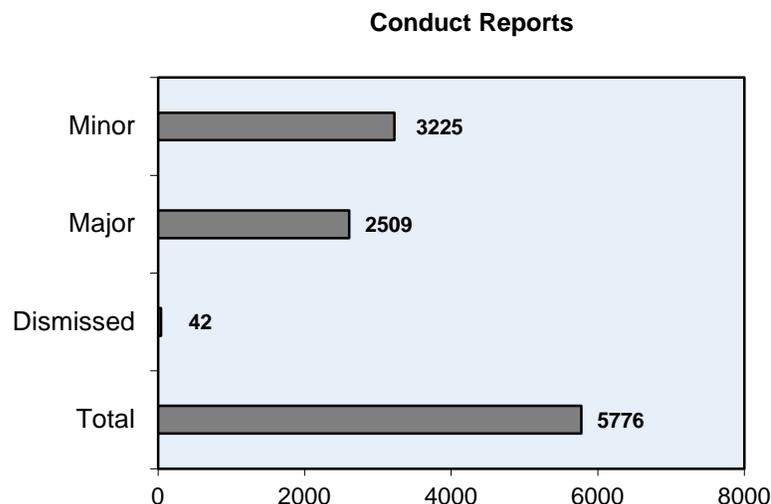
## Security

Security is responsible to maintain order and discipline at the institution. Other critical programs and services would not be able to be offered to the inmates without the security services provided by the uniformed staff. In addition to security staff providing a safe, secure, and humane place for rehabilitation, security staff ensure it is a safe place for the non-uniformed staff to work. Only through the cooperative efforts of security and non-security staff, is GBCI able to achieve our mission and keep everyone safe.

GBCI employs 256 uniformed staff. Officers are supervised by 8 Lieutenants and 7 Captains. The Security Department head is called the Security Director and he is responsible for monitoring all security practices related to custody and safety.

The security staff are trained in a multitude of disciplines to include: conduct report writing, observation of large groups or mass movements of inmates engaged in dining, showering, visiting and recreating; proper use of force to include dialog, appropriate use of restraints, commercially manufactured intervention tools, and firearms such as handguns, shotguns, and rifles. The Security Supervisors, (Lieutenants and Captains), receive the same training as the Officers and Sergeants and have the added responsibility of completing administrative paperwork, monitoring staff, administering work rules for the staff under their charge and conducting due process hearings. Staff are also trained to recognize inmates who may be experiencing and exhibiting symptoms of depression or other critical mental health issues (suicide prevention training). All security staff receive first aid and basic life-saving training. Staff receive annual training on important equipment like the AED (automated external defibrillator) and the Heimlich maneuver. Some security staff have been recognized for using this valuable training to save lives inside and outside of the institution.

A total of 5,776 Conduct Reports for inmate discipline were processed during the past fiscal year and are listed in the following graph as major, minor or dismissed reports.



Appeals of these conduct reports numbered 347 (6%).

## Visits

During this fiscal year, there were a total of 10,430 inmate visits and 16,797 visitors.

## Training Accomplishments

- Requalification with the rifle and shotgun was conducted for all security and selected non-security staff.
- Members of the Emergency Response Unit (ERU), Sniper Team, Security Supervisors and selected other staff were re-qualified with the handgun.
- Members of the Tactical Team were recertified in Single Officer Baton.
- Use of Force training was also completed for all staff that are qualified with the weapons.
- All security staff were provided with self-contained breathing apparatus (SCBA) update training.
- Update training on the pepper ball system was completed.
- The annual Risk Assessment completed in December 2015 was updated. There were no significant changes made to it from last year.
- GBCI conducted the following drills throughout the year: Emergency Count, Fire, Tornado and Suicide Response.
- GBCI has conducted the following Incident Command System (ICS) exercises in the fiscal year: one functional and one tabletop.
  - A table top exercise took place in October 2015 which centered on a multi-operational period disturbance/hostage situation and involved participants from our sister institution Oshkosh Correctional Institution (OSCI).
  - A functional exercise based around the same scenario was conducted on December 16, 2015, but only included staff from GBCI. However, we also exercised our Resource Unit and newly operational Situation Unit during this exercise.
- Tactical Team, Sniper and Crisis Negotiation Team (CNT) training took place throughout the year.

- The CNT team did a joint training with OSCI on November 17, 2015.
- Security staff continued to be trained in a variety of restraints including Grip Restraints, Tube Restraints, Bed Restraints and the Restraint Chair.
- An introduction to the draft Active Shooter Facility Procedure was presented to the Administrative staff. It was also presented to all security staff during range training.
- GBCI implemented the new DOC Field Training Officer (FTO) Program effective May 23, 2016 with Class #326C.
- Additional training was conducted throughout the year on the following topics:
  - Collecting and processing UA samples
  - STG Update training
  - Training on the newly installed CCTV system
  - Restraint suit
  - QPR training
  - Tornado Policy review
- The following training topics were presented by outside speakers:
  - Fleet Vehicle Policies by Bob Deavers
  - Esponder Basics by Mike Brady
  - Human Trafficking by Nancy Irizary
  - Islamic Extremism by Officer Johannes (RGCI)
  - Hazardous Weather Awareness by Jeff Last, National Oceanic and Atmospheric Administration (NOAA)
  - Homeless Outreach in Milwaukee by PO Chad Stiles MPD
- All security staff were provided update training in Oleoresin Capsicum (OC) Carry.

| Maintenance Services Department                                       |  |
|---|--|
| Item  | Accomplishments  |
| Visitor Building Project 11G1S  | Final Design reviewed - Spring 2017 start date           |
| North Cell Hall Plumbing Project 14A3Q                                | Design waiting State Building Commission approval        |
| Food Service Protective Surface Coating 12H3P                         | Design approved-Construction Phase                       |
| Treatment Center Chiller repair (MU) 15H1S                            | Completed  |
| Outdoor Recreation Lighting Upgrade                                   | Completed  |
| Perimeter Camera Enhancements 15D2L                                   | Completed  |
| Perimeter Project- 151LQ  | Completed  |
| Upgrade Interior Separation Fencing 15L1R- Microwave Detection System | Installed – on going testing                             |
| Shop Building LP Steam Line Repair 15L1G                              | Completed  |
| Food SVC Hood Fire Suppression Upgrade 16A2J                          | Completed  |
| 4 Building Fire Alarm Upgrade 16F2J                                   | Pre-Construction Phase                                   |
| Power Plant Roof Exhaust Fan  | Completed  |
| Install PREA Announcement System - housing units                      | Completed  |
| Install PREA Shower Dividers-Dorm A                                   | Completed  |
| RHU Observation Cell Window Replacement                               | Completed  |
| Assist in Install Inmate Phone System - Cell Halls                    | Completed  |
| Food Service Combi-Oven Installation                                  | Installation Phase.                                      |
| Garden Harvest-Produce  | 23163 lbs. harvested, 2041 lbs. donated to Paul's Pantry |

## **Brown County Corrections Relations Board**

The Green Bay Correctional Institution, Community Corrections, and Sanger B. Powers Correctional Center maintain a joint Corrections Relations Board. Membership consists of local and state governmental officials, business leaders, and citizens. Information concerning changes or trends that are occurring within the agencies is presented, in order to keep all members informed of new or on-going issues. The members provide us with input into community issues that may have an impact on our operations.

This board had many accomplishments. Our partners in DCC have provided numerous presentations continuing to educate the community about sex offender issues. Members of our board have also taken it upon themselves to operate community Circles of Support to provide a local support group available to assist offenders released into the Brown County community. The members of this board have been involved in educating Brown County on community issues as well as correctional ones.

### **Mission Statement**

The purpose of the Brown County Corrections Relations Board is to review information and generate recommendations regarding program developments and practices for offenders that advance community safety.

This Board will strive to:

1. Enhance individual offenders' knowledge of and access to resources to allow successful reintegration into the community.
2. Develop continuity of supportive services for offenders, and those on community supervision to promote success within the community.
3. Create opportunities for restorative justice for victims and offenders.
4. Develop collaborations with community partners to build a strong network of service providers.
5. Provide information and education to community members to enhance understanding of issues.

## **Americans with Disabilities Act**

The Americans with Disabilities Act (ADA) applies to staff, offenders, and visitors to GBCI. The institution has a primary ADA Coordinator and a back-up ADA Coordinator. We work diligently to ensure fair and equitable treatment of inmates and members of the public with disabilities who seek access to DAI services, programs or activities.

Green Bay Correctional Institution has made reasonable accommodations for both inmates and visiting members of the public under the auspices of the Americans with Disabilities Act. Some accommodations provided include but are not limited to: interpreters, vibrating alarm clocks for inmates who are deaf, TTY relay phone services, and large print literature.

Requests by inmates for Americans with Disabilities Act qualification are processed in a timely manner. Upon receipt of a request for an ADA accommodation, the ADA Coordinator investigates and/or validates the information provided after thorough evaluation with qualified experts. Accommodations are then made as appropriate.

## **Records Office**

The GBCI Record Office is responsible for the maintenance of accurate inmate records involving lawful custody and release of inmates as directed by the Wisconsin Statutes, Department policy, and court rulings. This includes management of inmate legal and social service files, coordination of Parole Commission hearings, facilitation of release, transfer and admission data; processing, calculating and updating of new sentence information; facilitation of court pick-ups, and scheduling of attorney visits and phone calls. In addition, the Record Office processes interstate and intrastate detainer requests, assists with inmate requests for speedy disposition of warrants and detainers, service of process, provides back-up notary service to inmates and staff, processes inmate photos in coordination with release procedures, and responds to requests as outlined in the Wisconsin Public Records Law. In addition, staff also maintains the Visiting List computer files. The Record Office consists of four staff members and is located in the Treatment Center, Second Floor.

Statistical data for the inmate population is listed below:

| <b>Type of Offenses</b> |     |         |
|-------------------------|-----|---------|
| Violent Offense         | 928 | (89.7%) |
| Property Offense        | 67  | (6.5%)  |
| Drug Offense            | 25  | (2.4%)  |
| Public Order Offense    | 14  | (1.4%)  |

| <b>Movement-Transfers</b> |     |
|---------------------------|-----|
| Transfers In              | 484 |
| Transfers Out             | 318 |
| Releases                  | 121 |
| Deaths                    | 3   |
| Total                     | 926 |

| Race/Ethnicity  |             | Age           |             |                     |           |
|-----------------|-------------|---------------|-------------|---------------------|-----------|
| White           | 436 (41.7%) | 19 or younger | 31 (3.0%)   | 45 – 49             | 85 (8.1%) |
| Black           | 559 (53.5%) | 20 – 24       | 201 (19.2%) | 50 – 54             | 58 (5.6%) |
| American Indian | 39 (3.7%)   | 25 – 29       | 192 (18.4%) | 55 – 59             | 39 (3.7%) |
| Asian           | 11 (1.1%)   | 30 – 34       | 176 (16.8%) | 60 – 64             | 14 (1.3%) |
| Hispanic        | 122 (6.0%)  | 35 – 39       | 126 (12.1%) | 65 & over           | 12 (1.1%) |
|                 |             | 40 – 44       | 111 (10.6%) | Average Age 34 yrs. |           |

| Inmate Monthly Population |      |          |      |
|---------------------------|------|----------|------|
| 2015                      |      | 2016     |      |
| July                      | 1030 | January  | 1039 |
| August                    | 1028 | February | 1038 |
| September                 | 1045 | March    | 1055 |
| October                   | 1048 | April    | 1064 |
| November                  | 1048 | May      | 1062 |
| December                  | 1045 | June     | 1075 |

**Health Services Overview**

**Staffing:** The Health Services Unit (HSU) has scheduled on-site RN coverage 24/7 with the exception of Saturday 12:00 a.m. - 5:30 a.m. and Sunday 12:00 a.m. - 5:30 a.m. When there is not an on-site RN, there is an RN on-call. LPN staff, both permanent and LTE, are on-site daily assisting with medication activities. Other staff includes the Health Services Director, Physician, Nurse Practitioner, Dentist, Psychiatrists, Medical Program Assistants, Dental Assistant and Dental Hygienist, who work Monday through Friday with varying hours depending on operational needs.

**Other Medical Services:** Other medical services are provided for patients via contracted health care providers or LTE staff. On-site services include the following: X-ray, Ultrasound, Optometry and Physical Therapy. For specialty consultations, patients are seen by local providers, UWHC-Madison and Waupun Memorial Hospital specialists with prior authorization from the Bureau of Health Services. Urgent and Emergency medical services are provided at St. Vincent’s Hospital of Green Bay and various other local providers as needed.

**Medications:** Based on a prescriber’s order, patients receive non-controlled medications, which are kept in the patients’ rooms; and controlled medications, which are administered by nursing or correctional staff four times a day (i.e., a.m., noon, p.m. and bedtime). Medication distribution is documented on a Medication Administration Record (MAR).

**Medical Monitoring:** The HSU has two private, secured rooms, which are utilized for close medical monitoring and treatment as ordered by the physician. Due to staffing patterns and coverage, patients who require 24-hour hands on nursing care are transferred to the DCI Infirmary where their medical needs can be met.

| HSU Staffing Level  |   |
|---|---|
| HSU Director<br>Nurse Practitioner (Agency)   | Physician   |
| Nurse Clinician II’s<br>(2 - 1.0 FTE, 1 - 0.8 FTE,<br>1 - 0.7 FTE, 4 - 0.6 FTE and<br>3-LTE positions)  | Licensed Practical Nurses<br>(1-0.6 FTE, 2 - 0.5 FTE, and 5<br>LTE positions) |
| Medical Program Assistant<br>Associate (1 – 1.0 FTE)<br><br>Medical Program Assistant<br>(1 - 0.75 FTE) | Dentist<br><br>Dental Assistant<br><br>Dental Hygienist (0.3 FTE)             |
| LTE Psychiatrists (28 hrs/wk)<br><br>LTE Psychiatric APNP<br>(15hr/wk)                                  | Agency (As needed)  |

| <b>HSU Statistics: Medical and Dental On-Site</b>    |                 |             |
|--|-----------------|-------------|
| Type of Treatment                                    | No. of Patients | % of Change |
| <b>Medical On-Site:</b>                              |                 |             |
| Doctor/Nurse Practitioners Appointments <sup>1</sup> | 2879/26         | -66.5%      |
| Nursing Encounters <sup>2</sup>                      | 11,132          | +0.21%      |
| Controlled Medications <sup>3</sup>                  | 481             | +4.6%       |
| Chronic Conditions <sup>4</sup>                      | 538             | -1.8%       |
| Psychiatry—on-site appointments <sup>5</sup>         | 2017            | +5.8%       |
| Psychiatry—telepsychiatry <sup>5</sup>               | 1057            | +0.3%       |
| Optometry <sup>6</sup>                               | 355             | -4.3%       |
| Record Reviews <sup>7</sup>                          | 389             | -24.3%      |
| <b>Dental On-Site:</b>                               |                 |             |
| Dentist  | 1339            | -6.8%       |
| Dental Hygienist                                     | 637             | -0.5%       |

<sup>1</sup>Includes the number of patients seen by the medical doctor in general population and restrictive housing.

<sup>2</sup>Includes the number of patients seen by RN staff for sick call, scheduled appointment, emergency or admission to GBCI.

<sup>3</sup>This category includes the number of patients prescribed a controlled medication, including medical and psychotropic, that contributes to a team effort between Health Services and Security.

<sup>4</sup>Number of patients diagnosed with at least one chronic condition (i.e., Asthma, Diabetes, Dyslipidemia, HIV, Hepatitis C, Hypertension, and Seizure Disorder).

<sup>5</sup>This is the number of patients seen by psychiatrists either on-site or via video, which is referred to as telepsychiatry.

<sup>6</sup>This is the number of patients seen on-site by the contracted optometrist, and includes on-site OCT clinics. Previously, OCT appointments would be scheduled off-site, usually with UWHC.

<sup>7</sup>This is the number of patients who review their medical records.

Medication activity is tracked and reported annually by Central Pharmacy Services, Bureau of Health Services and the DOC contracted providers for medical imaging and laboratory.

| HSU Statistics: Treatment Off-Site                  |                 |             |
|---|-----------------|-------------|
| Type of Treatment                                   | No. of Patients | % of Change |
| Off-Site Treatment Appointments                     |                 |             |
| <i>Emergency Room/Admissions - Local</i>            |                 |             |
| St. Vincent Hospital ER/admissions <sup>8</sup>     | 165             | +19.6%      |
| <i>Non-emergency, pre-scheduled appointments</i>    |                 |             |
| Local (Green Bay/Fox Valley area) <sup>9</sup>      | 595             | +2.1%       |
| DCI (oral surgery) <sup>10</sup>                    | 6               | 0           |
| Waupun Memorial Hospital (affiliates) <sup>11</sup> | 3               | -70%        |
| UWHC-Madison: on-site appointments <sup>12</sup>    | 82              | +182.8%     |
| UWHC-Madison: telemedicine <sup>12</sup>            | 32              | +68.4%      |

<sup>8</sup>The number of patients sent to the local ER, including admissions, is maintained and available through the DOC Third Party Administrator—Vestica.

<sup>9</sup> Consultations, procedures and surgeries has increased access to care and standard of care in a more timely manner with improved physician to physician communication and decreased transportation costs.

<sup>10</sup>Now are done onsite except in rare occasions.

<sup>11</sup>The Waupun Memorial Hospital (affiliates) appointments has provided timely access to care.

<sup>12</sup>The UWHC-Madison appointments includes categories of on-site appointments at the hospital and via video, which is referred to as telemedicine.

## **Offender Classification**

The Program Review Committee provides a systematic review of an inmate's custody level, program needs and placement. The full PRC committee customarily consists of the Offender Classification Specialist, a Security Supervisor, Education Director, and the Social Services Director. The committee is charged with the responsibility to review an inmate's security classification, assignment to an institution, and treatment program needs. The committee's recommendations consider risk relative to offense and offense history, institution adjustment, sentence structure, medical needs, clinical needs, program needs and any other relevant factors. The reviews are completed according to Wisconsin Administrative Code DOC 302 and occur at intervals of no more than twelve months.

## **Inmate Complaint Review System**

### **Complaints Processed**

|                  |             |
|------------------|-------------|
| Returns          | 1054        |
| Decisions        | <u>3604</u> |
| Total complaints | 4658        |

|               |      |        |
|---------------|------|--------|
| Rejected      | 714  | 19.81% |
| Dismissed     | 2381 | 66.07% |
| Not Dismissed | 215  | 5.97%  |

|                   |     |        |
|-------------------|-----|--------|
| Appealed          | 469 | 13.01% |
| OOS Dismissed     | 442 | 94.24% |
| OOS Not Dismissed | 26  | 5.54%  |

|                   |           |
|-------------------|-----------|
| Reimbursed        | 53        |
| Amount Reimbursed | \$1638.87 |

### **Highest Complaint Categories**

|                              |        |
|------------------------------|--------|
| Staff                        | 16.32% |
| Personal Property            | 13.10% |
| Personal Physical Conditions | 12.51% |

## **Badger State Industries (BSI)**

Badger State Industries Textiles Shop increased employment to 35 inmate workers and can extend that to 38. This has allowed the shop to better serve our customers by cutting delivery time, and allows the shop the possibility to build stock for such items as linens, T-shirts and men's briefs.

Inmate winter jackets were added to the textile product line this year. This item was designed in-house. Since it is a very complicated item, it has required our sewers to step-up to this challenge to learn new skills.

In July, 2015, the shop was selected to be the pilot program for the implementation of the new manufacturing software, NetSuite, a web-based system that replaces PROTEUS. NetSuite will be implemented throughout all of the BSI shops.

The Textile Shop has produced the following items:

| <b>Product</b>                                      | <b>FY 16 Production</b> | <b>FY 15 Production</b> | <b>FY 14 Production</b> |
|---|-------------------------|-------------------------|-------------------------|
| Inmate clothing                                     | 43,000+                 | 39,857                  | 41,800                  |
| Mattresses & pillows                                | 8,000+                  | 10,754                  | 9,960                   |
| Linens, sheets, towels,<br>washcloths, pillow cases | 45,000+                 | 89,015                  | 81,900                  |
| T-shirts  | 35,000+                 | 30,184                  | 33,400                  |
| Men's briefs  | 27,000+                 | 8,600                   | Not made                |

The Textile Shop has also produced embroidery services for over 10,000 items. Other products made this past year include shower curtains, inmate jackets, key cases, spill kits, and aprons.

## Acronyms

|        |   |      |  |
|--------|---|------|--|
| AA     | Affirmative Action, Alcoholics Anonymous  | GP   | General Population                             |
| ADA    | Americans with Disabilities Act   | HSED | High School Equivalency Diploma                |
| AED    | Automated External Defibrillator  | HSU  | Health Services Unit                           |
| AODA   | Alcohol and Other Drug Abuse  | HVAC | Heating/Venting/Air Conditioning               |
| BCE    | Bureau of Correctional Enterprises  | ICE  | Inmate Complaint Examiner                      |
| BITS   | Brief Intervention Tools  | ICRS | Inmate Complaint Review System                 |
| BOCM   | Bureau of Offender Classification And Movement  | ICS  | Incident Command System                        |
| BRICK  | <b>B</b> ehind the Walls <b>R</b> eality and <b>I</b> ntervention <b>C</b> ounseling for <b>K</b> ids | LAW  | Legal Action of Wisconsin                      |
| BSI    | Badger State Industries   | LEP  | Limited English Proficiency                    |
| CCEP   | Community Corrections Employment Program  | MAR  | Medication Administration Record               |
| CGIP   | Cognitive Intervention Program  | MH   | Mental Health                                  |
| CISD   | Critical Incident Stress Debriefing   | MU   | Mainstream Unit                                |
| CNT    | Crisis Negotiation Team   | NA   | Narcotic Anonymous                             |
| COMPAS | Correctional Offender Management Profiling for Alternative Sanctions                                  | NIMS | National Incident Management System            |
| CPR    | Cardiopulmonary Resuscitation   | NWTC | Northeast Wisconsin Technical College          |
| DACC   | Drug Abuse Correctional Center  | POSC | Principles of Subject Control                  |
| DAI    | Division of Adult Institutions  | PRC  | Program Review Committee                       |
| DBT    | Dialectical Behavior Therapy  | PREA | Prison Rape Elimination Act                    |
| DCC    | Div. of Community Corrections   | PSU  | Psychological Services Unit                    |
| DCI    | Dodge Correctional Institution  | RHU  | Restrictive Housing Unit                       |
| DNA    | Deoxyribonucleic Acid   | SPCC | Sanger Powers Correctional Center              |
| DOA    | Department of Administration  | SPED | Special Education                              |
| DOC    | Department of Corrections   | SSDI | Social Security Disability Insurance           |
| DOES   | Disabled Offenders Economic Security  | SSI  | Social Security Insurance                      |
| DOT    | Department of Transportation  | T4C  | Thinking for a Change                          |
| DUI    | Driving Under the Influence   | TABE | Test of Adult of Basic Education               |
| DV     | Domestic Violence   | TTY  | Teletypewriter                                 |
| DWD    | Dept. of Workforce Development  | TU   | Transition Unit                                |
| DWI    | Driving While Intoxicated   | UA   | Urinalysis                                     |
| EAP    | Employee Assistance Program   | UWH  | University of Wisconsin Hospital               |
| EOP    | Emergency Operations Plan   | VWS  | Victim Witness Surcharge                       |
| ELS    | English as a Second Language  | WCA  | Wisconsin Correctional Association             |
| ERU    | Emergency Response Unit   | WEAC | Wisconsin Education Association Council        |
| FY     | Fiscal Year   | WICC | Wisconsin Institution Literacy Council Program |
| GBCI   | Green Bay Correctional Institution  | WICS | Wisconsin Integrated Corrections System        |
| GED    | General Education Development   | WRC  | Wisconsin Resource Center                      |
|        |   | WSR  | Wisconsin State Reformatory                    |