

MSDF Annual Report



Milwaukee Secure Detention Facility
Fiscal Year 2014-15

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ACRONYMS

ABE	Adult Basic Education	KMCI	Kettle Moraine Correctional Institution
ADA	American with Disabilities Act		
AODA	Alcohol and Other Drug Abuse		
ATR	Alternative to Revocation	LEP	Limited English Proficiency
		LTE	Limited Term Employee
BOCM	Bureau of Offender Classification and Movement		
		MATC	Milwaukee Area Technical College
CFSL	Correctional Food Service Leader	MSDF	Milwaukee Secure Detention Facility
CFSS	Center for Self Sufficiency		
CGIP	Cognitive Intervention Program	MSCC	Marshall Sherrer Correctional Center
CHI	Confidential Health Information		
CNT	Crisis Negotiation Team	MWCC	Milwaukee Women's Correctional Center
COND	Condition		
CORR	Correspondence	NLCI	New Lisbon Correctional Institution
CR	Conduct Report	NCVRW	National Crime Victims' Rights Week
DAI	Division of Adult Institutions	OCS	Offender Classification Specialist
DCC	Division of Community Corrections	OOA	Office Operations Associate
DCI	Dodge Correctional Institution	OPA	Office Program Assistant
DMV	Department of Motor Vehicles	OSHA	Occupational Safety & Health Administration
DOC	Department of Corrections		
DV	Domestic Violence		
ERU	Emergency Response Unit	POSC	Principles of Subject Control
		PRC	Program Review Committee
FAFSA	Free Applications for Federal Student Aid	PREA	Prison Rape Elimination Act
		PSU	Psychological Services Unit
FCCC	Felmers Chaney Correctional Center	PUB	Publications
FTE	Full Term Employee		
FY	Fiscal Year	RCI	Racine Correctional Institution
		RYOCF	Racine Youthful Offender Correctional Facility
GED	General Education Diploma		
GBCI	Green Bay Correctional Institution		
		STG	Security Threat Group
HSED	High School Equivalency Diploma		
HSU	Health Services Unit	TLU	Temporary Lock Up
HVAC	Heating Ventilation, Air Condition		
		VOP	Violation of Probation or Parole
ICE	Inmate Complaint Examiner		
ICRS	Inmate Complaint Review System	WCCS	Wisconsin Correctional Center System
ID	Identification		
I/M	Inmate	WCI	Waupun Correctional Institution
		WRTP	Wisconsin Regional Training Partnership

WARDEN'S MESSAGE

In this 2015 annual report, Milwaukee Secure Detention Facility (MSDF) is still considered to be the most unique facility within the Department of Corrections. MSDF being a high rise facility located in a metropolitan city, with both male and female inmates, operating from a jail setting, is part of what makes it unique. MSDF also serves as an intake facility, and Probation and Parole holding facility. Offenders are placed at MSDF for Alternative to Revocation (ATR) programs for Alcohol and Other Drug Abuse (AODA) and Domestic Violence (DV). Additionally, offenders from Milwaukee within a year of release from prison are staffed at MSDF before returning to the community.

At MSDF we continue to press forward with the Department of Corrections Mission and Core Values.

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

You will find in our 2015 annual report that our employees truly value the mission and core values that have been entrusted in us as employees and members of our communities that we serve. In addition, you will also discover our strong commitment to building stronger communities and families within the City of Milwaukee.

Department of Corrections Mission Statement

- **Protect** the public, our staff, and those in our charge.
- **Provide** opportunities for positive change and success.
- **Promote**, inform, and educate others about our programs and successes.
- **Partner** and collaborate with community service providers and other criminal justice entities.

Department of Corrections Core Values

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

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

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

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

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

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

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

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

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

- We demonstrate knowledge and skills within our areas of responsibility.
- We respond effectively and appropriately in our interactions and communications.
- We treat all people with dignity and respect.
- We recognize that we have one opportunity to make a positive first impression.

FAST FACTS	
Opened	October 1, 2001
Security Level	Medium
Operating Capacity	1040
Current Population	947
Security Staff	248
Non-Security Staff	114
Inmate to Staff Ratio	3:1
Site Size	1 City Block/300,000 Square Feet Building Space
Annual Budget	\$27.4 million
Daily Per Capita Cost	\$107.13
Average Daily Population	935
Canteen/Catalog Sales	\$653,723.11

MILWAUKEE COMMUNITY ADVISORY BOARD

MSDF established its Community Advisory Board with representatives from MSDF (various levels of staff represented), various criminal justice, community, and faith-based agencies and organizations. In Fiscal Year 15 the Board met in August and December.

The MSDF Community Advisory Board is used as a means of enhancing public education about the Department of Corrections and more specifically MSDF. By providing positive two-way communication with the community, MSDF also has the opportunity to advocate and secure support for issues that are relevant to our operations.

Specifically, the Community Advisory Board:

1. Acts as liaison between MSDF and the surrounding community;
2. Keeps informed relative to policies, programs and conditions at MSDF;
3. Provides relevant information to the community and encourages community interest and involvement in the facility;
4. Takes action as appropriate to further the purpose of the Community Advisory Board.

HUMAN RESOURCES

The mission of the Human Resources Office within the Milwaukee Secure Detention Facility (MSDF) is multifaceted. We support the goals of the institution and Department by providing necessary support and resources to our staff of nearly 400 employees. One primary goal is to attract qualified prospective applicants through recruitment efforts and subsequently staff the vacancies. The focus then evolves into retention.

As of July 1, 2014, MSDF was budgeted for **248 FTE** Officer/Sergeant positions and **114 FTE** Non-Officer/Sergeant positions for a total of **362 FTE** when fully staffed. The figures below include **19 LTE** employees.

MSDF Staff as of December 31, 2013						
	Male	% of Total Males	Female	% of Total Females	Total	% of Total Staff by Race
(1) Black	73	29%	44	38%	117	32%
(2) Asian	2	0%	0	0%	2	0%
(3) Native American	0	0%	0	0%	0	0%
(4) Hispanic	18	7%	10	8%	28	7%
(5) White	155	62%	64	55%	219	60%
TOTAL	248		118		366	

**Percentages are approximate and rounded to next highest percentage*

PERSONNEL TRANSACTIONS July 1, 2014 – June 30, 2015

92 – New incoming employees to MSDF

77 – Outgoing employees (transfer out, promotion out, termination, etc.)

13 – Internal transactions (transfers, promotions, etc.)

MANAGEMENT SERVICES

The Management Services Section is supervised by the Correctional Management Services Director. Departments which make up the Management Services Section include: Business Office, Warehouse, Laundry, Canteen, Food Service and Maintenance. Information Technology also falls under this section.

BUSINESS OFFICE

The Business Office provides accounting and purchasing functions for the entire institution. Specific responsibilities include offender trust account activity, accounts payable and receivable, offender payroll, major assets inventory, purchasing and providing support for the canteen and warehouse operations. The Business Office staffs, which include a total of four Financial Specialist positions, are under the direction of the Financial Program Supervisor.

BUDGET

MSDF's operational budget for State Fiscal Year '15 ran from July 1, 2014 to June 30, 2015. The total budget was approximately **\$27.4 million**. Major cost outlined below.

	<u>Salaries</u>	<u>Food Service</u>	<u>Supplies/Other</u>	<u>Maintenance</u>	<u>Fuel & Utilities</u>
Permanent	\$16,327,883.38	\$1,285,137.00	\$365,431.54	\$190,418.67	\$943,797.90
LTE	\$ 286,270.72				
Fringe	\$ 8,488,645.62				

Purchase of Services

111 – Aid to organizations/individuals	\$ 58,059.00
112 – CGIP	\$ 2,428.65
166 – Correctional Enterprises	\$ 1,375.36
184 – Telephone	\$ 70,311.87
Canteen	\$ 55,745.32
TOTAL	\$187,920.20

Purchase of service funds were used in conjunction with programs.
Remaining funds used for day-to-day materials and operational needs.

Inmate Payments

Medical Co-Pay	\$12,052.84
Victim Witness Fees	\$ 2,290.48
DNA Surcharge	\$ 5,934.78
Child Support Pay\$	\$ 4,971.24
Restitution/Court	\$ 6,783.96

WAREHOUSE

The warehouse provides services to MSDF in three primary areas: Laundry, Canteen and Material/Supplies. The warehouse is staffed with 1 of each: Inventory Coordinator, Inventory Coordinator-Advanced and Correctional Officer.

LAUNDRY

Laundry co-ordinates provision of clothing for just under 1,000 offenders per month. On average this includes two exchanges per week for underwear, t-shirts and socks; one exchange per week for pants, shirts, shorts and linens. Blankets are exchanged four times per year. Soiled laundry is sent to the warehouse from all floors for transport to Badger State Industries at OSCI. Limited laundry is washed on-site.

FOOD SERVICE

The Milwaukee Secure Detention Facility's Food Service Department provides the meals to all inmates and security staff. Over **3,150 meals** are prepared and served each day with a total of approximately **1,025,000 served per year**. Daily operations run from 5:30 AM to 4:30 PM. The kitchen is run by a Food Service Administrator and Food Service Manager and is staffed with eight CFSL2s. Food Service employs two DAI inmate cooks and 12 other DAI inmates during the day to assist with production and lunch service. Approximately 24 DCC inmates assist with dinner and maintaining, clean-up of the kitchen in the late afternoon and evenings. For 2015, the Milwaukee Secure Detention Facility served **1,026,822 meals** at an average cost of **\$1.15 per meal**.

MAINTENANCE

The Maintenance Department is comprised of both trade and non-trade staff, providing a full complement of skills/knowledge, to trouble-shoot/make repairs, installing new equipment, along with managing a preventative maintenance program and coordinating new facility initiated projects. This department works closely with the planning, oversight and coordination of both Small and Capital Funded Projects, providing operational efficiency.

Staffing includes the following classifications:

A Superintendent of Building and Grounds, Building and Grounds Supervisor, Office Operation Associate, Electrician, Plumber, two Electronic Technicians, HVAC Specialist, four Facilities Maintenance Specialist Advanced, and two Facility Maintenance Specialists.

Current Small and Capital Funded Projects:

- A project to upgrade the DVR units at MSDF is substantially completed.
- Radio system replacement for all radios and vehicles was substantially completed.
- HVAC Multi-Phased Project to address the overall system is in process for the next few years.
- Door control system and intercoms/paging and programming are in review/design phase now.

MSDF continues to be involved with area institutions and centers this year. MSDF has provided repair services to MWCC, MSCC, KMCI, RCI, etc. In addition MSDF has received assistance from KMCI, RCI, and are planning improvements with the assistance of WCI and GBCI.

SECURITY

The Security Department consists of: 1 Security Director, 10 Captains, 6 Lieutenants, 81 Sergeants, 167 Officers, 1 Security OOA, 2 LTE Officers, 6 LTE Security Officer 2's and 1 Security Program Assistant – Confidential.

Training - The institution operates on a regular basis each day, with the exception of the 1st and 3rd Wednesday of each month which has been designated as Staff Training Days. On those days, the institution operates in a modified lockdown mode. Staff are afforded the opportunity to attend various training seminars on those days. Uniformed correctional personnel received additional training in Restrictive Housing operations, POSC, ERU, CNT, STG, Harassment and Hazing, in addition to the mandatory training sessions online. A series of Diversity trainings were held and were very well attended.

ERU - Continues to perform at a high level. Both the MSDF Tactical Group and the Crisis Negotiation Team (CNT) from MSDF attended joint ERU exercises at Ft. McCoy for a week long joint training session with institutions from all over the state. The Southeastern Wisconsin institutions participated in a joint training session in November at the Southern Oaks Girls School in Union Grove.

Weapons Re-Qualifications - MSDF conducted several training sessions at the Milwaukee County Sheriffs Training Center Indoor Range.

Restrictive Housing - Our restrictive housing unit continues to operate at a high level. Both the English and Spanish versions of the restrictive housing inmate manual were updated. Please note our FY '15 Highlights shown below:

- Programming for inmates who voluntarily attend are conducted once a week.
- Library books are exchanged with other units every 4 months for inmates to read different materials.
- Restrictive Housing working with maintenance staff to install slider doors and “trap boxes” to prevent staff assaults and inmate injuries.

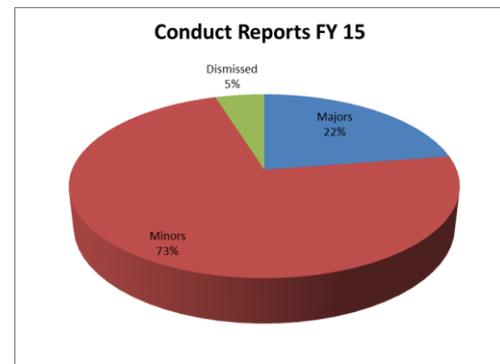
Incident Reports – A total of **1438** incident reports were written in FY '15, compared to **1414** in FY '14. MSDF's incident reports increased by **24** incident reports.

Visitation from 07/01/14 to 06/30/15:

Tele - visits	20,223
Professional Visits	2,798
Segregation Visits	191
Contact Visits	63
Special Visitor	20
No Contact Visits	9

MSDF CONDUCT REPORTS FY15 – 07/01/14 thru 06/30/15

MSDF CRs	Total	Percentage
Majors	580	22%
Minors	1870	73%
Dismissed	124	5%
Complete Total	2574	100%



MSDF ATR PROGRAMS

This was our tenth full year with the Alternative To Revocation (ATR) Programs at MSDF. We have a **total of 224 beds** (154 – 90 Day AODA ATR, 36 – 90 Day AODA DV ATR, 34 – 60 Day AODA Relapse ATR). We have 20 ATR Social Workers (no current vacancies), 2 Clinical Supervisors, and 1 Office Operations Assistant (OOA).

All ATR Social Workers and Clinical Supervisors are now trained in the cognitive program Thinking for Change, and the offenders receive this program as well as the New Freedom program. Some of the Uniformed Staff were also trained in Thinking for Change.

The ATR process is initiated by an offender's DCC Agent and is facilitated by the Bureau of Offender Classification and Movement (BOCM) with final approval by DCC and DAI, as well as the receiving institution. After successful completion of the program, the offender is released back to the community to continue to serve his supervision time.

The DCC ATR programs continue to run smoothly. MSDF would like to thank BOCM Classification Specialists statewide and the Specialist located here at MSDF, at GBCI, and at NLCI specifically, for screening and approving referrals from across the state. The referral process and coordination of scheduling groups/transport is an ongoing challenge. We would also like to acknowledge the Office Program Assistant here at MSDF who started June 1, 2015 and will be handling all of the referrals from Region 2, 3, 4 and 7, and the transports for the MSDF ATRs.

We continue to bring in a variety of additional programs such as Healthy Relationships, Getting Out Staying Out, Inside Out Dads, Dad Boot Camp, and Driver's Education, etc. All programs have been positively received by inmates and staff alike.

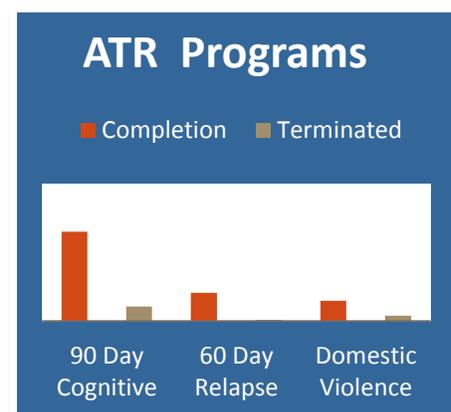
Updated Statistics

The ATR Program enrolled **761** offenders during this time; and **723** offenders successfully completed their ATR during this time.

From 7/1/14 to 6/30/15, the numbers are as follows:

Total number of offenders who were enrolled in their ATR Program between 7/1/13 to 6/30/14:

Total	761
90 Day Cognitive	466
60 Day Relapse	146
DV	149



Total number of offenders who completed their ATR Program between 7/1/14 to 6/30/15:

Total	723
90 Day Cognitive	468
60 Day Relapse	146
DV	109

Total number of offenders terminated from their ATR Program between 7/1/14 to 6/30/15:

Total	75
90 Day Cognitive	49
60 Day Relapse	3
DV	23

UNIT DESCRIPTIONS – 3RD & 6TH Floors

The sixth floor consists of a **50 bed** orientation pod, a **40 bed** female pod, a **48 bed** Special Needs pod and a **50 bed** Program Segregation pod for a **total of 188** offenders.

The orientation pod is where the majority of the male probation and parole holds start out at MSDF. The B pod houses the female population; we have 4 segregation cells (a total of 6 beds) in an enclosure right on the unit and 34 general population beds for the females. 6C, Program Segregation, houses Step 1, 2 and 3 Segregation inmates, in addition to center system TLU inmates from the 2 male Milwaukee centers. It is here that the segregation inmates do their time and earn back privileges while they work their way back into general population.

Also, inmates who have been PRC'd to MAX custody are placed on 6C until they can be moved to maximum security institutions.

The 6D pod is one of two special needs units in the institution. The targeted offenders on this unit are inmates who are chronically mentally or physically ill and vulnerable.

The 3rd floor houses the second special needs unit. The inmates on this unit tend to be more aggressive or anti-social coupled with their mental health issues.

A team approach is taken with all of these populations to manage them appropriately. Staff from security, Psychological Services Unit (PSU) and Health Services Unit (HSU) all work in collaboration on many of these inmates to maintain their stability.

UNIT DESCRIPTIONS – 7TH & 8TH FLOORS

The 7th and 8th floors house up to **400** male Division of Community Corrections (DCC) felony offenders that are confined on a probation/parole hold or DAI offenders who are awaiting transfer to DCI or MSDF DAI Housing. DCC offenders who have probation/parole holds are pending the investigation of rule(s) violations, pending revocation hearings, or placement of an Alternative to Revocation such as institution treatment program or a halfway house/temporary living placement. An average stay is approximately 45-90 days for DCC offenders. An average wait for DAI offenders transferring to DCI is 6 months.

Each floor consists of 4 pods which hold **50 offenders per pod**. In addition to security staff, one Social Worker is responsible for both of the 7th and 8th floors. The Social Worker serves as a liaison between offenders and the Probation/Parole Agent, the legal system in helping offenders resolve court appearances with municipal, family, and children's court, and assists the offender's agent in gathering information needed for release planning. One Psychologist is assigned to each of the floors to assist offenders with mental health concerns. One Unit Manager is assigned between the two floors and oversees the day-to-day operations of the 7th and 8th floors.

In addition, there are 6 Probation/Parole Agents and 1 DCC Community Field Supervisor that work directly at MSDF on the 7th and 8th Floor. These agents serve as a liaison with the offender's agent of record. The agent may take offender statements and serve offenders their revocation paperwork, along with assisting with handling any other requests from the offenders' agent of record.

UNIT DESCRIPTIONS – 9th FLOOR

The 9th floor is divided by North and South. Each side consists of 2 pods which hold 50 offenders each for **a total of 200 DAI offenders**. The majority of these DAI offenders have 12 months or less confinement time remaining. DAI offenders who remain at MSDF were on supervision in Milwaukee County prior to their revocation. On average the 9th floor housed approximately 26 DAI offenders whose Community Supervision has been revoked however are awaiting their Re-Confinement hearing. These offenders were then placed on the transfer list to return to Dodge Correctional Institution (DCI) to complete the intake process.

Offenders who remain at MSDF will be reviewed by Bureau of Offender Classification and Movement (BOCM) to determine custody level, institution placement and program recommendations.

The following work assignments are available for the 9th floor offenders: Kitchen (14 full time), Maintenance (2 full time), HSU Custodian (1 full time), Segregation Custodian (1 full time/1 part time), Intake Custodian (2 part time), Sanitation Custodians (2 full time/4 part time), Barbers (2 full time), and Unit Custodians (28 part time).

Adult Basic Education is available for the offenders. In addition, MSDF continues to work with outside agencies to provide parenting classes, driver's education program, and Cognitive Thinking Program. Religious Services and Recreation is offered on the unit.

Staffing

There is a total of 16 Security staff assigned to the 9th floor. 1st and 2nd shift include: 1 Sergeant and 2 Officers. 3rd shift includes: 1 Sergeant and 1 Officer. Security staffing pattern is the same for both the North side and South side. A Social Worker is assigned to the floor to assist the offenders with release planning and other concerns the offender may have. The Social Worker assists the offenders with obtaining their social security card, birth certificate, and Wisconsin State ID photos. A Psychologist is assigned to the floor to assist with mental health concerns. One Unit Manager is assigned to the floor to oversee the daily operations.

EDUCATION SERVICES

Educational programming at the Milwaukee Secure Detention Facility consists primarily of Adult Basic Education (ABE). The goal of ABE is to prepare inmates who have not completed the requirements for a high school diploma to pass the required core competencies (Math, Language Arts, Science, and Social Studies) for attainment of a General Education Diploma (GED).

In November 2014, MSDF created 24 part-time paid academic positions for DAI offenders who will be remaining at MSDF until their release date. All offenders at MSDF are eligible to participate in education programming. Education staff provided services on average to **200 offenders per month**. This number includes working with offenders to obtain their GED, increase their skills/knowledge in a core subject, resume building, and providing college information including FAFSA forms.

MSDF had 4 offenders complete all the requirements of the GED. In Fiscal year 2015, thirty-six (36) GED Test were taken.

Education instruction at MSDF is delivered by teachers who are certified by the Wisconsin Technical College System. The department consists of 5 teachers with one whose primary responsibility is the GED testing and 1 part time OOA.

Reentry - MSDF offered the following Re-Entry Modules during Fiscal Year 2015: Employment, Financial Literacy, and Transitional Prep. The goal for Fiscal Year 2016 is to add the Housing Module.

Thinking for Change - MSDF offered two cycles of Thinking for Change. Fifteen offenders participated with a total of 10 completions, 3 terminations, and 2 withdrawals

PROGRAM SERVICES

Overview

Programming at the Milwaukee Secure Detention Facility consists primarily of a variety of vocational and personal development classes. Our rapid inmate turnover presents obvious challenges for attainment of long-term education goals. However, inmates are provided an array of opportunities to upgrade their academic skills and receive classroom instruction in preparation for a GED/HSED, and to otherwise work on understanding their criminogenic needs and taking steps toward self-improvement.

Programming is delivered by several community resources for assistance in delivering non-academic program content, including: Compel, Inc., Center for Self-Sufficiency, MATC, and WRTP/Big Step, etc. Classroom instruction was provided in the following areas:

Program Highlights

- The very-popular Driver's License program, providing instruction to approximately **250** inmates, preparing them for the written Driver's License permit exam. DMV officials then administered the written test in the institution.
- We again offered a pre-apprenticeship construction skills program in partnership with Northcott Neighborhood Center. The 10-week course covered a variety of topics relative to construction trades and workplace safety.
- We continued to expand recreational opportunities for all offenders through the facilitation of structured recreational/leisure-time activities. These efforts have had a marked impact on our efforts toward idleness-reduction.
- Math & Blueprint Reading (*WRTP*) – 3 cycles of 25 participants completed.
- OSHA 10 (*Aegis*) – 3 cycles of 25 participants completed.
- CPR/AED/First Aid (*American Red Cross*) – 3 cycles of 20 participants completed.
- Construction Trades Pre-Apprentice (*Northcott*) – 1 cycle of 25 participants completed.
- Driver's Education – 10 cycles of 25 participants completed.
- Healthy Relationships (*CFSS*) – continuously provided on ATR program pods.
- Fatherhood/Parenting Classes (*Compel, Inc.*) – continuously provided throughout facility.
- Getting Out & Staying Out (ATR program) (Community Resource Collaboration) – was conducted quarterly.
- Fathers Matter (*Compel, Inc.*) – 2 cycles of 25 participants completed.
- Continuing efforts with Center for Self Sufficiency to implement additional programming initiatives (FExO) to provide increased vocational training opportunities (ServSafe, Hotel/Hospitality, Customer Service, etc.).
- Began our partnership with DCC through a contract with the Center for Self Sufficiency to provide pre-treatment programming, Community Partnership Outreach Program, for DCC offenders awaiting Alternative to Revocation (ATR) AODA programming.
- A *Big, Bold, Beautiful* workshop was facilitated on the Women's Pod to improve offenders' self-esteem/self-image and support career readiness efforts.
- Fatherhood/Parenting Programming: Several various workshops were again facilitated by Compel, Inc. throughout the year. These classes for incarcerated parents teach inmates how to connect/re-connect with

their children while incarcerated and prepare them for a lasting relationship with their families upon release. The various workshops offered covered a variety of topics including: Handling/Expressing Emotions, Discipline, classes for “New Dads” and Childhood Development, etc.

Special Events/Fundraisers to Support Community Partners

- Subway Sandwich Meal sale to benefit Troop Café in conjunction with Veterans Day
- Chicken Tenders meals sold with proceeds benefiting Milwaukee’s Youth Sports
- Holiday Cheese & Sausage boxes sold with proceeds benefiting *Toys for Tots*
- Popeye’s Chicken meals sold to benefit St. Ben’s Community Meal Program
- Papa John’s Pizza sold to benefit Sojourner Family Peace Center and Cathedral Center for NCVRW
- Dickey’s Barbecue Pit meals sold to benefit Milwaukee’s Youth Sports

Recreation - Recreation Leaders normally visit each pod twice per week for structured activities; once for physical activities/events and once for organized table/games, etc. Rec Leaders coordinate weekly institution videos.

Religious programming – Bible Study is offered throughout the facility on a weekly basis. Jumma is facilitated each Friday. Native American Smudging is conducted each Sunday.

CHAPLAINCY SERVICES

Chaplaincy Services at the Milwaukee Secure Detention Facility (MSDF) provides pastoral care to inmates, and their families; assisting offenders in their response to the realities of their actions prior to, during, and after incarceration; assisting offenders in discovering religious faith, or in developing their personal faith, and by working in partnership with the community to accomplish mutually beneficial results. Chaplaincy functions under two tiers: as representatives of God in a categorically nonspiritual setting; and to provide concrete services counseling, managing volunteers, conducting services, meeting with community groups, and administering programs to support those whose actions have cut them off from the mainstream of society. Instruction and worship times are available to each offender upon request.

Religious practice groups include but are not limited to the following: Buddhist, Christian Catholic, Christian Protestant, Islam and Native American. Religious leaders for other faith groups not mentioned above are contacted if a request is submitted by the offender. Approximately **3,844 inmates/offenders** participated in religious services in 2014-2015, which averages out to **74 inmate/offenders per week** receiving exposure to faith-based services.

Approximately 10-15 various Churches, Ministries and other religious organizations supplied volunteers to conduct religious services within MSDF. There are about **50 active volunteers** providing the faith-based services/studies on a weekly basis.

MSDF also offers faith based volunteer programs to offenders. These are:

- Alcoholics Anonymous
- Correspondence Bible Studies
- Domestic Violence discussions
- Meditation Classes

In addition to instructional and worship opportunities, the following services are also available:

- Pastoral visits with community spiritual leaders of their faith choice
- Spiritual consultation with the Chaplain
- Clothing for offenders in need upon release

- Community resource information and religious organization networking for offenders being released into the community
- Annual Christmas caroling and gift giving

Faith based libraries currently exist on each floor in every living unit housing offenders. Books pertaining to specified faith groups may be requested through the Chaplain.

PSYCHOLOGICAL SERVICES UNIT (PSU)

The Psychological Services Unit (PSU) at MSDF continues to face an increasing influx of seriously mentally ill inmates. We have also found that there is an increasing level of recidivism within that population that utilizes a disproportionate level of our services. PSU remains productive, meeting our mandate of screening inmates who enter the facility within 24-48 hours. Our staff provides individual therapy, group therapy, and crisis intervention on their units, which allows them to get to know the inmates better, establishing rapport and knowing how to intervene with their psychological problems more effectively. This systematic approach continues to contribute to a decrease in the seriousness of the acting out behaviors due to suicidal thoughts, gestures, and attempts when compared to last year. The Mental Health Multi-disciplinary Team continues to meet weekly to coordinate care for mentally ill inmates housed on the special needs unit, general population, segregation and the female unit.

MSDF had **207 observation placements** in the fiscal year 2014 to 2015. While these numbers do not reflect a significant difference between observation placements in the previous year, we believe that the level of service provided is reflective of the continual needs of the severe and persistent mental illness that exists in our inmates. During this past year we have continued to see the same trend of providing extensive care and resources to a fewer number of newer inmates as opposed to those inmates who return to our system time and time again. At a time when mental illness is increasing in prison populations, we attribute the slight increase in observation placements to fewer but chronically mentally ill inmates. Our work with the inmates has been significantly aided by the consistent and better trained front line staff, and security supervisors who are able to defuse situations on the pod without having to resort to observation or TLU placements to solve a situation.

HEALTH SERVICES UNIT (HSU)

Compared to other DOC facilities, MSDF faces challenges of housing both DAI and DCC offenders in a jail-type environment. MSDF houses both male and female inmates in a high-rise setting. Many of our patients are admitted from the community and, therefore, often have had little to no access to healthcare prior to entering MSDF. The population continues to age and with improved medical outcomes for patients with infectious disease, HSU staff are seeing an increase in offenders with multiple chronic diseases or health care concerns.

MSDF nursing staff administers all controlled medications to our offenders throughout the facility. HSU manages offenders' health care records, which are time sensitive and labor intensive. We have paper charting that is maintained 7 days a week, 365 days a year. HSU maintains these active and inactive health care records in collaboration with Central Medical Records (Dodge Correctional) and Inactive Women's Medical Records (Taycheedah).

Our health care staff continues partnerships with Marquette University and Concordia University. Nurse practitioner students continue to work with MSDF health care staff in caring for offenders while enriching their clinical experience in the field of correctional health care.

MSDF Health Services Unit Statistics 7/1/2014- 6/30/2015		
Intake screenings and medical histories completed:	7,500	
Medical provider appointments:	3,700	
Sick call (health requests) assessments completed by RNs :	3,300	
Med refills:	12,225	
History/ Physicals completed by advanced care providers:	3,000	
Clinical (specialty) offsite appointments:	575	
Discharges:	7,295	

INMATE COMPLAINT REVIEW SYSTEM

The Inmate Complaint Review System (ICRS) allows MSDF inmates an opportunity to have their grievances addressed. Types of complaints investigated by the Institution Complaint Examiner (ICE) include, but are not limited to, issues of rules, living conditions, and staff actions. Issues such as these can impact the daily living conditions and climate of the institution. Investigations of complaints are done under the supervision of the Warden. This process allows staff and inmates the opportunity to understand policies and to correct any errors should they be found.

This office receives on average 30 complaints per week. The MSDF ICE is a member of the statewide DAI Policy committee, chairs the MSDF Policy & Procedure Committee and is the site LEP Coordinator. The ICE is also the litigation coordinator for the facility and reviews inmate's appeals on disciplinary hearing decisions for procedural errors prior to the Warden's review.

Complaints	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
Total	1173	750	955	937	979	1192

Complaint Results FY 2015 (22% increase from FY 2014)

Affirmed – 117 (10%)

Dismissed – 551

Rejected – 512

Appealed to CCE's office - 66

COMPLAINTS BY CATEGORY

01 Staff (previously 141)	195	13 Food	34
02 Corr./Pub. (previously 162)	162	14 Classification	30
03 Discipline	91	15 ICRS	29
04 Medical (previously 88)	77	16 Discrimination	5
05 Parole	20	17 I/M Accounts (previously 28)	78
06 Personal Physical Cond.	59	19 Breach of CHI	6
07 Property	143	20 Staff Sexual Misconduct	4
08 Rules	80	21 Inmate Sexual Misconduct	2
09 Religion	20	22 Dental	17
10 Work/School (previously 23)	39	24 Staff Misconduct	13
11 Visiting	39	25 Psychology	2
12 Other	39	26 Psychiatry	8

Goals for the Upcoming Fiscal Year

- Maintain the integrity, ethics, timeliness and professionalism of the ICRS.
- Maintain open lines of communication with staff and inmates in an effort to reduce the amount of formal complaints.
- Continue working with staff to ensure that MSDF is revising existing policies and implementing procedures consistent with other DAI facilities, Administrative Code, DAI policies, etc.
- Reduce the amount of monetary reimbursements paid through the complaint system. For the current fiscal year, the amount reimbursed was \$492.67, a decrease of 18% from the previous fiscal year.
- Continue to help inmates use and understand the Chain of Command. 4% of complaints were returned this past fiscal year. This could potentially increase initially while helping them use the ICRS more wisely, but in the long run it should lower complaints overall as they continue to utilize Unit and Line staff more appropriately for some of their concerns.

BUREAU OF OFFENDER CLASSIFICATION AND MOVEMENT

Under the direction of the Division of Adult Institutions, and in accordance with DOC Administrative Code s. 302, BOCM employs 1 FTE Offender Classification Specialist (OCS) and 1 FTE Operations Program Assistant (OPA) at MSDF. The OCS is responsible for completing initial classification and chairing program review committees; both of which determine an offender's custody level, programming and placement. COMPAS Assessments have been introduced to MSDF Initial Classification beginning November 1, 2014 and are routinely completed based on the inmate's sentence structure.

In the last fiscal year (July 1, 2014 to June 30, 2015) the following actions were completed:

- **Initial Classification Actions: 307**
- **Reclassification Hearings: 22**
- **Reclassification at WCCS sites:**
 - **MSCC: 32**
 - **FCCC: 48**

In the last fiscal year (November 1, 2014 to June 30, 2015) the following COMPAS Assessments were completed at MSDF:

- **COMPAS CORE Assessment: 103**
- **COMPAS CORE Incomplete Assessments: 13**

The OPA is responsible for maintaining an Access database for institutional alternative to revocation (ATR) placements for regions 2, 3, 4 and 7. In the last fiscal year, 1,302 referrals have been processed.

The responsibility of Internal Classification transferred to MSDF April 1, 2015.

RECORDS OFFICE

The Records Office at Milwaukee Secure Detention Facility is responsible for maintaining legal and social service files on offenders from the Division of Adult Institutions as well as creating and maintaining files for probation and parole violators housed temporarily at MSDF from the Division of Community Corrections (DCC). Records staff coordinate parole hearings and disseminate legal information; they coordinate releases; calculate parole eligibility dates; mandatory release/extended supervision release and maximum discharge dates; enter court-ordered sentences and sentence modifications into offender records; and process revocation orders; record institutional disciplinary actions; and set up Parole Board hearings.

MSDF Records personnel also coordinate and document all offender movement to and from the institution. They organize all intake, releases, court visits, and detainer pickups. They arrange for offender file reviews, open records requests, and respond to the public regarding legal matters and offender status, serve warrants, detainers and other legal papers to the offenders.

The Records Supervisor is designated as the institution legal custodian. MSDF and Central Office are supplied with a daily offender population count from the Records Office.

The Records Office faces many challenges with the different types of offenders that are housed at MSDF and the amount of offender movement into and out of MSDF. The accompanying table breaks down the amount of movement handled on a monthly basis.

MONTH (2014/2015)	VOP In (Male)	VOP In (Female)	DCI Holds In	DAI In	TLU	Releases	DCI Holds Out	Revoked	Transfers
July '14	346	29	171	0	4	358	171	45	11
August '14	356	22	183	0	3	336	183	51	16
September '14	398	24	155	1	7	377	155	49	13
October '14	341	20	190	4	3	324	190	71	5
November '14	326	29	163	0	3	312	163	67	7
December '14	304	40	153	1	9	349	153	44	4
January '15	322	26	155	3	11	288	155	42	21
February '15	284	31	171	2	9	303	171	41	13
March '15	374	33	188	0	4	367	188	58	9
April '15	363	31	168	2	3	347	168	62	11
May '15	315	33	167	2	6	275	167	55	7
June '15	400	41	177	3	4	467	177	44	7
TOTAL (2014/2015)	4129	359	2041	18	124	4103	2041	629	124
AVERAGE (per month)	344	30	170	2	10	342	170	52	10
Total in (2014/2015)	6671								
Average (per month)	556								
Total out (2014/2015)	6897								
Average (per month)	575								

CONTACTS FOR MAJOR DOC INITIATIVES

ADA COORDINATORS: Tina Watts, 414/225-5648

LEP COORDINATOR: Heather Paulsen, 414/212-6804

COMPAS: Tami Staehler, 414/212-4928 Patti Guibord, 414/225-5638

PREA: Steven Johnson, 414/212-4945 Rose Larson, 414/212-4926