

**KETTLE MORAINE
CORRECTIONAL INSTITUTION**

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



**ANNUAL REPORT
FISCAL YEAR 2016**

**Robert Humphreys
Warden**

TABLE OF CONTENTS

Message from the Warden	3
Institution Profile	3
Purpose Statement	4
Goals	4
Fast Facts	4
Program Participation and Completion	4
Academic	4
Vocational	4
Alcohol and Other Drug Abuse (AODA)	5
Anger Management	5
Chapel	5
Chemical Dependency Support Group	6
Thinking for a Change (T4C)	6
Domestic Violence Counseling	6
Release Assistance	7
Inmate Job & Resource Fair	7
Incarcerated Veterans	8
Restorative Justice & Community Services	8
Community Relations Board	8
Restorative Justice Efforts	8
• Victim Offender Dialogue (VOD)	8
• Victim Witness Surcharge / Restitution / Child Support Obligations	8
• Victim Appearance at End of Parole Commission Hearings	8
• Restorative Justice Committee	8
• Additional Community Services Donations	9
Volunteers	9
Other Department information	9
Health Services Unit	9
Maintenance	9
Records	10
Security	10
Inmate Complaint Results FY2016	11
Psychological Services Unit (PSU)	11
Social Services	12
Food Service	12
Americans with Disabilities Act (ADA)	12
PREA	12
Limited English Proficiency (LEP)	12
COMPAS	12
Acronyms	12

MESSAGE FROM THE WARDEN

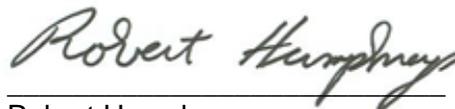
As Fiscal year 2016 comes to a close, many accomplishments were recognized in regards to institutional operations. We continued to experience security staff vacancies throughout the year and in January we began the process of reviewing our multi-disciplinary team management approach to all of our housing units. It was determined we had two distinct operational practices involving housing unit operations and the institution would be better served to have one consistent approach. All housing units were realigned to have a Corrections Program Supervisor responsible for unit operations as well as aligning the Sergeant's responsibilities to act as a lead worker for those Officers assigned to work the housing units. Sergeant and Officer positions were realigned to meet the operational staffing pattern needs and the institution implemented the new operational practice in June. Due to the vacant positions, staff have worked together to provide coverage to ensure operational needs were met. To address the vacancy issue, we began the planning process of developing a specialized Correctional Officer recruitment for KMCI. Staff has continued to embrace change and has ensured operations flow as seamlessly as possible. KMCI staff have always been willing to rise to the daily challenges of meeting the Department and Institution's mission and goals by working together in a multi-disciplinary team approach to institution operations. Each staff member plays an important role in maintaining a safe and secure institution.

We had our first Prison Rape Elimination Act (PREA) audit in December. A lot of work was done during our pre-audit in 2014 to prepare the institution for compliance with national standards. We did pass the PREA audit and staff should be proud of their accomplishment.

We continue to foster an environment where inmates can address their program needs. We continue to provide meaningful programming to inmates in the areas of education, vocational skills, alcohol and drug treatment, sex offender treatment, domestic violence, anger management and Thinking for a Change (T4C). We have continued to train and increase staff knowledge in the importance of COMPAS documentation to enhance case management. The annual KMCI Job & Resource Fair continues to be a very successful and well attended program. The Job Fair provides a wealth of information regarding job and resource opportunities available for inmates upon their release. We are very grateful for the partnership we have with community employers and service providers.

We continue to utilize innovative and cost saving measures to meet budgetary demands. Budgetary staff has done a great job to ensure we meet operational costs and balance the budget. We continue to evaluate the needs of an aging facility and plan our budget accordingly.

As we begin a new year, challenges continue to lie ahead. Our priority will be to stabilize the Correctional Officer vacancies and ensure our multi-disciplinary team management approach continues to enhance a safe environment for staff and inmates. Staff training will be a critical component to ensure they have the necessary skills to perform their jobs. I am confident we will continue to rise and meet every challenge that lies before us.



Robert Humphreys
Warden

INSTITUTION PROFILE

Kettle Moraine Correctional Institution
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Plymouth, WI 53073-0031
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Purpose Statement

To ensure public and staff safety, keep inmates in medium custody until such time as they are properly released or transferred; provide for the custodial needs of inmates; motivate inmates to learn and develop skills which will prepare them to adjust to the community; and to work cooperatively within the institution and with the Department and the public and to ensure that health care is provided to inmates and youths at the institution consistent with professional, community, and correctional health care standards.

Goals

- Operate the institution safely, effectively and efficiently
- Provide for the needs of inmates
- Maximize staff potential
- Work in cooperation with the external environment
- Apply principles of Restorative Justice

Fast Facts

Date Opened	1962
Security Level	Medium – male
Operating Capacity	783
Current Population	1,175
Budgeted Staff	339
Inmate to Staff Ratio	3.46 to 1
Size	88 acres
Operating Budget	\$27,987,250.84
Inmate Restitution	\$205,518.12



PROGRAM PARTICIPATION AND COMPLETION

Academic

During 2015-2016, KMCI has provided special education services to an average of 16 inmates per month. In addition, KMCI services an average of 26 inmates through the Title One program.

KMCI had an average of 167 full-time and 110 part-time students attending school each day. 59 inmates earned their High School Equivalency Diploma during FY2016.

Vocational

KMCI offers six vocational programs in conjunction with Moraine Park Technical College. During FY2016, our vocational students earned a total of 73 certificates or diplomas: 11 Cabinet Making, 10 Custodial Skills, 5 Masonry, 19 Auto Detail, 21 Computer Aided Design, and 11 Welding.

Alcohol and Other Drug Abuse (AODA)

The AODA Residential program is a 16-week long program based on **A New Freedom Program**. The curriculum is a comprehensive cognitive-behavioral treatment model, which includes coping skills, relapse prevention, and risk factor management tools. The program is designed to carefully strip away defensiveness and guide the inmate to identify his own areas of vulnerability, risk factors for relapse, and learn effective coping skills. While in the program, inmates work with the counselor to develop a treatment plan to identify problem behaviors and set goals to begin eliminating these behaviors. Upon successful completion of the program, the inmate would have addressed the following areas: chemical abuse and dependencies, areas of vulnerability, criminal thinking, anger management, relapse factors, and coping skills.

Inmates participating in the AODA program are housed together in Unit 15. There are seven AODA Social Workers who each facilitate their own group of 12 inmates within the program. Additional staff also includes a Corrections Program Supervisor, General Population Social Worker, and an Operations Programs Associate. When fully staffed, 252 inmates can begin the AODA program each year.

During FY2016, 160 inmates started the AODA program.

➤ Terminations*	42
➤ Completions	112
➤ Administrative Termination	0
➤ Drop Outs	16
TOTAL	160

**NOTE: Terminations may occur for several reasons, not just poor performance. Major program or institution rule violations, segregation placements for major conduct offenses, medical or psychiatric problems, and an unreasonable amount of absences are a few of the possible reasons for termination.*

NOTE: These AODA program numbers reflect an essentially accurate round number of these areas reflecting the fact that some AODA program inmates started the program shortly before FY2016 started and some program inmates involved in the program in FY2016 will complete the program early in FY2017.

Anger Management

KMCI offers anger/aggression management programming through the use of the *American Correctional Association's Cage Your Rage* program. This program is normally offered four times per year for a ten-week period to general population inmates who are assessed as needing the program. Inmates with an AODA Residential Treatment need are generally required to fulfill their anger management component in the AODA program.

➤ Participants	45
➤ Completions	24
➤ Terminations	20
➤ Withdrawals	1
➤ Completion Rate	53%

** does not include inmates who completed the group from a previous 2015 start or terminations which occurred after 6-30-16*

Chapel

The primary responsibility of the chaplain is to deliver religious services, study groups, counseling and activities to the inmate population.

The goals and objectives of Religious programming are to meet the wide variety of inmate religious needs through formal scheduled worship services, study groups, and special events. This is

accomplished through our one full-time, one half-time chaplains and a multitude of external volunteers. This year:

- 25,598 participants attended religious services and chapel activities
- 714 volunteer visits were made
- 263 community chapel visits were conducted
- 97 inmates participated in the Prison Fellowship Angel Tree program and 89 inmates participated in the Salvation Army Toy Lift program. Both programs provide gifts free of charge for inmates' children at Christmas time.

Services are provided for Protestant, Catholic, Islamic, Pagan, Jewish, Native American, and Eastern religious groups. Other religious needs may be practiced individually.

Chemical Dependency Support Group

Alcoholics Anonymous (AA) meetings are held twice a week at KMCI. This is a 12-step support group for those dealing with chemical dependency and utilizes a secular approach. The meetings are conducted with the assistance of volunteers and a social service staff advisor. In FY2016, AA had 931 total inmates with an average of 18 inmates attending per week.

SMART group is held at KMCI on a weekly basis. This is a non-secular support group which seeks to help inmates gain independence from chemical dependency. The group is conducted with the assistance of an AODA certified staff member. In FY2016, SMART had 753 inmates attending with an average of 14 inmates attending per week.

Thinking for a Change (T4C)

Thinking for a Change program focuses on social skills, cognitive self-change process, and problems solving skills through 25 lessons. The program is facilitated through the cooperative efforts of Purchase of Service and DOC staff which includes Non-Security staff as well as Security staff.

Becky Young grant funding for four additional Thinking for a Change groups was made available through the Office of Program Services this fiscal year.

KMCI provided T4C for:

- Total participating 194
- Completions 148
- Terminations 34
- Withdrawals 12
- Completion Rate 76%

Becky Young Purchase of Serviced provided T4C for:

- Total participating 45
- Completions 29
- Terminations 13
- Withdrawals 3
- Completion Rate 64%

Domestic Violence Counseling

This program includes a 26-week curriculum focusing on the different types, causes, and course of action steps for changing violent behavior directed at intimate living partners.

- Total participating 30
- Completions 25
- Terminations 4
- Withdrawals 1
- Completion Rate 83%

In December 2015, KMCI converted the Domestic Violence Counseling to incorporate skills and concepts from Thinking for a Change. The program is approximately five months and requires a male and female facilitator. Upon completion of the program, the inmates will be given credit for Domestic Violence Counseling and Thinking for a Change.

➤ Total participating	12
➤ Completions	7
➤ Terminations	5
➤ Withdrawals	0
➤ Completion Rate	58%

Release Assistance

Six months prior to an inmate's release, social workers begin a screening process to determine whether inmates may be linked to state and federal services that would enhance their community stability. Social workers work closely with the Division of Community Corrections (DCC) and the inmate to develop appropriate housing and treatment upon release.

The DOES Project is Legal Action of Wisconsin's **D**isabled **O**ffenders **E**conomic **S**ecurity Project (DOES). DOES provides assistance on completing social security applications and enroll in health care for inmates that meet DOES criteria. The project is funded by a grant from the Wisconsin Department of Corrections as part of the Becky Young Appropriation/Reentry Initiative.

Social workers refer inmates to the **O**pening **A**venues to **R**eentry **S**uccess (OARS) who meet the qualifications. OARS develops individualized case plans with the inmate before and after release from prison to assist the successful reintegration into the community. KMCI social workers participate in the individualized case planning for the inmate.

One month prior to release inmates are required to attend a presentation on how to enroll and obtain health insurance prior to their release. Social workers may assist inmates on completing the phone call to the County Income Maintenance (IM) Consortia. During FY16 approximately 334 inmates attended the Affordable Healthcare presentation.

KMCI has created a resource room for inmates to obtain resources for their county of release. The resource room also includes information on employment, college, apprenticeships, housing, family support, child support, health care, veteran assistance, and low cost medication operations. During FY16 approximately 174 inmates utilized the resource room.

KMCI offers inmates to attend a presentation on what to expect while on community supervision with a Probation/Parole Agent from Division of Community Corrections. During FY16 approximately 104 inmates participated. Inmates are afforded an opportunity to attend the Transportation presentation on how to obtain their driver's license. During FY16 approximately 38 inmates participated.

KMCI offers inmates to attend the Equal Employment Opportunities Commission (EEOC) presentation. Through video conferencing, inmates at other institutions are able to participate in the presentation. During FY16 approximately 120 KMCI inmates participated in the presentation.

KMCI offered the Housing and Employment Re-entry Modules until November 2015.

Inmate Job & Resource Fair

Annually, KMCI hosts a Job & Resource Fair in the gymnasium for inmates. Approximately 180 inmates attended and viewed booths setup by the 32 participating companies, schools, and service / resource agencies on October 1, 2015. Employers and colleges, as well as service and resource organizations,

had the chance to provide opportunities for the successful transition to society of inmates upon their release from the Department of Corrections. Whether it was sharing tips, practice in interviewing and one-on-one conversations, and learning the skills and traits employers are looking when hiring candidates or receiving information that could help with their job search, housing, or other needs upon release, the day was beneficial for all attendees!

Incarcerated Veterans

The Department of Corrections and KMCI partner with the Department of Workforce Development, the Department of Veteran Affairs, and the County Veterans Service Officers in an attempt to reduce recidivism rates and enhance community safety by establishing employment, training, and benefit services for eligible incarcerated veterans.

RESTORATIVE JUSTICE & COMMUNITY SERVICES

Community Relations Board

The Community Relations Board meets annually to provide information and discuss issues surrounding corrections and the community. The meeting is designed to enhance understanding, cooperation, and provide services to the community.

Members include KMCI staff as well as representatives from community police and fire departments, Community Corrections, Victim/Witness Service, St. Agnes Hospital, Sheboygan County Emergency Management, local and legislative representatives.

Restorative Justice Efforts

There are a multitude of Restorative Justice efforts that take place at KMCI. These include:

- Victim Offender Dialogue (VOD)

This is a process that allows the victim and the offender to meet in a safe setting with a facilitator. VOD provides the victim with an opportunity to ask questions, state their concerns, and directly express to the offender just how the offense has affected them and their family members' lives. VOD is one component of a broader restorative justice philosophy. It offers an approach to criminal justice that seeks to restore the victim as completely as possible and hold offenders accountable for their behavior.

- Victim Witness Surcharge / Restitution / Child Support Obligations

Court ordered payments in these areas are collected by the business office to assist crime victims with expenses, reimburse victims for losses sustained in a crime, and reimburse custodial parents for child rearing costs.

- Victim Appearance at End of Parole Commission Hearings

Victims have valuable input into statements provided to court prior to sentencing and again when an inmate is being reviewed for release into the community.

- Restorative Justice Committee

An internal committee was formed to develop, educate, and involve inmates and staff on the concept of restorative justice and the importance restorative justice plays in the institution, department, and community lives of all citizens.

Annually, the committee commemorates Crime Victim Rights' Week which provides information on crimes, support for survivors, and donation assistance to victims. For a \$1.00 donation,

inmates attended a movie and popcorn night in the chapel and proceeds were sent to local shelters. Additionally, inmates attended a presentation from a victim of several crimes and how her journey of healing radically changed her life, using the pain from her past to fill her life with passion and purpose.

In recognition of Domestic Violence Awareness month, KMCI provided several activities for the inmates to participate in. Speakers from the Sheboygan County Victim Services office and the Sheboygan County Domestic Violence shelter (Safe Harbor) spoke to the current DV group members and graduates of the Domestic Violence Counseling groups. Inmates were allowed to order Dominos Pizza with the proceeds being donated to The Solution Center in Fond du Lac and Safe Harbor in Sheboygan. Each were the recipients of \$865.50.

Inmates collected pop tabs through the recycling program at KMCI and staff showed their support as well by bringing in pop tabs from home to add to the collection. 100 lbs of pop tabs were donated to the Ronald McDonald House Charities.

- **Additional Community Services Donations**

The Community Service Projects program provides an opportunity for inmates and staff to give something back to the community through addressing the needs of non-profit organizations and other state agencies. When requested, donations are made.

Volunteers

Volunteers provide a service to KMCI by offering their expertise in programming, pastoral visits, and internships. All volunteers attend an orientation session.

OTHER DEPARTMENT INFORMATION

Health Services Unit

The HSU medical team is comprised of a Medical Doctor, Nurse Practitioner, Psychiatrists, Dentist, Nurses, Dental Hygienist, Dental Assistant, Physical Therapist, Optometrist and a Phlebotomist to provide all on-site medical care. The Health Care Team utilizes off-site consult at the University of Wisconsin Hospital and Clinics and St. Agnes Hospital to provide specialty cares as needed. Health care is provided in a clinic setting using the family practice model. Surveillance, preventative, chronic disease, along with emergency and urgent care are provided based on community care standards. Health care staff are on site 16 hours and are on call for the remaining eight hours per day to meet the medical needs of the inmate patient population.

Maintenance

Gardens: As in years past, the garden continued in FY2016. This year's entire garden yield was processed by Food Service and consumed at KMCI. The KMCI Maintenance Department and inmate garden crew harvested a total of 1,659 lbs. of broccoli, 5,292 lbs. of cabbage, 101 lbs. of bell peppers, 3,112 lbs. of tomatoes, 2,187 lbs. of cucumbers, 431 lbs. of muskmelon, 752 lbs. of watermelon, 1,815 lbs. of zucchini and 3,050 lbs. of squash. The 18,399 lbs. produce harvested from this planting was able to supplement KMCI's food service operation.

Recycling: KMCI removed over 112,260 pounds of materials from the institution's waste stream and instead recycled it for profit.

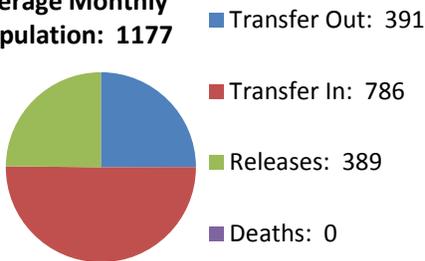
Work Orders: This FY the Maintenance Department processed 3998 work orders for the institution dealing with both corrective and preventative maintenance issues.

Records

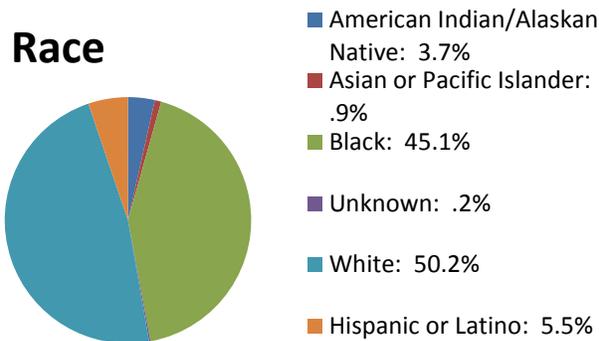
The Records Office is responsible for the legal incarceration and proper release of inmates sentenced to prison. Judgments of conviction and court orders are followed and contact is made with courts when orders are ambiguous. Release and discharge dates are accurately calculated for every sentence.

The Records Office is also responsible for determining eligibility for release consideration by the Parole Commission. Records Office employees maintain legal and social service files, process intrastate and interstate detainers, schedule inmate parole hearings, maintain inmate visiting lists, schedule inmate file reviews, respond to Open Records and information requests, and arrange court videoconference hearings, as well as attorney and court phone calls with inmates.

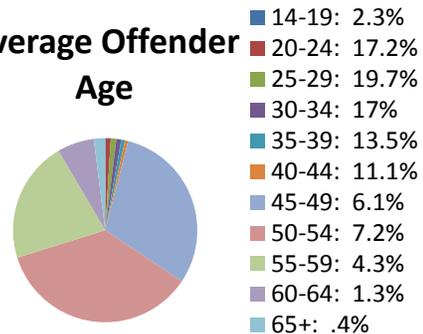
Average Monthly Population: 1177



Race



Average Offender Age



Security

Under the direction of the Security Director, a total of 221 security staff, including Correctional Officers and Supervising Officers, work together to provide a safe and secure environment for the public, staff, and inmates.

The Security Department has a fully trained Emergency Response Unit (ERU), Sniper Team, and a Crisis Negotiation Team (CNT). The Security Threat Group (STG) monitors any gang-related activity within the institution. These groups assist in efficiently managing with different types of incidents that may occur.

FY2016 Conduct Report Summary:

Major	941	Minor	3682	Total Conduct Reports:	4623
Contested Major	287	Contested Minor	1008		
Uncontested Major	654	Uncontested Minor	2674	Appealed Conduct Reports:	134

Inmate Complaint Results FY2016

The Inmate Complaint Review System (ICRS) allows inmates an opportunity to have their grievances addressed. This process allows staff and inmates the opportunity to understand correctional policies and to correct or address any errors when found. The ICE office strives to maintain open lines of communication with staff and inmates in an effort to reduce the amount of formal complaints filed.

<u>Category</u>	<u>FY2016</u>	<u>Category</u>	<u>FY2016</u>	<u>Category</u>	<u>FY2016</u>
1-Staff	87	11-Visits	38	21-Inmate Sexual Misconduct	0
2-Mail/Publications	150	12-Other	97	22-Dental	3
3-Discipline	129	13-Food	20	23-Mental Health	0
4-Medical	80	14-Classification	10	24-Staff Misconduct	8
5-Parole	1	15-ICRS	25	25-Psychology	3
6-Personal Physical Conditions	28	16-Discrimination	0	26-Psychiatry	0
7- Property	193	17-Inmate Pay or Accounts	24		
8-Rules	31	18-Badger State Enterprises	0		
9-Religion	5	19-Breach of Confidential Health Information	6		
10-Work/School	20	20-Staff Sexual Misconduct	5		

Total FY16 Complaints:

Accepted - 963
 Affirmed - 100
 Dismissed - 501
 Rejected - 362

Number of complaints returned to inmates per DOC 310.09 (in addition to the complaints accepted) – 676

FY16 Reimbursements - \$828.88

Psychological Services Unit (PSU)

The Psychological Services Unit (PSU) provides psychological services to inmates with Mental Health (MH) needs. Approximately 39% (over 450) of the inmates at KMCI are monitored by PSU due to a MH need, and of those, approximately 7% have a serious MH need.

The PSU is dedicated to providing Evidence Based Treatment, focusing on lasting positive outcomes. Services include clinical monitoring, psychological testing, individual and group psychotherapy, crisis intervention, 24/7 on call services, clinical observation placement and reviews, Sex Offender Treatment (SOT), SOT Evaluations, orientation of new inmates, rounds in restrictive housing, risk assessments, evaluations for minimum custody placements, and screening/assessment for referral to programs such as MICA, WRC, and TTC. PSU staff provide consultation to other departments, supporting the institution in the management of mentally ill inmates. The PSU is responsible for running weekly multidisciplinary team meetings between Health Services, Security, other invited staff members and patients to ensure continuity of care.

Social Services

The primary responsibilities for Social Worker staff include: the provision of inmate services and programming; assessment and evaluation of treatment and security needs; establishment and monitoring of inmate case plans; preparation of inmate community reintegration; and coordination of services with internal and external staff.

Food Service

During FY2016, Food Service prepared and served 1,326,221 meals. This includes breakfast, lunch, and dinner. In addition to the regular meals, an average of 40 ongoing special diets (due to medical or religious requirements) were also prepared on a daily basis. The average cost per meal was \$1.01 per man.

INSTITUTION CONTACTS

Americans with Disabilities Act (ADA)

Inmate Coordinator:
Ryon Casey, Social Services Director
Phone: 920-526-9216

Employee Coordinator:
Becky Soerens, Human Resource Director
920-526-9205

Limited English Proficiency (LEP)

Coordinator:
Jim McInnis, Education Director
Phone: 920-526-9202

PREA

Coordinator:
Tom Pollard, Security Director
Phone: 920-526-9217

COMPAS

Coordinator:
Ryon Casey, Corrections Program Supervisor
Phone: 920-526-3244 ext.3776

ACRONYMS

AA	Alcoholics Anonymous	ICE	Inmate Complaint Examiner
ADA	Americans with Disabilities Act	ICRS	Inmate Complaint Review System
AODA	Alcohol and Other Drug Abuse	KMCI	Kettle Moraine Correctional Institution
CGIP	Cognitive Intervention program	LEP	Limited English Proficiency
CNT	Crisis Negotiation Team	MH	Mental Health
CR	Conduct Report	MPTC	Moraine Park Technical College
DOC	Department of Corrections	PREA	Prison Rape Elimination Act
DOES	Disabled Offenders Economic Security	PSU	Psychological Services Unit
DV	Domestic Violence	SOT	Sex Offender Treatment Program
ERU	Emergency Response Unit	VOD	Victim Offender Dialogue
FY	Fiscal Year		
HSED	High School Equivalency Diploma		
HSU	Health Services Unit		