

Stanley Correctional Institution

Annual
Report
2015

July 1, 2014 – June 30, 2015

FY15



Table of Contents

TABLE OF CONTENTS 1

MESSAGE FROM THE WARDEN 2

INSTITUTION MISSION AND GOALS 3

FAST FACTS 3

COMMUNITY RELATIONS BOARD 4

FACILITY ACCOMPLISHMENTS & HIGHLIGHTS 4

SECURITY 5

AMERICANS WITH DISABILITIES ACT (ADA) 5

LIMITED ENGLISH PROFICIENCY (LEP) 5

COMPAS 6

PREA (PRISON RAPE ELIMINATION ACT) 6

INSTITUTION COMPLAINT EXAMINER 6

MANAGEMENT SERVICES 7

PROGRAMS DEPARTMENT 8

EDUCATION 9

HEALTH SERVICES UNIT 10

PSYCHOLOGICAL SERVICES UNIT 10

HOUSING UNITS 10

UNIT 1 10

UNIT 2 11

UNIT 3 11

UNIT 4 11

UNIT 5 11

MESSAGE FROM THE WARDEN

Fiscal year 2015 has come to an end. Though SCI has seen numerous staffing changes, I look forward to continued work with all the great staff here at SCI as we move into the new fiscal year. I want to take this opportunity to highlight some of our accomplishments and challenges. During this fiscal year, the radio upgrade project was completed. The education department overcame obstacles surrounding the new GED/HSED testing requirements and continues to work with constantly changing educational requirements. We also purchased LightRaise smart boards for use in the classrooms. The north side of the Restrictive housing building was converted to 50-bed Reception and Orientation Unit. Our composting efforts have really progressed and we added the remaining housing units to our composting efforts which means we are now composting on all housing units and the main kitchen. DOC again had to work with a tight budget which limited our ability to undertake major construction projects. We continue to work on a camera project upgrade. SCI's Human Resources department continues to work hard to address the numerous vacancies throughout the institution and has increased recruitment efforts in this region. We have added many new staff this year and with current Officer vacancies it looks as if this trend this will continue into next year. Our veteran staff have done a great job training our new employees. Additionally, the FTO Program, a comprehensive mentorship program designed to complement the training provided at the Corrections Training Center, has done a great job assisting new officers. SCI's FTO program will be integrated into the new agency wide program in early 2016.

As the new fiscal year begins, we look forward to a better economy and the chance to improve and build SCI into the institution of the future.

Sincerely,

Reed Richardson, Warden

INSTITUTION MISSION AND GOALS

Maintain a **safe** and **secure** institution & provide inmates opportunity for **self-improvement**.

Objectives

- To ensure the safety of the public, staff and inmates by the enforcement and application of established correctional practices.
- To create a sense of community and shared responsibility in the workplace.
- To develop individualized correctional strategies based on the unique needs of individual inmates.
- To ensure that all staff have the opportunity for professional development.
- To safeguard the assets of the State of Wisconsin by appropriate use and maintenance of equipment and resourceful use of supplies.
- To advocate new and creative ideas in establishing environmentally friendly and cost effective measures when dealing with fiscal planning.
- To ensure future success by being willing and open to explore new ideas and make changes.
- To emphasize employee assistance and workplace enhancement programs so our staff are well aware of our dedication to a positive work environment and to provide support for them in dealing with difficult situations and incidents they may encounter.
- To teach, model, and reinforce respectful relationships through our daily interactions with each other and with the inmates placed here.
- To emphasize that all staff here, uniformed and non-uniformed, are responsible for both security and treatment, regardless of their classification.
- To provide a harassment free environment for all staff, visitors, and inmates.
- To engage community enrichment through volunteer recruitment, open communication, and active participation in community events.
- To be sensitive and responsive to victim issues, including anyone victimized in this facility.
- To positively reflect the Department of Corrections by maintaining a clean and orderly facility.

FAST FACTS

Stanley Correctional Institution was officially activated on January 1, 2003.

Security Level:	Medium
Operating Capacity:	1500
Current population:	1550
Number of Acres:	100 total acres, with 45 within the perimeter
Operating Budget:	\$30,679,734 (Includes Salary, Benefits, Supplies & Services, Fuel & Utilities, and Repair & Maintenance)

Staffing

Uniform Staff – 252
Non-Uniform Staff – 121 (when fully staffed)
Inmate to Staff Ratio – Approximately 4:1

Money Collected from SCI Inmates in FY15:

Victim/Witness	\$39,634.88
DNA	\$19,910.63
Medical Co-Payments	\$20,270.00
Child Support	\$41,770.05
Court Order Restitution	\$46,415.12
Institution Restitution	\$719.43

FY15 Expenditures

Permanent Salaries	\$ 16,216,025
Fringe Benefits	\$ 9,240,054
LTE Salaries	\$ 0
Supplies & Services	\$ 3,214,579
Capital	\$ 83,489
Fuel and Utilities	\$ 1,699,001
Repair and Maintenance	\$ 173,653
Purchase of Services for Offenders	\$ 71,876
Inmate Enterprises	\$ 64,921

COMMUNITY RELATIONS BOARD

The Community Relations Board (CRB) acts as a positive link between the correctional facility and the community in which it is located. The members of the CRB will be informed of issues taking place at Stanley Correctional Institution, so they will be able to share that information with the general public. In exchange, they will be able to contact the institution for answers to questions they hear in the community. The Stanley Correctional Institution CRB holds two meetings per year, typically in spring and fall. If something occurs between those meeting times, a special meeting of the CRB may be held, or information may be shared with all CRB members via electronic mail.

FACILITY ACCOMPLISHMENTS & HIGHLIGHTS

- The Food Service Department provided 1,733,177 meals to inmates and staff at an average cost of \$1.01 per meal, with an overall budget of \$1,750,000.
- SCI encourages inmates to maintain contact with family and friends. 8,015 visits took place with 14,622 visitors in FY15.
- Inmate programs offered at SCI include Cognitive Intervention Program (CGIP), Thinking for a Change (T4C), Anger Management (AM), Domestic Violence (DV), and Sex Offender Treatment 2 (SOT-2). Program completions for FY15 are as follows:
 - Anger Management – 29 inmates (76% completion rate)
 - Domestic Violence – 59 inmates (85% completion rate)
 - CGIP/Thinking for a Change - 192 inmates (82% completion rate)
 - SOT-2 - 21 inmates (88% completion rate)
- Outdoor visiting area opened; new Officer station and improved camera system installed in Visiting Room.

- Converted a Restrictive Housing Wing to a Reception & Orientation Wing.
- Changed core hours for Education.
- Implemented a centralized medication pass process in the Health Services Unit.
- Replaced deficient counters in housing unit wings and upgraded to stainless steel surfaces.
- Improved institution grounds by increasing the garden size, added flower borders along sidewalks and installed planter boxes outside the housing units.
- Increased composting efforts and built a greenhouse.
- Completed radio replacement project.
- Installed new staff phone system.
- Completed implementation of a staff training room.
- Added inmate chairs to cells.
- Restructured the health services staffing from 24-hour operation to core hours.
- Conducted training for staff on the updated DOC 303 regarding inmate discipline.

SECURITY

Inmate Discipline

During FY15, there were a total of 1,690 conduct reports written on inmates by staff. From July 1 - December 31, 2014, there were 356 summary dispositions, 222 minor dispositions and 370 major dispositions. From January 1 – July 30, 2015 there were 402 minor disposition and 340 major dispositions. This is down from last year's total of 1,734 conduct reports.

Gang Activity

As with any DOC facility, the issues related to gang activity are always a concern. Many inmates at SCI are affiliated with various gangs common to the United States. The SCI Security Threat Groups (STG) Unit monitors gang and anti-government activity within the institution. Gang affiliation and activity remains steady throughout the institution. STG membership among offenders consistently makes up approximately 23% of the total inmate population at the institution.

AMERICANS WITH DISABILITIES ACT (ADA)

SCI is dedicated to the ADA's mission of equal access for those with disabilities. When assistance is needed due to disability, our ADA Coordinators are here to advise. Please contact the below staff for more information:

<u>Primary Coordinator</u>	<u>Telephone</u>
Patrick Lynch	715-644-2960

<u>Secondary Coordinator</u>	<u>Telephone</u>
Holly Kitchell	715-644-3740

LIMITED ENGLISH PROFICIENCY (LEP)

SCI has a diverse ethnic population of offenders in its custody. Many of these offenders do not speak English as their primary language. SCI does what we can to accommodate these offenders in navigating the correctional system and reintegrate successfully back into society.

<u>Coordinator</u>	<u>Telephone</u>
James Dzimielia	715-644-2960

COMPAS

Correctional Offender Management Profiling for Alternative Sanctions (COMPAS)

COMPAS is an evidence-based actuarial risk and needs assessment tool that allows the DOC to be more accurate in assessing the potential for recidivism as well as criminogenic needs of offenders. DOC staff utilize the information from the assessments to build case plans that will follow the offenders throughout their lifecycle with DOC. COMPAS also allows open communication and coordination between DAI, DCC, DJC, and our community partners.

Coordinator
Casey Gerber

Telephone
715-644-2960

PREA (PRISON RAPE ELIMINATION ACT)

The Federal government passed the **Prison Rape Elimination Act (PREA)** in 2003 to help prevent, reduce and eliminate any sexual misconduct between inmates and between inmates and staff. At SCI, there is a PREA Coordinator responsible for investigating all claims of sexual misconduct.

Total Cases in FY15: 39 Cases (6-Substantiated, 1-Unfounded, 26-Unsubstantiated, 6-Not PREA)

Coordinator
Kyle Eslinger

Telephone
715-644-3736

INSTITUTION COMPLAINT EXAMINER

The Inmate Complaint Review System offers inmates a method of having their grievances known and investigated in a formal and confidential manner. Wisconsin Administrative Code 310 dictates the structure and process for this system. The Institution Complaint Examiner (ICE), under the supervision of the Warden, investigates a wide range of issues which affect institution environment.

Litigation which is filed against the institution or staff is handled by the ICE at SCI. The Complaint Examiner responds to court orders in conjunction with the Office of Legal Counsel, WI Department of Justice, and Attorney General Brad Schimel.

The SCI Complaint Department processed 1,475 complaint submissions during Fiscal Year 2015:

- 592 complaints accepted and assigned a number.
- 883 submissions returned in accordance with DOC 310.

Total monetary reimbursements this fiscal year: \$737.13

Summary of Complaints answered for FY15:

- Complaints Affirmed 38
- Complaints Dismissed 363
- Complaints Rejected 185

Additional Information

- Complaints referred out: 29
- Complaints referred in: 60

MANAGEMENT SERVICES

Management Services provides services that facilitate the security of the institution, such as financial operations, food service, laundry, physical plant operations and maintenance and warehouse/canteen.

Business Office

Business Office staff provide the procurement of all supplies and services and is coordinated in cooperation with each respective department to ensure the responsible use of funds for the institution needs. Staff are responsible for receipting and disbursing inmate funds in accordance with all administrative guidelines and laws. Legal loans, postage, medical co-pays, restitution, inmate payroll and check disbursements are all handled by this area.

Warehouse

The Warehouse is the entry point for outside goods arriving at the institution. Under staff direction, along with 4 minimum inmate workers from Chippewa Valley Correctional Treatment Facility (CVCTF), an average of \$450,000 of stock inventory is maintained in the warehouse. The shipments of goods purchased by the institution, which include food, clothing, office supplies, maintenance tools and repair parts and cleaning supplies, arrive regularly at the store docks. On a weekly basis, they process orders from all departments and housing units.

Laundry

SCI contracts with Badger State Industries (BSI) for the laundering of state-issued inmate clothing and linens. BSI operates a laundry facility located at Oshkosh Correctional Institution. All tailoring, alterations and mending is completed by inmate tailors. All inmate state-issued clothing is labeled with inmate name, DOC number and housing unit identification.

Canteen

Canteen offers a wide variety of items, including food, personal hygiene products, over-the counter medications and skin care items available for inmate ordering on a bi-weekly basis. Profits from the sale of canteen items were used to purchase supplies and equipment for the recreation, visitor, and religious programs.

Maintenance

The Maintenance Department is tasked with conducting proper routine and preventative maintenance to effectively manage the Institution's assets. This department also assumes responsibility to identify and implement cost reductions, maintain accurate maintenance records, optimize capital equipment life, minimize energy usage, and is responsible for environmental, safety and health compliance.

Food Service

The SCI Food Service provides nutritious, wholesome meals to the inmates housed at SCI, while keeping cost per meal at a justifiable minimum. The SCI Main Kitchen is located in K Building and operates 20 hours per day, 7 days a week, with normal hours of 4 AM – 12 AM except Friday and Saturday which operates until 9 P.M. In addition to producing all of the meals served at SCI we also operate a full scratch bakery and seasonal garden.

PROGRAMS DEPARTMENT

The SCI Programs Department covers Recreation to include Hobby, Chapel area, Records area and act as liaison to several outside agencies.

Every year the Department of Corrections takes action to recognize National Crime Victims' Awareness Week (April) and Murder Victims Awareness Month (October) to recognize and promote awareness. Programs staff conduct fundraisers, post posters and announcements around SCI as a reminder to inmates the far-reaching negative effects their crimes can have on their families and communities.

Community Service/Donations

SCOPES (**S**tanley **C**orrectional **O**utreach **P**rogram **E**quals **S**uccess) is our community service program. SCOPES receives approved donated raw materials for our inmate volunteers to crochet, sew, quilt, paint, draw and bead items to donate back to the community. SCI donates to a variety of places such as assisted living facilities, safe houses, families in need, and local community organizations (police, fire departments and schools). Donations are also sent to the U.S. troops that are serving overseas and to area hospitals.

Hobby

SCI has a hobby room that the inmates may utilize upon request for sending out completed hobby projects and placing completed hobby items in the display case for sale. Inmates may also utilize the hobby room for time to work on their guitars, use the projector to enlarge pictures for drawing or painting, use the paper cutter or for cutting leather for doing bead work. Hobby activities, as well as SCOPES activities, are scheduled and monitored by one of the recreation leaders here at Stanley Correctional Institution.

Volunteers

SCI has approximately 140 volunteers that donate their time and knowledge by leading services, facilitating classes, study groups and pastoral visits. Their volunteer efforts are greatly appreciated.

SCI Alcoholics Anonymous Group

This is a fellowship of men who share their experience, strength, and hope with each other to help others solve their common problem.

SCI Veterans Group

SCI serves as a liaison to WI Workforce Development, WI Department of Veteran Affairs, and the County Veterans Service Officer that play key roles in successful reentry into society. This process is to assist in obtaining employment, training and benefit services for incarcerated veterans upon release with a goal of reducing recidivism and enhancing community safety.

Veterans Day - SCI held their 8th Veterans Day appreciation celebration event. Inmates enjoyed a patriotic musical presentation by fellow inmates and a speech.

Fundraisers - SCI Veterans inmates continued to assist SCI with the fundraising initiative and donated to the local community and three additional non-profit organizations.

Chapel

All recognized DOC Umbrella Religious Groups are supported by SCI as follows: Catholic, Eastern Religion, Humanist/Atheist/Agnostic, Islam, Jewish, Native American, Pagan and Protestant. The Chapel provides many services to the inmates in order to fulfill and meet the corporate needs for their different faiths and their church community here within the confines of the institution.

The SCI Chapel is available to all inmates in general population. The Chapel provides many opportunities to inmates in order to meet the diverse needs of various faith groups in the institution. Chapel activities were lessened for part of this fiscal year due to a staffing vacancy.

We have several religious organizations and volunteers that come in to hold various Services and Groups. SCI has developed a Religious Media and Library Center for general population use. Inmates are able to schedule a time to come to the Chapel to view a video or listen to CDs. We also have a Library that allows inmates to check out religious materials. The Chapel also provides a Greeting Card Ministry. Each inmate is allowed 2 free cards per month, which helps inmates stay in contact with family and friends as they build a support network in the community. Each year we offer two Christmas Gift Programs to inmate fathers: The Prison Fellowship Angel Tree Program and the Salvation Army Toy Program. Both provide free gifts to the inmate's children.

EDUCATION

WINDY MEADOWS SCHOOL

Education programs are offered in Adult Basic Education and Career/Technical Education. In FY14, 34 inmates received their GED/HSED. 41 inmates graduated from the Custodial Services course and 17 graduated from the Microsoft Office Suite course. There were 3 inmates who completed apprenticeships.

Adult Basic Education (ABE)

Students enrolled in the Adult Basic Education classes can obtain their General Education Diploma (GED) or their High School Equivalency Diploma (HSED). The GED focuses on math, reading, writing, social studies, and science; the HSED adds civics, health, and employability skills as well.

Career/Technical Education

The vocational programs available at SCI are Custodial Services, Microsoft Office Associate and Computer Aided Drafting (CAD) Operator. All programs are certified through the Chippewa Valley Technical College.

Correspondence Courses

Inmates who wish to gain further education through correspondence course work can do so by working through the Guidance Counselor.

Personal Enrichment Offerings

Inmates have the ability to participate in keyboarding, current events and book club.

Fathers Sharing Books

The Fathers Sharing Books program allows inmates the opportunity to read to their children. Inmates select a children's book and are video recorded while reading. These sessions are recorded on DVD and the DVD is then sent to the inmate's child to be viewed.

SCI Inmate Tutor Program- Wisconsin Institution Literacy Council Program

Inmate tutors are trained and certified through the Wisconsin Institution Literacy Council's Pro-Literacy America Program.

SCI Library

Some of the services provided in the library include typewriters, book checkout, photocopy services, and access to legal information via both print resources and computer access. Types of materials in the main library include magazines, newspapers, fiction, non-fiction, and many reference books. The library also offers interlibrary loan services to staff and inmates.

HEALTH SERVICES UNIT

The Health Services Unit (HSU) at Stanley Correctional Institution is primarily an outpatient clinic, treating both acute and chronically ill inmate patients. Treatment is available daily with on-call staff available outside of normal business hours. The HSU has a full-time physician and a full-time Advanced Practice Nurse Practitioner, as well as a full complement of nursing staff, with 9.0 RN positions and 3.0 LPN positions.

As a result of the high population of the institution and advances in medical care, the Health Services Unit is heavily utilized. The Registered Nurses average 1,375 medical appointments and urgent care health needs per month, while Physician appointments average 295 appointments per month.

Specialty care appointments and services are provided mainly through the University Hospital Clinics in Madison, Waupun Memorial Hospital and Clinics in Waupun, and Black River Memorial Hospital in Black River Falls. More urgent specialty care needs are met through utilization of local medical services at Ministry Our Lady of Victory Hospital in Stanley or Saint Joseph's Hospital in Marshfield.

PSYCHOLOGICAL SERVICES UNIT

The Psychological Service Unit (PSU) staff consists of three Doctorate level psychologists, three Master's level psychological associates, and one Office Operations Associate. PSU staff collaborate care with one full-time psychiatrist. PSU staff priorities include acute crisis intervention, treatment of mentally ill inmates, psychological screening of newly transferred inmates, program services to inmates in the Restrictive Status Housing, individual psychotherapy, group therapy, Sex Offender Treatment Programming, and 24-hour on-call crisis availability.

HOUSING UNITS

Stanley Correctional Institution has five units and each unit is program specific. Unit 1: Mental Health Unit, Unit 2: Workers Unit, Unit 3: Programming Unit, Unit 4: Pre-Release Unit and Unit 5: Educational Unit. Each building is divided into 3 separate wings: A-wing, B-wing, and C-wing. Each wing has 48 regular rooms, double occupancy, and two handicap accessible cells. Each wing can house 100 inmates. The individual rooms are wet cells and doubled to meet the increased population demands. The Unit Management and team concepts are utilized on all housing units. The offices of the unit manager and social workers are available on each wing of the housing unit to provide services to inmates.

UNIT 1

Unit 1 houses inmates who have significant mental health issues. The mission of Unit 1 is to provide the inmate with the proper tools to manage their incarceration; as well as, lower risk for our institution staff and ultimately, the community.

The targeted population for Unit 1 is inmates with mental health issues that may contribute to some level of vulnerability or behavioral interference in the general population setting. Inmates on Unit 1 are

monitored, encouraged and provided a safe environment to develop skills that will help enable a successful transition to population. Inmates' progress is discussed at team meetings using a multidisciplinary approach and referrals to general population are made when the inmate is determined to have made enough progress to succeed there. The Team also utilizes Behavioral Management Plans to assist staff in gaining an understanding of how to work more effectively with those who have mental health issues.

UNIT 2

The primary function of Unit 2 was Intake until June 2015 when the newly created Reception and Orientation unit was opened. In addition to being a general population unit, this unit also houses specific institution workers employed by Badger State Industries and the SCI Maintenance department. Inmates employed by Unit 2 consist of: servery workers, cart pushers, unit clerk, custodians and respite workers.

UNIT 3

Unit 3 houses inmates enrolled in Cognitive Intervention Program (CGIP), Thinking for a Change, Anger Management, and Domestic Violence programming, as well as workers employed on the unit and in general population status. Programming is the roadmap to obtaining the new skills that will enable an inmate to maintain a crime-free lifestyle.

The purpose of the Domestic Violence, Anger Management, and CGIP is to assist inmates in obtaining tools necessary to enhance success for reintegration back into the community. The Domestic Violence program curriculum introduces participants to a Cycle/Educational mode of treatment; giving them the tools needed to intervene in that cycle utilizing non-violent problem solving skills. The Anger Management program offers tools and approaches to enhancing the ability to control the frequency and intensity of incidents of anger outbursts. The CGIP and Thinking for a Change programs give the offender tools necessary to address their core belief system in an attempt to interrupt their cognitive distortions.

UNIT 4

The primary function of Unit 4 was the Re-Entry Unit. With changes to the Re-Entry program classes taking place primarily off the housing unit, Unit 4 became mainly a general population unit. Unit 4 continues to house many of the inmates who are employed in the Main Kitchen. Unit 4 also employs servery workers, dining room workers, cart pushers, a unit clerk, a payroll clerk, custodians and respite workers. Additionally, Unit 4 has a re-entry resource room which employs a Re-Entry clerk who continues to work with inmates throughout the institution in setting up times for them to review the county resource binders and schedules time for them to work on JobNet when they are within 6 months to release.

UNIT 5

Unit 5 is designated as the Education Unit and works closely with the Department's Re-Entry initiative. Inmates assigned to Unit 5 are working towards their individual education needs. Some inmates residing on Unit 5 are working towards completing college credits. Students are also provided with bi-lingual unit tutors and two daily study hours in which inmates are able to remain in a quiet dayroom and work on homework.

SCI ACRONYMS

ABE – Adult Basic Education
AM – Anger Management
ADA – Americans with Disabilities Act
BSI – Badger State Industries
CAD – Computer Aided Drafting
CGIP – Cognitive Intervention Program
CRB – Community Relations Board
DAI – Division of Adult Institutions
DOC – Department of Corrections
DV – Domestic Violence
FTO – Field Training Officer
GED – General Educational Development
HSED – High School Equivalency Diploma
HSU – Health Services Unit
ICE – Institution Complaint Examiner
LEP – Limited English Proficiency
PRC – Program Review Committee
PREA – Prison Rape Elimination Act
PSU – Psychological Services Unit
RH – Restrictive Housing
SCI – Stanley Correctional Institution
SCOPEs – Stanley Correctional Outreach Program Equals Success
SOT – Sex Offender Treatment
STG – Security Threat Group
T4C – Thinking for a Change