



DODGE CORRECTIONAL INSTITUTION



FY 2019 ANNUAL REPORT

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MESSAGE FROM THE WARDEN

Welcome to the Dodge Correctional Institution (DCI) Annual Report for Fiscal Year 2019 (FY19). Our annual report allows us an opportunity to reflect on achievements and challenges and to look expectantly to our future. The accomplishments in this report signify the dedication and tenacity of DCI employees who continue to support the mission of the Department of Corrections (DOC) and the purposes of DCI.

Division of Adult Institutions (DAI) continues to house inmates at county jails in response to on-going population pressures. DAI currently has eleven county jail contracts throughout the state for a capacity of approximately 535 additional beds and has been working to add more capacity during this period. Placement criteria are based on screenings from security, medical, dental, mental health, and Bureau of Classification and Movement (BOCM.)

This past year, DCI was able to slowly close dayrooms which housed inmates due to population increases. The increased population created additional overtime and workload issues across the facility. During this past year we also created additional emergency beds in the basement of unit 3 should the need to open dayrooms again present itself. We continue to work with our partners in the Bureau of Classification and Movement to continually monitor and manage our population.

There continues to be issues with staffing throughout the Department with many vacancies in the Maximum Security facilities. The Department implemented a \$5.00 add on for these sites to encourage transfers which was meant to balance vacancies across a number of facilities. DCI did benefit from this program and saw a fair reduction in vacancies, however we still have work to do in the area of recruitment and retention.

Staff have worked well through the many changes and adjustments that were needed to make it through these periods of overcrowding and high overtime. We continue to make adjustments and policy changes to meet the ever-changing operational needs created by both population growth and staffing needs.

Meeting these challenges and accomplishing new initiatives would not have been possible without the hard work and commitment of our exceptional workforce. DCI staff consistently rise to the occasion when faced with adversity by finding creative solutions for many trials. We will continue to look ahead and move forward to meet the needs of those we serve - the citizens of Wisconsin. We are committed to working together to ensure a safe environment for each other and our inmate population.

Thank you for taking time to review this report and the scope of services offered at DCI. The dedication and commitment of our staff is evident in these pages and we will continue to serve Wisconsin and the DOC in the years to come.



William J. Pollard
Warden

PURPOSE STATEMENT

The primary purpose of Dodge Correctional Institution (DCI) is to serve as the central reception center for all adult male inmates sentenced to prison. DCI promotes safe communities and institution safety through humane custodial treatment and supervision of inmates. DCI staff work collaboratively with staff from the Bureau of Offender Classification and Movement to complete a comprehensive assessment and evaluation of each inmate, determining program needs, custody level and institution placement. In addition to this classification process, inmates transitioning through DCI participate in an orientation to the WI DOC and begin adjusting to and learning how to navigate a correctional environment, since many inmates are just beginning to acknowledge the impact of their sentence. Inmates are supported as they transition into their incarceration and the challenges they may encounter, so that they can move forward into case planning and reintegration efforts.

In support of this mission, Dodge Correctional Institution has the following broad responsibilities:

1. To receive and facilitate the assessment of adult male inmates sentenced to prison by the court. This process includes admission, initial record development, medical and mental health screening, and initial classification of inmates.
2. To provide safe and secure centralized transportation services for the Division of Adult Institutions.
3. To supervise the movement and restrict the freedom of inmates to the extent necessary to ensure public, staff, and inmate safety.
4. To provide training, work experience, coping skills, and other programs and services which enable and encourage constructive inmate participation and prepare for the eventual reentry of the individual inmates in the community.
5. To monitor and audit institution operations and programs for general effectiveness and achievement of specific results.
6. To administer Wisconsin State Statutes, Department of Corrections Administrative Rules, and Division of Adult Institutions policies and procedures.
7. To plan, coordinate, and administer a complex, multi-disciplinary and diverse workforce. To provide leadership that is proactive, innovative, supportive and responsive.
8. To ensure that health care and psychological services are provided to inmates consistent with professional, community, and correctional health care standards.
9. To manage resources in the most efficient, effective, and practical manner consistent with the attainment of institution goals.

AMERICANS WITH DISABILITIES ACT (ADA)

DCI is committed to providing a facility that is compliant with the Americans with Disabilities Act of 1990. No qualified individual with a physical and/or mental disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the DOC or be subjected to discrimination on the basis of disability. Available DOC programs, services, and activities, when viewed in their entirety, will be accessible to and usable by individuals with disabilities.

INSTITUTION FACTS

Date opened:	1978	Operating budget:	\$46,096,607.38
Number of acres:	57	Monies collected	
Security level:	Maximum	Restitution:	\$8,005.61
Operating capacity	1,165	Court Ordered Obligations	\$89,203.70
Current population	1,665	Child Support:	\$92,420.83
FY19 intake	7,178	Victim/Witness:	\$34,543.53
Transportation		DNA Surcharge:	\$26,427.17
Inmate transfers:	17,071	Medical co-pay:	\$17,575.10
Emergency medical:	315	Legal Loans	\$896.27
Medical:	1,344	Inmate accepted complaints:	595
Miles:	293,836	Returned complaint submissions:	1,269
Releases:	227	Conduct reports	
Additional releases from County Jails	354	Minors:	1,119
Inmate deaths:	9	Appeals—minors:	13
Correctional officers/sergeants:	316	Majors:	1,094
Non-uniform staff & security supervisors:	147	Appeals—majors:	8
Non-uniform outposted staff:	107	Inmate workers in general population status:	285
Offender to staff ratio:	2.9:1		

INSTITUTION CONTACTS

ADA Coordinators:	Kelly Salinas	(920) 324-6529
Backup:	Jenny Stadtmueller	(920) 324-6276
LEP Coordinator:	Mike Patten	(920) 324-6242
COMPAS Coordinator:	McKinsie Johnson	(920) 324-6365
Backup:	Kristi Zubke	(920) 324-6257
PREA Coordinator:	Joe Falke	(920) 324-6585
Backup:	Brian Greff	(920) 324-6248



COMMUNITY & CORRECTIONS RELATIONS BOARD

The focus of the Waupun Community & Corrections Relations Board is to promote positive communications between Waupun Correctional Institution, Dodge Correctional Institution, John C. Burke Correctional Center and the local community. It serves as a forum for providing public information and education, sharing issues and concerns, and dealing with items of mutual interest. The first meeting of the board was held on January 27, 1992. The board meets three times per year or as concerns arises.

William Pollard, Warden, Chair
Dodge Correctional Institution

Kurt Klomberg, District Attorney
Dodge County

Brian Foster, Warden
Waupun Correctional Institution

Julie Nickel, Mayor
City of Waupun

Nicholas Redeker, Superintendent
John C. Burke Correctional Center

Kathy Schlieve, City Administrator
City of Waupun

Donald Strahota, Deputy Warden
Dodge Correctional Institution

Angela Hull, City Clerk
City of Waupun

Steven Wierenga, Deputy Warden
Waupun Correctional Institution

Kyle Hunter, Representative
Waupun Memorial Hospital

Mary Wendel, Field Supervisor
Division of Community Corrections

Wayne Buteyn, Representative
Werner Harmsen Furniture

Daryl Daane, Pharmacist Supervisor
DOC Pharmacy

Sharon Bos, Vice President
National Bank of Waupun

Scott Loudon, Chief
Waupun Police Department

Steven Hill, Superintendent
Waupun Area School District

Jeremy Rasch, Deputy Chief
Waupun Police Department

J. Bur Zeratsky, Executive
National Rivet & Manufacturing Co.

Dale Schmidt, Sheriff
Dodge County

Senator Dan Feyen
18th Senate District

Peggy Novak, Coordinator
Dodge Co. Victim/Witness Assistance

Representative Michael Schraa
WI State Assembly

Amy Nehls, Director
Dodge County Emergency Management

Brent Matzen
Trinity Church

Joe Meagher, Deputy Director
Dodge County Emergency Management

Mike Thurmer
Interested Citizen

Honorable Steven Bauer
Dodge County Circuit Court

William Buchholz
Interested Citizen

INSTITUTION ACCOMPLISHMENTS

- DCI hosted two local academies in FY2019. Thirty three officers graduated from the seven-week local academy held in September to October 2018 and seventeen officers graduated from the academy held April – May 2019 and were assigned to work at various correctional institutions.
- DCI rolled out the use of inmate tablets to General Population inmates in April 2019.
- Random Acts of Kindness Week was observed February 17th-23rd. Staff was encouraged to nominate a co-worker who inspired them to be better and/or has been kind to them in some way. At the end of the week we compiled a list of those acts of kindness and shared them. Everyone who was nominated by their peers was entered into a drawing for a prize basket.
- Trauma Informed Care (TIC) Month was observed during in May. Staff was invited to a screening of 'Paper Tigers' documentary which addresses ACEs research. Staff was also encouraged to complete online TIC trainings, submit their certificates which entered them into a drawing for various gift cards. Staff and inmates were also invited to participate in a wellness challenge by taking small steps each day to improve their health and wellness. A calendar was sent out to all staff and was also placed on the housing units to encourage participation from inmates as well. A TIC Bulletin Board was placed in the Muster Room for staff. Various TIC related books were put into circulation in the Library for inmates. DCI also encouraged participation in an in-house Pay it Forward Initiative. This was kicked off by the TIC Committee who paid it forward to 3rd shift. More than 10 other areas/departments followed suit by paying it forward to other areas of the institution. Examples of the initiative included providing lunch, goody bags, personal cards/notes, office plants and desserts to their peers.
- The U.S. State Department entered into a relationship with the country of Tunisia's correctional professionals. A delegation of Tunisian officials visited DOC facilities in August 2018. DCI staff reviewed intake, classification and infirmary processes with the delegation.
- Pumpkins from DCI's Restorative Justice Garden were offered free to children in Waupun and surrounding areas in September 2018. Vegetables from the garden were donated to the Waupun Food Pantry and to PAVE in Beaver Dam as well.
- The DCI Workplace Enhancement Committee promotes a quality workplace environment and encourages positive community relations by sponsoring fundraising events for staff participation. Fundraising events sponsored in FY19:
 - A food auction raised \$687 for Access 4 Recess, a group raising money for an all abilities playground at Rock River Intermediate School in Waupun.
 - A toy drive was held during the holiday season to benefit the Dodge County Toy Bank. 104 toys were donated.
 - The committee also sponsored the "Adopt a Family Project" for the 14th year. The event offered staff the opportunity to confidentially submit names of DCI families with a medical or financial burden. Gift baskets were donated by staff to raise \$4,881.25 to be divided between the recipients of the "Adopt a Family Project."
- DCI supervisors donated their parking spaces and purchased gift cards to raffle off for employees. These fun raffles are a way to show appreciation for their hard work and to improve employee morale.
- In August 2018, DCI staff held a school supply drive to be donated to the Waupun Area School District. Over 275 items were donated.
- DCI secured project funding to replace the absorption chiller.
- DCI worked with a design firm and the Bureau of Technology Management on camera system replacement plans.
- DCI Health Fair committee organized and put on a successful Health Fair in October 2018.

SECURITY

The Security Department at Dodge Correctional Institution is overseen by the Security Director with the mission to ensure the general safety of the public, staff, and inmates, both within and out of the institution while partnering with all disciplines to meet the operational needs of the institution. There is an emphasis on ensuring a positive environment for an ever-growing population; which meets and supports the vision, mission, and values of the DOC. Upon admission, all inmates are required to go through the initial classification process in order to determine programming housing needs; which helps determine their staffing.

Staff, Discipline & Training

There are a total of 20 Security Supervisors who oversee 29 housing units, 198 correctional officers and 99 correctional sergeants. Daily inspections of housing units are performed for the purpose of ensuring a safe environment as well as eliminating unauthorized contraband. Security staff work in collaboration with every department at DCI. Security supervisors serve as liaisons to all areas of the institution to ensure sound security practices and overall safety.

The Centralized Transportation Unit and the Security Threats Group (STG) are both overseen by the Security Department. The Centralized Transportation Unit provides transportation for inmate transfers to the entire DOC throughout the state of Wisconsin. They also provide transportation for medical appointments, vigils, and emergency trips. The STG Program identifies inmates who fall within a Security Threat Group.

The Security Department conducts investigations on necessary separations between inmates and/or alleged violation of institution rules. Investigations may parallel with law enforcement investigations when criminal activity may be present. Investigations are generated by staff incident reports, inmate information, or outside sources of information. Penalties can range from warnings/informal counseling to written conduct reports up to, and including, criminal prosecution.

Incident Reports – A total of 3,934 incident reports were written in FY'19, compared to 3,168 in FY'18.

Restrictive Housing - Our restrictive housing unit continues to operate at a high level. DCI has one, 50 cell restrictive housing unit, managing disruptive inmates from both general population and those in the initial classification process. The multi-disciplinary RH unit team consists of staff representing Security, Psychological Services, Health Services, and Social Services. DCI initiated a Certified Peer Specialist Program (CPS) which began with 2 inmate mentors. The program has now increased to 6 inmate mentors to assist inmates with institution adjustment and transition to adult incarceration. The mentors assist to minimize negative behaviors and teach more pro-social skills to other inmates.

Training - The institution operates on a regular basis each day, with the exception of the 2nd Tuesday of each month which has been designated as a staff training day. On those days, the institution operates in a modified lockdown mode. Staff is afforded the opportunity to attend various training seminars on those days. Uniformed correctional personnel received additional training in Restrictive Housing operations, Principles of Subject Control (POSC), Emergency Response Unit (ERU), CNT, STG and Suicide Prevention. These seminars are in addition to the mandatory training sessions online and the training briefs that are sent out covering a variety of topics.

Emergency Response – DCI's Crisis Negotiations and Tactical Teams continue to perform at high levels. Both teams attend training sessions throughout the year to maintain a high level of emergency response readiness; often training in joint sessions with partner institutions.

SECURITY THREAT GROUPS PROGRAM

Security Threat Groups (STG), are defined as groups or an individual acting on behalf of a “gang” of individuals who threaten, coerce, or harass others and/or engage or encourage illegal or illicit activities on the part of group members or others. STG, by definition, are a threat to the public, as well as staff and offender safety, both within the institution and in the community.

DCI is the headquarters for the DOC STG Program and has the responsibility of identifying STG members as they enter DAI in order to alert other institutions. As of June 30, 2019 we were maintaining 24,269 confidential ongoing investigative files on inmates who have been identified as or are strongly suspected of being gang members. Out of the 24,269 there were 3,833 suspected and 20,436 confirmed gang members. These numbers have increased since June 2018. Of these 24,269 files, 6,367 (1,338 suspected and 5,029 confirmed), are for inmates currently incarcerated at state facilities.

Between July 2018 and June 2019, 844 newly suspected/confirmed members were identified; this was a decrease of 335 identified STG members from the 1,179 members identified in FY18.

DCI STG staff continues to train STG Coordinators, specialists, and individuals involved in STG identification from different institutions, DCC, DJC, and outside law enforcement. The training is interactive and provides those individuals the opportunity to partake in the initial identification process beginning at Intake, doing inmate interviews, and downloading information into WICS. There has been a lot of positive feedback from participants and this has opened avenues of communication.

Combined efforts between the WI DOC and outside law enforcement to include DCC agents have led to numerous convictions. Agencies are notified when members are released so the monitoring can continue. The DCI STG Office also supplies release reports to the DCC and other entities as needed.

INITIAL CLASSIFICATION

Initial Classification operates under the authority of the Bureau of Offender Classification and Movement in accordance with State Statutes and Department of Corrections policies. During initial classification staff gather pertinent background information and administer classification processes to assess the risk presented by the inmate, and assign a custody level associated with housing and correctional practices that will enhance the safety of the public, staff, and inmates.

Assessment tools are utilized to identify an individualized set of correctional programs that will reduce risk associated with the inmate relative to their incarceration and enhance their successful reentry into the community.

The Offender Classification Specialist recommends placement of inmates at Division of Adult Institution facilities, Division of Juvenile Corrections for some inmates sentenced in adult courts but age appropriate for placement into juvenile facilities, Department of Health and Family Services facilities or contracted beds based upon custody level, program, or reentry needs of the inmate that ensures efficient and best utilization of departmental resources associated with housing and programs.

Initial Classification utilizes the COMPAS Assessment Tool in the staffing process. COMPAS is an actuarial validated assessment tool that predicts likelihood to re-offend based on criminogenic factors gathered through a series of questions both administered by classification staff and self-administered by the offender. In addition, COMPAS results are used to identify program needs and prioritization for placement in programming.

RECORDS OFFICE

The DCI Records Office is responsible for the reviewing and processing of court documents and other legal paperwork in order to admit male offenders to the Wisconsin State prisons.

- Staff scheduled daily admissions, conducted admission interviews, captured Jolly photos and created inmate ID cards for all offenders residing at DCI and for all male intakes.
- Staff completed computations, created and/or updated offender legal files, captured and electronically transferred fingerprints to CIB and submitted social security information to the SSA on approximately 7,178 admissions to DCI.
- Detainers: Served and processed 1,230 detainers.
- Releases: Processed 227 releases; additional 354 inmates released from contract county jails.
- Admissions: Approved, processed, and calculated release dates for 7,178 admissions.

DCI Records is responsible for training all staff statewide in admission, violator, and 416 computations. DCI Records also provides training to staff statewide on the archive process. Due to the staff shortages in records departments statewide, DCI Records continues to assist several institutions with their duties.

The State v Antonio Johnson audit of files continued. DCI had assisted other institutions with this audit. DOC-12 forms are now electronic. This electronic form helps to cut down on errors in discharge dates. Due to the requirement that staff be fingerprinted every 5 years, all new hires, volunteers and contract employees shall be fingerprinted, we took 379 fingerprints from DCI, WCI, JBCC staff, new hires, contract employees, Central Pharmacy Staff and volunteers.

- Continued with State V Antonio Johnson Audit
- DOC-12 forms are electronic
- Reprint inmate ID's due to 5 year requirement
- Update staff fingerprints due to 5 year requirement
- Take fingerprints for all new hires, contract employees, volunteers for DCI, WCI, JBCC and Central Pharmacy.

County Jail Program

During this fiscal year, the DOC has contracted with several county jails to house inmates due to the overcrowding. Currently there are 11 contract county jails with contracts for a total of 498-inmates.

There are two types of contracts:

- **Front End** - Inmates spend approximately 120 days in the contracted county jail after the assessment and evaluation process at DCI, until transfer to their permanent DAI facility.
- **Back End** - Inmates spend up to one year at the contract county jail and are released directly from the jail. During this fiscal year, there were a total of 354 inmates released directly from the contracted county jails.

CENTRALIZED RECORDS OFFICE

The mission of the Centralized Records Office is to provide consistent department-wide review of sentence structures by proofing calculations at one centralized location.

During FY19, approximately 18,000 files were submitted to CRO for proofing and review of computations and letters.

CHAPEL

- Two full-time chaplains serve the inmates at DCI.
- Approximately fifty volunteers participate in chapel programming, including bi-lingual volunteer service providers.
- Offered nine different religious denomination services, nine religious studies and three advanced studies for GP inmates.
- Distributed religious materials on a regular basis as well as about 200 Bibles and 20-25 Qurans per month.
- Provides individual counseling on a regular basis.
- Conducted Prison Fellowship seminars and special services.
- Involved in holiday activities including: Prison Fellowship's Angel Tree, Salvation Army's Toy Project, and the Holiday Food Program.
- Provided Infirmary devotions, memorial services for Palliative Care Program inmates, funeral services, as well as devotions to inmates in RH and provides last rights to inmates on death bed watch.
- Involved with Palliative Care Program, Religious Advisory Committee, and Restorative Justice.
- Developed two religious resource hours for all religious groups to allow inmate to access the chapel library, participate in study time and to view religious videos.
- Completed a comprehensive chapel library inventory of print and media resources.

Chapel Activities

- | | | |
|-----------------------------|-------------------------------------|----------------------------------|
| ➤ Baptisms | ➤ Jesus and the Gospels Bible Study | ➤ Pagan Worship Service |
| ➤ Bible Fellowship | ➤ Infirmary Devotions | ➤ Pastoral Inmate Counseling |
| ➤ Buddhist Worship Service | ➤ Islamic Worship Service | ➤ Pastoral Care Visits |
| ➤ Catholic Worship Service | ➤ Issues and Answers Bible Study | ➤ Protestant Service |
| ➤ Catholic Bible Study | ➤ Jehovah Witness Bible Study | ➤ Protestant Choir |
| ➤ Catholic Servers/Choir | ➤ Lutheran Bible Study | ➤ Spanish Bible Study |
| ➤ Disciple Bible Study | ➤ Native American Sweat Lodge | ➤ Spanish Catholic Mass |
| ➤ Faith at Work Bible Study | | ➤ Spanish Catholic Servers/Choir |
| ➤ Funerals | | |

RECREATION

The purpose of the DCI Recreation Department is to provide a positive means for inmates to pursue fitness and to build self-esteem through intramural athletics. The recreation schedule was revamped in January to allow inmates more access to recreational opportunities and to facilitate built-in make up recreation periods when a period had to be cancelled due to bad weather or for security reasons.

Recreation Activities:

- | | | |
|-----------------|-----------------------------|-------------------------|
| • Basketball | • Soccer | • Track running/walking |
| • Softball | • Various board/table games | • Kickball |
| • Volleyball | • Stationary bicycles | • Frisbee |
| • Weightlifting | • Hobby crafts and music | • Hacky sack |

Recreation Opportunities:

Reception Status Units: Reception status inmates are afforded five 50-minute periods of off-unit physical recreation weekly.

GP Units: GP inmates are afforded twelve 50-minute periods of off-unit physical recreation per week.

- Softball, volleyball, and basketball leagues/tournaments are offered.
- Scrabble, chess, cribbage and dominoes tournaments are played.

Inmate Attendance:

Gymnasium = 110,000 inmates

Outside recreation = 115,000 inmates

Indoor recreation (weight room) = 500 to 750 inmates weekly

LEISURE TIME ACTIVITIES

DCI provides opportunities for GP inmates to participate in hobby-related activities to promote positive constructive use of leisure time.

Hobby:

Hobbies are leisure time activities for inmates in the Hobby Department and/or in their cells and are offered exclusively to GP inmates. Inmates can purchase hobby supplies through approved vendor catalogs, or a hobby canteen for non-catalog items. Hobby is open about 15 hours per week during afternoon and/or evening hours to accommodate inmate work schedules.

The Hobby Department facilitates arts and crafts donations as a community service. Hobby projects were completed by inmate volunteers and donated to several organizations including Horicon Lions Club, Hebron House, the ALS Foundation and the OSCI Golf Outing.

Every year donations are solicited to the community for yarn; however, donations have been down. The institution was able to purchase yarn for use in community service projects by using funds created by inmate-generated revenue.

Inmates repaired softball gloves during their leisure time as a cost saving measure.

Music:

Musical instruments may be used in living quarters, the Chapel, outside recreation and while in the Hobby Department. While in the Hobby Department, inmates can view instructional materials, clean and repair instruments.

LIBRARY

The DCI Library provides inmates with recreational, educational, and legal research materials through its general collection and its Law Library space. Both the Library and Law Library are open Monday through Friday, 7:30 a.m. to 3:00 p.m., and Mondays from 5:45 p.m. to 8:00 p.m. There are two Librarians to assist.

The Library houses approximately 25,000 items. This includes fiction and nonfiction, and sections devoted to reference materials, science fiction, fantasy, western, easy readers, and books in Spanish. The Library subscribes to seven newspapers and twenty-five magazines.

The Law Library has ten computers which provide inmates access to the LexisNexis database. There are two inmate clerks available to assist with legal research. The Library has three typewriters and one computer dedicated to viewing digitally formatted legal materials. There are also Law Library computers located on the RH and Infirmary Units. The Library frequently adds books and magazines to units within the institution; including RH, Infirmary, Intake and the Special Management Unit. Photocopy and notary services are also provided to inmates.

Notable donations to our Library this year have come from inmates and staff, as well as ongoing monthly donations from St. Vincent's of Beaver Dam as well as donations from the Hartford and Fox Lake libraries.

Highlights of Library Services in FY19:

- Completed a comprehensive library inventory.
- Successfully transitioned from EOS to the new Follett Destiny ILS software.
- Weeded and acquired hundreds of new library items in order to maintain a contemporary and relevant collection.

Library/Law Library Usage Statistics:

Approximately 180,000 checkouts.

Approximately 26,000 inmates used general Library.

Approximately 12,000 inmates used Law Library.

Approximately 36,000 inmates used Library services.

HEALTH SERVICES

Primary Care

The primary mission of the unit is to provide medical, dental and psychiatric screenings for male inmates entering the Wisconsin DOC. The secondary mission is to provide health services to the approximately 250 permanent and 1,300 transient inmates. The Primary Care Unit provides health coverage to the DCI inmate population 16 hours per day, seven days per week. Emergency care during the night shift is provided by Infirmiry healthcare staff.

- Completed 6,501 physical exams.
- Completed over 83,758 healthcare appointments and sick calls (MD, NP, PA, and RN).
- Completed 19,869 optometry appointments, this includes initial screening, optical exam, and any optical follow up.
- Performed 1,101 x-rays and ultrasounds.
- Total off-site specialty clinic visits = 874.
- Total number of dental visits = 9,147.
- Dental exams and treatments = 8954.
- Dental cleanings/hygiene = 246.
- DCI Oral Surgeon Clinic appointments = 478.

Dialysis Unit

The DCI Dialysis Unit continues to operate on a Monday-Wednesday-Friday schedule from 5:00 a.m. – 3:30 p.m. The DCI Dialysis team provided nephrology services for 23 patients this last fiscal year, preformed 832 hemodialysis treatments and provided direct care, education and monitoring for 4 Peritoneal Dialysis patients at FLCI. Peritoneal Dialysis is performed by inmate patients on the housing unit each day. The Dialysis team collaborated with UW Transplant to complete evaluations for two patients this year which resulted in a successful kidney transplant for a DCI inmate this last April.

On-site nephrology services were provided by Fox Valley Nephrology Partners. Surgical access procedures were referred to Fox Valley Surgical Associates, Waupun Memorial General Surgery and UW Hospital.

The Dialysis Unit continues to collaborate with security, psychological services, Prime Care and community medical resources to provide professional, safe and effective renal care and education for the diverse, Department of Adult Institutions, patient population.

Infirmiry Unit

The DCI Infirmiry Unit continues to provide care for those patients requiring 24-hour or sub-acute nursing care, which facilitates a team nursing model of care to meet the needs of the various demographics and diagnoses of the unit's population. The Infirmiry staff continues to provide quality healthcare to a diverse patient population in collaboration with Security, PSU, Psychiatry, Physical and Occupational Therapy.

The Palliative Care Program continues to provide a valuable service to patients with terminal illnesses, providing comfort and symptom management, when release to the community is not possible.

Capacity:	62	Discharged to community:	8
Average daily census:	53.15	Discharged to DOC:	87
Admissions—male:	134	Non-palliative care deaths:	0
Palliative care patients:	13	Palliative care deaths:	9

PSYCHOLOGICAL SERVICES UNIT

The mission at DCI is to identify and assess mental health issues in order to provide information to Offender Classification Specialists, Security, PRC, Social Workers, and HSU regarding placement and treatment recommendations. Psychological services are also provided to inmates who are in emotional crisis.

- Screened 7,220 men.
- Completed approximately 10 full evaluations to determine treatment and placements needs.
- Completed 32 referrals for mental/emotional stability and need for special placement and treatment.
- Completed approximately 1 Gender Dysphoria evaluation.
- Completed 1 Emergency Detention.
- Completed approximately 62 WSPF evaluations to determine appropriateness for WSPF placement.
- Completed approximately 588 evaluations to determine appropriateness for minimum custody placement.
- Completed 180 Mental Health Summary for Interstate Compact requests.
- Completed 2 Independent Living Assessments.
- Reviewed 224 County Jail reports – 57 required clinical follow-up.
- Reviewed 719 files for appropriateness for transfer to county jail contract beds.
- Reviewed 117 files for appropriateness for transfer to PDCI.
- Reviewed 8 files for appropriateness for Dual Diagnosis AODA programming.
- Reviewed 11 files for Mental Health Pre Release Summary.
- Provided ongoing clinical monitoring for roughly 650 inmates (with 95 on high monitoring) at any one given time.
- Request for crisis intervention averaged 30 per day; 6,320 for the year.
- Placed approximately 218 inmates in observation and 47 in restraints.
- Placed approximately 130 inmates on Special Management Unit (SMU).
- Managed weekly Multidisciplinary meeting – usually attended by 5 or 6 PSU Clinicians.
- Weekly Restricted Status Housing Unit rounds – averaged 53 cell-side contacts per week.
- Involved in 3 guardianship processes and 3 POA processes.
- Provided internship for 2 Psychologist interns.
- Dispersed 68 records to appropriate parties after proper release of information was obtained.
- Scheduled 38 court-ordered and Social Security Disability evaluations for outside Psychologists

Sex Offender Assessment Program (SOAP)

- Performed 478 full SOAP assessments. Performed 376 SOAPS needing brief assessments. Completed 16 reviews for visiting list approvals/denials. 342 SOAPS were deferred to the receiving institutions.
- Provides comprehensive assessment of specific treatment needs of inmates convicted of current or past sex offenses.
- May also assess treatment needs of inmates allegedly involved in criminal sexual behavior of which they have not been charged or convicted.
- Identifies specific treatment needs by addressing sexual pathology, AODA issues, dangerousness, mental status, risk of sexually re-offending.
- Components of SOAP include: orientation, sexual history and interest survey, Shipley (to measure intelligence level), individual interview.
- SOAP report contains description of offense, inmate's arrest history, substance abuse/mental issues, history of sexual acting out, significant background information, SOAP testing results, and programming recommendations.

SOCIAL SERVICES

The Social Services Department provides direct services, to inmates housed at DCI, in the areas of case management, group facilitation and release planning. Social Services' strives to meet the needs of the inmate population and enhance social functioning by assessing criminogenic needs and creating comprehensive case plans with inmate.

DCI has two General Population (GP) Social Workers, two Reception Social Workers and one Infirmary Social Worker. DCI also has an LTE Social Worker who assists with release planning for those inmates housed at contracted county jails. DCI also has two Treatment Specialist positions that will be tasked with completing Substance Use Disorder (SUD) assessments with inmates as part of the initial classification process.

- Offered Alcoholics Anonymous (AA) programming for GP and Reception Status inmates. Weekly meetings are held with approximately 30 inmates attending
- GP Social Workers completed 34 Case Plan Interventions for inmates determined to be low risk to recidivate based on their COMPAS assessment. Case Plan Interventions for Substance Use Disorder (SUD), Cognitive Behavioral Programming (CBP), Anger Management and Domestic Violence Counseling (DVC) were offered.
- Offered two cycles of Anger Control Training & Social Skills
- Provided case management and release planning to DAI inmates housed in contracted county jails
- GP Social Workers completed approximately 300 reclassification reports and case plans
- Coordinated 13 tours of DCI for community partners, students and DOC staff
- Reception Social Workers release planned with approximately 370 inmates who either released from DCI or were transferred from DCI prior to their release to the community
- Developed a process for staff accountability during a planned or unplanned evacuation
- Provided victim services to inmates who reported a PREA incident
- Processed nearly 100 special or extended visits
- Approved two Treatment Specialist positions to complete SUD assessments upon intake
- Social Workers and Social Services Director attended the Multi-Disciplinary Meeting on a rotating basis

RESTORATIVE JUSTICE/COMMUNITY SERVICES

- Dodge Correctional Institution participated in Locks of Love donation program. The Locks of Love program is a non-profit organization that provides hairpieces to financially disadvantaged children (under 21 years old) suffering from long-term medical hair loss from any diagnosis. Twenty-six inmates donated their hair to this program.
- Several fundraising efforts were coordinated to benefit local charities. A total of \$777.50 was raised through the sale of ice cream, hamburger baskets, and chicken dinners. General Population inmates and DCI staff were able to participate in the fundraiser by ordering from Kwik Trip, Culvers, and Pizza Ranch. Funds raised were provided to the Bikers Against Child Abuse, Waupun Animal Shelter, and Shop with a Cop.
- In October DCI held a Full Volunteer Orientation for program volunteers and pastoral visitors
- National Crime Victims' Rights Week was observed April 7th-13th. Inmates and staff were invited to attend a guest speaker event. Inmates also participated in projects related to 2019's theme, *Honoring Our Past, Creating Hope for the Future*. Inmate were invited to write an apology letter, submit poems for a poetry contest, roleplay their older/wiser self. Inmates were invited to meet with Social Workers to receive feedback on those projects.

- Volunteer Appreciation Week was observed April 7th-13th. To express our gratitude to those who donate their talent and time to inmates housed at DCI, we provided volunteers with snacks and prizes throughout the week.
- Trauma Informed Care (TIC) Month was observed during in May. Staff was invited to a screening of 'Paper Tigers' documentary which addresses ACES research. Staff was also encouraged to complete online TIC trainings, submit their certificates which entered them into a drawing for various gift cards. Staff and inmates were also invited to participate in a wellness challenge by taking small steps each day to improve their health and wellness. A calendar was sent out to all staff and was also placed on the housing units to encourage participation from inmates as well. A TIC Bulletin Board was placed in the Muster Room for staff. Various TIC related books were put into circulation in the Library for inmates. DCI also encouraged participation in an in-house Pay it Forward Initiative. This was kicked off by the TIC Committee who paid it forward to 3rd shift. More than 10 other areas/departments followed suit by paying it forward to other areas of the institution. Examples of the initiative included providing lunch, goody bags, personal cards/notes, office plants and desserts to their peers.
- Domestic Violence Awareness Month was observed in October. Staff collected needed items for a local Domestic Violence & Sexual Assault Shelter.

SUPPORT SERVICES UNIT

Support Services provides word processing and clerical support to all departments at DCI. It is the copy center for the institution and processes requests for printing projects for various departments. Two full time support staff produced a wide range of documents, spreadsheets, certificates, reports and labels. In addition, Support Services also:

- Processes visitor questionnaires and maintains the visiting lists for General Population inmates
- Collects and distributes mail for the Social Services Department
- Completes meeting minutes for the monthly Social & Support Services Meeting
- Maintains the DAI Volunteer Database and Volunteer Folder for DCI volunteers. On September 5, 2018, the Federal Bureau of Investigations released Criminal Justice Information Services (CJIS) Policy v5.7 which outlines requirements for agencies as they relate to the protection of Criminal Justice Information (CJI) which required fingerprinting for all volunteers with unescorted access to the institution. Support Services ensured that all volunteers on our standing memo and new/incoming volunteers met this requirement. Support Services also assisted other institutions/facilities with obtaining fingerprints for their volunteers.
- Processes and schedules pastoral visits
- Manages the Alcoholics Anonymous waiting list and tracks participation
- Plans and coordinates institution fundraisers
- Develops the Weekly Bulletin
- Maintains a supply of forms for housing units and departments
- Processes social security card applications for inmates housed at DCI and contracted county jails
- Provides case management assistance to Social Workers related to inmates housed at our contracted County Jail inmates
- Post inmate job changes and ensure appropriate paperwork is routed
- Assists with tours
- Provides back-up support to the Business Office for attorney calls, visits and video conferences. This includes, but is not limited to, scheduling, reserving rooms, and ensuring required checks are completed prior to entrance
- Completes background checks on volunteers, inmate visitors, professional visitors and tour groups.

BUSINESS OFFICE

The Business Office performs the financial accounting and purchasing functions required to provide supplies and services to department staff and inmates. Business office staff manage the inmate trust accounts. Canteen, warehouse, and laundry operations are overseen by the Business Office.

- Purchasing staff processed approximately 44 contract and special purchase orders to vendors and processed approximately 1,000 purchasing card transactions.
- Accounts payable staff processed 1,609 DCI invoices; 392 canteen invoices; and 2,379 employee travel transactions.
- Staff processed electronic deposit transactions totaling \$1,890,244.61. In addition, staff processed the bi-weekly inmate payroll of \$309,957.27 for the fiscal year.
- Contract jail facility staff managed the trust accounts for over 400 inmates housed at contract county jail facilities. Funds received by the inmates at the county jails were processed for deductions of restitution, surcharges, and child support. Inmates received involuntary unassigned pay while in the jail.
- Profits from contracted canteen were used to purchase supplies and equipment for the recreation, visitor, and religious programs. Canteen staff consists of one inventory control coordinator and two inmate workers.
- Stores/Warehouse staff consist of one inventory control coordinator, one correctional officer, and one inmate worker. They maintained a monthly inventory of over \$250,000; processing orders from all departments and housing units on a weekly basis.
- Information technology access and equipment, staff and inmate phone communications problems, and employee and visitor photo IDs are managed through the Business Office.

FOOD SERVICE

The Food Service Department consists of a Main Kitchen, Dining Room, Bakery, and seven unit serveries. Food is served by cafeteria style in the main dining hall and tray line feeding on insulated trays to all seven unit serveries.

Food Service operates from 4:00a.m. – 6:00p.m., seven days a week for 365 days a year. We are staffed with one Administrator, one Manager, 12 Correctional Food Service Leaders, Officers, and 143 inmate workers between the dining room, bakery, and main kitchen. There is a Serv/Safe certified staff member on at all times; they are Serv/Safe certified in food sanitation and safety.

Following a master four-week menu that is served at institutions state-wide, staff, inmates, and youth are enjoying the benefits from a heart healthy (low fat, low cholesterol, high fiber) diet, following the USDA Dietary Guidelines for America. Inmate health and nutrition changes emphasized reducing fat, sodium, and sugar calories, while increasing fruit, vegetables, and soy protein consumption, along with increased physical activity.

Food service is serving approximately 5,224 meals per day; 1,906,709 meals a year. 198,504 banana's, 56,350 pounds of onions, 14,268 cucumbers, 13,360 pounds of ground beef, 47,160 pounds of peanut butter and 10,215 dozen fresh eggs were served during FY19. Food Service prepares approximately 206 various medically prescribed and religious diets.

DCI has three gardens and grows a variety of vegetables. The department processed approximately 6,173 lbs. of vegetables in FY19; this has reduced the purchasing of some vegetables and canned tomato products.

MAINTENANCE

The DCI Maintenance Department is responsible for the repair and maintenance of all building and mechanical systems including electrical, plumbing, heating, air conditioning, ventilation, refrigeration and communication equipment, grounds keeping, and building envelope. This year's larger projects included:

- Central Control A/C repairs.
- Rebuild all controls on both hot water heaters on west end.
- Perimeter lighting repairs and LED upgrades.
- Ongoing project for the absorption chiller.
- Complete rebuild on the pasta cooler in Food Service.
- Repaired both pulpers in kitchen & dining room.
- Purchased new pulper for the dining room.
- Installed new industrial washer in the laundry.
- Installed new industrial hot water heaters in barracks.
- Installed 2 industrial water softeners in barracks.
- Hired 1 maintenance mechanic
- Created 1 Electronic Technician Security – Senior.
- Hired 2 new Electronic Technician Security – Senior.
- Starting large scale camera project.
- Installing cameras in the warehouse.
- Created additional office space in the basement of unit 9.
- Continue helping Central pharmacy & JBCC with maintenance work.
- Approximately 8,865 work orders completed.

ACRONYMS

AA	Alcoholics Anonymous
ACE	Adverse Childhood Experiences
ADA	Americans with Disabilities Act
ALS	Amyotrophic lateral sclerosis
AODA	Alcohol and Other Drug Abuse
BOCM	Bureau of Classification and Movement
CBP	Cognitive Behavior Programming
CIB	Crime Information Bureau
CNT	Crisis Negotiations Team
COMPAS	Correctional Offender Management Profiling for Alternative Solutions
CPS	Certified Peer Specialist
CRO	Central Records Office
DAI	Division of Adult Institutions
DCC	Division of Community Corrections
DCI	Dodge Correctional Institution
DJC	Division of Juvenile Corrections
DOC	Department of Corrections
DVC	Domestic Violence Counseling
EOS	Entrepreneurial Operating System®
ERU	Emergency Response Unit
FLCI	Fox Lake Correctional Institution
FY	Fiscal Year
GP	General Population
HSU	Health Services Unit
JBCC	John Burke Correctional Center
LEP	Limited English Proficiency
LTE	Limited Term Employee
MD	Doctor of Medicine
NP	Nurse Practitioner
OSCI	Oshkosh Correctional Institution
PA	Physician's Assistant
PAVE	Promoting Awareness, Victim Empowerment
POA	Power of Attorney
POSC	Principles of Subject Control
PREA	Prison Rape Elimination Act
PRC	Program Review Committee
PSU	Psychological Services Unit
RN	Registered Nurse
RH	Restrictive Housing
SMU	Special Management Unit
SOAP	Sex Offender Assessment Program
SSA	Social Security Administration
STG	Security Threat Group
SUD	Substance Abuse Disorder
TIC	Trauma Informed Care
USDA	United States Department of Agriculture
UW	University of Wisconsin
WCI	Waupun Correctional Institution
WICS	Wisconsin Integrated Corrections System
WSPF	Wisconsin Secure Program Facility