



# *DODGE CORRECTIONAL INSTITUTION*



# *FY 2020 ANNUAL REPORT*

# Table of Contents

|   |    |
|---|----|
| MESSAGE FROM THE WARDEN .....                 | 2  |
| PURPOSE STATEMENT.....                        | 3  |
| AMERICANS WITH DISABILITIES ACT (ADA).....    | 3  |
| INSTITUTION FACTS.....                        | 4  |
| INSTITUTION CONTACTS.....                     | 4  |
| COMMUNITY & CORRECTIONS RELATIONS BOARD ..... | 5  |
| INSTITUTION ACCOMPLISHMENTS .....             | 6  |
| SECURITY.....                                 | 7  |
| SECURITY THREAT GROUPS PROGRAM .....          | 8  |
| INITIAL CLASSIFICATION .....                  | 8  |
| RECORDS OFFICE.....                           | 9  |
| CENTRALIZED RECORDS OFFICE.....               | 9  |
| CHAPEL.....                                   | 10 |
| CHAPEL ACTIVITIES .....                       | 10 |
| RECREATION .....                              | 10 |
| LEISURE TIME ACTIVITIES.....                  | 11 |
| LIBRARY .....                                 | 11 |
| FOOD SERVICE .....                            | 12 |
| HEALTH SERVICES .....                         | 13 |
| PRIMARY CARE .....                            | 13 |
| DIALYSIS UNIT .....                           | 13 |
| INFIRMARY UNIT.....                           | 13 |
| PSYCHOLOGICAL SERVICES UNIT .....             | 14 |
| SEX OFFENDER ASSESSMENT PROGRAM (SOAP).....   | 14 |
| SOCIAL SERVICES .....                         | 15 |
| RESTORATIVE JUSTICE/COMMUNITY SERVICES .....  | 15 |
| SUPPORT SERVICES UNIT.....                    | 16 |
| BUSINESS OFFICE.....                          | 17 |
| MAINTENANCE.....                              | 17 |

## **MESSAGE FROM THE WARDEN**

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Welcome to the Dodge Correctional Institution (DCI) Annual Report for Fiscal Year 2020 (FY20). 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 ability of DCI staff 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 thirteen county jail contracts throughout the state for a capacity of approximately 603 additional beds. Placement criteria are based on screenings from security, medical, dental, mental health, and Bureau of Classification and Movement (BOCM).

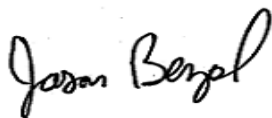
COVID-19 has had a dramatic impact on just about everyone and everything and DCI was no different. In response to the pandemic the Department followed national recommendations made for managing those residing in correctional facilities. As the male intake site for the DOC, almost all inmates pass through DCI before moving on to their next location. In order to mitigate risk of those entering the facility, each person upon arrival has been required to quarantine for a period of 14 days before entering a non-quarantined unit. This practice, while an essential safety measure, has minimized the flexibility at the facility in regards to bed management as the facility continually receives in and transfers out those in our care.

There continues to be issues with staffing throughout the DOC with many vacancies in the Maximum Security facilities. The DOC had implemented a temporary \$5.00 add-on for security staff at targeted sites, this included DCI, which helped reduce the vacancies. However, the program ended on June 30, 2020 and the vacancies have increased since that time. In addition to the program ending, DCI has had a large number of retirements around the same timeframe.

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.



Jason D. Benzel  
Warden

## **PURPOSE STATEMENT**

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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)**

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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:                            | \$47,224,269.68 |
| Number of acres:                          | 57      | Monies collected                             |                 |
| Security level:                           | Maximum | Restitution:                                 | \$52,406.89     |
| Operating capacity                        | 1,165   | Court Ordered Obligations                    | \$27,912.15     |
| Current population                        | 1,319   | Child Support:                               | \$103,842.27    |
| FY20 intake                               | 5,821   | Victim/Witness:                              | \$35,337.75     |
| Transportation                            |         | DNA Surcharge:                               | \$38,055.89     |
| Inmate transfers:                         | 12,127  | Medical co-pay:                              | \$18,103.02     |
| Emergency medical:                        | 240     | Legal Loans                                  | \$1,609.76      |
| Medical:                                  | 1,068   | Inmate accepted complaints:                  | 824             |
| Miles:                                    | 287,527 | Returned complaint submissions:              | 1,022           |
| Releases:                                 | 181     | Conduct reports                              |                 |
| Additional releases from County Jails     | 379     | Minors:                                      | 811             |
| Inmate deaths:                            | 23      | Appeals—minors:                              | 10              |
| Correctional officers/sergeants:          | 394     | Majors:                                      | 435             |
| Non-uniform staff & security supervisors: | 142     | Appeals—majors:                              | 5               |
| Non-uniform out posted staff:             | 145     | Inmate workers in general population status: | 268             |
| Offender to staff ratio:                  | 2.4:1   |  |                 |

## **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:   | Davis Arndt        | (920) 324-6585 |
| Backup:             | Brian Greff        | (920) 324-6248 |



## **COMMUNITY & CORRECTIONS RELATIONS BOARD**

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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.

Jason Benzel, *Warden*  
Dodge Correctional Institution

Honorable Steven Bauer  
Dodge County Circuit Court

Randall Hepp, *Warden*  
Waupun Correctional Institution

Kurt Klomberg, *District Attorney*  
Dodge County

Nicholas Redeker, *Superintendent*  
John C. Burke Correctional Center

Julie Nickel, *Mayor*  
City of Waupun

Dan Cromwell, *Deputy Warden*  
Dodge Correctional Institution

Kathy Schlieve, *City Administrator*  
City of Waupun

Vacant, *Deputy Warden*  
Waupun Correctional Institution

Angela Hull, *City Clerk*  
City of Waupun

Mary Wendel, *Field Supervisor*  
Division of Community Corrections

Kyle Hunter, *Representative*  
Waupun Memorial Hospital

Daryl Daane, *Pharmacist Supervisor*  
DOC Pharmacy

Wayne Buteyn, *Representative*  
Werner Harmsen Furniture

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

Mike Thurmer  
Interested Citizen

Brent Matzen  
Trinity Church

William Buchholz  
Interested Citizen

Steve Lenz, *Athletic Director*  
Waupun School District

Wesley Ray, *Correctional Services Manager*  
BCE Correctional Farms

Terri Crisp, *President*  
National Exchange Bank & Trust

Tim Lakin, *Chief of Staff*  
WI State Assembly

Joe Meagher, *Deputy Director*  
Dodge County Emergency Management

## ***INSTITUTION ACCOMPLISHMENTS***

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- DCI's Trauma Informed Care (TIC) Committee planted flowers in the garden box outside of Central Control to recognize Trauma Informed Care Awareness Day on May 22. OCI donated beautiful healthy plants from their horticulture program.
- The Department of Adult Institutions (DAI) collaborated and fundraised through a DAI Trauma Informed Care (TIC) effort to show how much they support and are thinking of staff at LHS/CLS. DAI's efforts helped to provide 300 care packages. Approximately 200 care packages were prepared for LHS/CLS staff and additional packages were prepared for those assisting at the facility. Members of the DAI TIC Committee delivered the packages and explained their purpose for being there to LHS/CLS staff on Tuesday, November 12.
- The Psychological Services Unit (PSU) was able to smoothly transition to telecommuting when the public health emergency started. During this time, they assisted CCI with completion of Sex Offender Treatment Evaluations. They were also able to complete re-evaluations on inmates residing in GP at DCI.
- Dr. Eparvier continues to be very involved in the peer mentor program to ensure smooth operation. The committee will soon be selecting 4 additional peer mentors, for a total of 9.
- 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 FY20:
  - The committee held its second annual school supply drive to help families with financial need in the Waupun Area School District. Over 200 children were assisted by the event.
  - A toy drive was held during the holiday season to benefit the Dodge County Toy Bank. 160 toys were donated.
  - The committee also sponsored the "Adopt a Family Project" for the 15<sup>th</sup> 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 \$5,725.85 which was 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 during Correctional Employees Week. There were a number of local businesses who also donated gift cards and baskets. These fun raffles are a way to show appreciation for their hard work and to improve employee morale.
- DCI worked with an outside contractor and BTM to replace the institution camera system.
- DCI converted canteen operations from vendor Keefe to USG.
- Completed a project to replace all of the windows in the infirmary.

# **SECURITY**

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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 111 correctional sergeants. Daily inspections of housing units were 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 2,875 incident reports were written in FY20 compared to 3,934 in FY19.

## **Restrictive Housing**

Our restrictive housing unit continues to operate at a high level. DCI has one, 50 cell restrictive housing unit (RHU), managing disruptive inmates from both general population and those in the initial classification process. The multi-disciplinary RHU team consists of staff representing Security, Psychological Services, Health Services, and Social Services. DCI continues their support of the Certified Peer Specialist Program (CPS) which began with 2 inmate mentors. The program has now increased to 5 inmate mentors with the plan to add 4 more this coming year 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 2<sup>nd</sup> 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***

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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, 2020 we were maintaining 25,116 confidential ongoing investigative files on inmates who have been identified as, or are strongly suspected of, being gang members. Out of the 25,116, there were 4,251 suspected and 20,849 confirmed gang members. These numbers have increased by 847 total since June 2019. Of these 25,116 files, 5,998 (1,372 suspected and 4,626 confirmed), are for inmates currently incarcerated at state facilities.

Between July 2019 and June 2020, 893 newly suspected/confirmed members were identified; this was an increase of 49 identified STG members from the 844 members identified in FY19.

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***

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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 DAI 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. This is based upon custody level, program, or the 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. This is 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***

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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 5,281 admissions to DCI.
- Detainers: Served and processed 1,063 detainers.
- Releases: Processed 181 releases; additional 379 inmates released from contract county jails.
- Admissions: Approved, processed, and calculated release dates for 5,281 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 active files was completed. Due to the requirement that staff be fingerprinted every 5 years, all new hires, volunteers and contract employees shall be fingerprinted, we took 92 fingerprints from DCI, WCI, JBCC staff, new hires, contract employees, Central Pharmacy Staff and volunteers.

- 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.
- Completed an audit of approximately 65,000 archive files locate at DCI Records to verify we had all files for inmates on supervision.

### **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 13 contract county jails with contracts for a total of 603 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. There are currently 9 Front End Contract County Jails.
- **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 379 inmates released directly from the contracted county jails. There are currently 4 Back End Contract County Jails.

## ***CENTRALIZED RECORDS OFFICE***

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The mission of the Centralized Records Office (CRO) is to provide consistent department-wide review of sentence structures by proofing calculations at one centralized location. During FY20, approximately 16,000 files were submitted to CRO for proofing and review of computations and letters.

## CHAPEL

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- Two full-time chaplains serve the inmates at DCI.
- About 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.
- Increased our chapel collection of books, audio and visual media for Native American, Islam, Pagan and Buddhist URGs.
- Creation of an outdoor Pagan circle and alter area to facilitate monthly Pagan worship.
- Provides individual counseling on a regular basis.
- Involved in holiday activities including: Prison Fellowship's Angel Tree, Salvation Army's Toy Project, and the Holiday Food Program.
- Provided inmates in the Infirmary, Palliative Care and RHU with devotions; assisted with memorial services for Palliative Care inmates; administered last rites to inmates on death bed watch; and presided over funeral services.
- Developed two religious resource hours for all religious groups to allow inmates to access the chapel library, participate in study time and to view religious videos.
- Lost two Imams as volunteers and implemented the streaming of Jumah from FLCI.

The chapel was greatly impacted in the last quarter of the fiscal year by restrictions put in place due to COVID-19 precautions that needed to be implemented. Volunteers were suspended from entering DAI facilities, so the chaplains had to supervise, or in some cases, lead religious studies and services. The chapel needed to reduce all activities in the area to only ten inmates at a time and was only able to offer worship services daily with two resource hours for URGs that did not have a worship service. In addition, the choirs had to be suspended during this period of time to meet the guidelines regarding inmate numbers in the chapel. Precautions such as social distancing, regular cleaning of the chapel between activities was done by both chapel workers and the chaplains.

### Chapel Activities

- |  |                               |                                  |
|--|-------------------------------|----------------------------------|
| ➤ Baptisms                             | ➤ Islamic Worship Service     | ➤ Spanish Bible Study            |
| ➤ Buddhist Worship Service             | ➤ Native American Sweat Lodge | ➤ Spanish Catholic Mass          |
| ➤ Catholic Worship Service             | ➤ Pagan Worship Service       | ➤ Spanish Catholic Servers/Choir |
| ➤ Catholic Bible Study                 | ➤ Pastoral INMATE Counseling  |                                  |
| ➤ Catholic Servers/Choir               | ➤ Pastoral Care Visits        |                                  |
| ➤ Funerals                             | ➤ Protestant Service          |                                  |
| ➤ Various Protestant URG Bible Studies | ➤ DCI Choir                   |                                  |

## RECREATION

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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. In March 2020 through the end of the fiscal year and after, the COVID-19 pandemic forced recreation activities and attendance to be reduced to assist in the prevention of the transmission of the virus. Inmate numbers in the gym and weight lifting rooms were reduced to allow the continual cleaning of the area and equipment. Recreation borrowed inmate workers from other areas to assist in the ongoing cleaning and sanitation of the gym. Activities involving equipment (i.e. balls, bats, gloves, etc.) were eliminated during this time for the same reasons. Slowly, non-contact games (i.e. HORSE, dip bars, Frisbee, etc.) were incorporated back into recreation in accordance with CDC guidelines.

### **Recreation Activities**

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

In light of the precautions put in place due to COVID-19 in the last quarter of the year, the recreation schedule continued to change as different units were placed in and removed from quarantine status. This cause the number of recreation periods to both increase and decrease week to week.

### **Inmate Attendance**

Gymnasium = 90,000 inmates

Outside recreation = 100,000 inmates

Indoor recreation (weight room) = 350 to 500 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 the Badger Honor Flight Golf Outing, DCI Hospice Program and the Salvation Army. Every year donations are solicited to the community for yarn; however, donations have been down. The institution continues to purchase yarn for use in community service projects by using funds created by inmate-generated revenue.

### **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 20,000 items. This includes fiction and nonfiction, 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 six computers which provide inmates access to the LexisNexis database. There is an inmate clerk available to assist with legal research. The Library has two 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 inmate.

Notable donations to our Library this year have come from inmates and DCI staff, as well as ongoing monthly donations from St. Vincent's of Beaver Dam, the West Bend, Horicon, Brownsville, Randolph, and Fox Lake libraries. Our library also acquired the entirety of Lowell Public Library's catalog, which was worth about \$26,000.00, after their closure.

### **Highlights of Library Services in FY20**

- Successfully transitioned from Lexis Nexis to West Law legal research software.
- Weeded and acquired hundreds of new library items in order to maintain a contemporary and relevant collection.
- Assembled and delivered carts containing 1,434 books, 286 magazines and 227 newspaper to units who are have been unable to attend library due to quarantining for COVID-19.
- Due to COVID-19 precautions, library attendance has been capped at 10 inmates per regular library period and 5 inmates per law library period.

### **Library/Law Library Usage Statistics**

Approximately 188,000 checkouts.

Approximately 22,000 inmates used general Library.

Approximately 8,000 inmates used Law Library.

Approximately 30,000 inmates used library services.

## ***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 4,842 meals per day; 1,767,330 meals a year. 27,240 pounds of cheese, 27,360 pounds of pasta, 145,800 pounds of potatoes, 35,760 pounds of ground turkey, 3,246 gallons of salad dressing (mayonnaise), and 10,215 dozen fresh eggs were served during FY20. Food Service prepares approximately 108 various medically prescribed and religious diets. DCI has three gardens and grows a variety of vegetables. The department processed approximately 3,430 pounds of garden vegetables in FY20; this has reduced the purchasing of some vegetables and canned tomato products.

# 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 Infirmery healthcare staff.

- Completed 5,921 physical exams.
- Completed over 88,141 healthcare appointments and sick calls (MD, NP, PA, and RN).
- Completed 15,617 optometry appointments, this includes initial screening, optical exam, and any optical follow up.
- Performed 1,047 x-rays and ultrasounds.
- Total off-site specialty clinic visits = 601
- Total number of dental visits = 7,193
- Dental exams and treatments = 5,628
- Dental cleanings/hygiene = 810
- DCI Oral Surgeon Clinic appointments = 559
- Dental panorex x-rays taken = 5,651
- Dental bitewing x-rays taken = 22,472

## 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 19 patients this last fiscal year, preformed 533 hemodialysis treatments and provided direct care, education and monitoring for 3 Peritoneal Dialysis patients at FLCI. Peritoneal Dialysis is performed by inmate patients on the housing unit each day. The Dialysis team collaborates with UW Transplant to complete evaluations for renal transplants. This has been one of the few years that we did not have any dialysis patients receive a kidney transplant but we do have one that will be starting the evaluation process and the Dialysis team is continuing to provide monitoring and education for a patient that received his transplant 16 months ago. 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.

Last fall, members of the Dialysis team were selected as speakers to present on the topic of Correctional Dialysis at the National Coalition of Health Care Professionals National Convention. 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.

## Infirmery Unit

The DCI Infirmery 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 Infirmery 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:     | 48.54 | Discharged to DOC:          | 120 |
| Admissions—male:          | 146   | Non-palliative care deaths: | 0   |
| Palliative care patients: | 3.33  | Palliative care deaths:     | 20  |

## ***PSYCHOLOGICAL SERVICES UNIT***

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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 5,281 men.
- Completed approximately 4 full evaluations to determine treatment and placements needs.
- Completed 55 referrals for mental/emotional stability and need for special placement and treatment.
- Completed approximately 1 Gender Dysphoria evaluations.
- Completed approximately 110 WSPF evaluations to determine appropriateness for WSPF placement.
- Completed approximately 512 evaluations to determine appropriateness for minimum custody placement.
- Completed 162 Mental Health Summary for Interstate Compact requests.
- Completed 6 Independent Living Assessments.
- Reviewed 207 county Jail reports – 56 required clinical follow-up.
- Reviewed 797 files for appropriateness for transfer to county jail contract beds.
- Reviewed 337 files for appropriateness for transfer to PDCI.
- Reviewed 7 files for appropriateness for Dual Diagnosis AODA programming.
- Reviewed 18 files for Mental Health Pre-Release Summary.
- Provided ongoing clinical monitoring for roughly 660 inmates (with 95 on high monitoring) at any one given time.
- Request for crisis intervention averaged 32 per day; 6545 for the year.
- Placed approximately 207 inmates in observation and 34 in restraints.
- Placed approximately 170 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 55 cell-side contacts per week.
- Involved in 2 guardianship processes and 1 POA processes.
- Provided supervision for 2 Psychologist interns. This involves at least one hour of 1:1 supervision per week.
- Dispersed 105 records to appropriate parties after proper release of information was obtained.
- Scheduled 36 court-ordered and Social Security Disability evaluations for outside Psychologists.
- DCI PSU also provides mental health services to individuals at JBCC. This involves approximately 8 hours per week at JBCC.

### **Sex Offender Assessment Program (SOAP)**

- Performed 529 full SOAP assessments. Performed 582 SOAP's needing brief assessments. Completed 19 reviews for visiting list approvals/denials. 332 SOAP's 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), and 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***

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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 those housed at DCI and enhance social functioning by assessing criminogenic needs and creating comprehensive case plans.

DCI has two General Population (GP) Social Workers, two Release Social Workers, and one Infirmity Social Worker. DCI also has an LTE Social Worker who assists with release planning for inmates housed at contracted county jails. During part of the fiscal year, DCI also had a Treatment Specialist that was tasked with completing Substance Use Disorder (SUD) assessments with inmates as part of the initial classification process.

- Offered Alcoholics Anonymous (AA) programming for those in A&E and GP status. Weekly meetings are held with approximately 25 inmates attending.
- GP Social Workers completed 33 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), Employment (EMP) were offered.
- Offered one cycle of Anger Control Training & Social Skills and one cycle of Thinking for a Change.
- Provided case management and release planning to those housed in contracted county jails.
- GP Social Workers completed approximately 300 reclassification reports and case plans.
- Coordinated 9 tours of DCI for community partners, students, and DOC staff.
- Reception Social Workers release planned with approximately 380 inmates who either released from DCI or were transferred from DCI prior to their release to the community.
- Provided victim services to inmates who reported a PREA incident.
- Processed nearly 80 special and/or extended visits.
- Treatment Specialist completed over 1,100 TAA-5 (SUD) assessments.
- Social Workers and Social Services Director attended the Multi-Disciplinary Meeting on a rotating basis.
- Instituted a process for visiting questionnaire reviews mindful of best practices as it relates to Trauma Informed Care.
- Facilitated internship and job shadowing opportunities to criminal justice majors from Moraine Park Technical College.

## ***RESTORATIVE JUSTICE/COMMUNITY SERVICES***

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- 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.
- Fundraising efforts were coordinated to benefit local charities. A total of \$763.81 was raised through the sale of BBQ sandwiches and pizza. Staff and inmates were able to participate in fundraisers by ordering from Dominos and a locally owned BBQ restaurant. Funds raised were provided to the Convergence Resource Center and CARE-Dodge County.
- In December, DCI held a Full Volunteer Orientation for program volunteers and pastoral visitors.
- Random Acts of Kindness Week was observed February 17-23<sup>rd</sup>. Staff were 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.



- National Crime Victims' Rights Week was observed April 19-25<sup>th</sup>. Inmates participated in projects related to 2020's theme; *Seek Justice, Ensure Victims' Rights, Inspire Hope*. Inmates were provided resources and invited to write an apology letter. Social Workers were available to provide feedback and review the letters.
- Volunteer Appreciation Week was observed April 19-25<sup>th</sup>. To express our gratitude to those who donated their talent and time to inmates at DCI, we provided certificates, letters of appreciation, and themed bookmarks.
- Trauma Informed Care (TIC) Month was observed during the month of May. Staff were encouraged to complete TIC trainings through Cornerstone. Once they submitted, all of their training certificates they were eligible for a random drawing. Staff and inmates were also encouraged to participate in a wellness challenge.
- The Trauma Informed Care Committee also placed a garden outside of Central Control to foster employee wellness.
- Domestic Violence Awareness Month was observed in October. Staff collected needed items for the Solutions Center, a domestic violence shelter in Fond du Lac.

## ***SUPPORT SERVICES UNIT***

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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:

- Processed visitor questionnaires and maintained the visiting lists for inmates in general population.
- Collected and distributed mail for the Social Services Department.
- Completed meeting minutes for the monthly Social & Support Services Meeting.
- Maintained the DAI Volunteer Database and Volunteer Folder for DCI volunteers. Support Services ensured that all volunteers on our standing memo and new/incoming volunteers are in compliance with orientations and fingerprints.
- Processed and scheduled pastoral visits.
- Managed the Alcoholics Anonymous waiting list and tracked participation.
- Planned and coordinated institution fundraisers.
- Created the Weekly Bulletin.
- Maintained a supply of forms for housing units and departments.
- Tracks and processes vital documents applications for inmates releasing within 4-6 months.
- Provided case management assistance to Social Workers related to those housed at our contracted County Jail.
- Posted job changes for inmates and ensured appropriate paperwork was routed.
- Assisted with tours.
- Provided 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
- Completed background checks on volunteers, visitors, professional visitors and tour groups.
- Developed and maintained a quarantine tracker for inmates. Tracks all quarantined units and inmates moving in, out, & around DCI.
- Created personal development activity packets for inmates to request for in-cell activities during COVID.

## ***BUSINESS OFFICE***

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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 inmates' trust accounts. Canteen, warehouse, and laundry operations are overseen by the Business Office.

- Purchasing staff processed approximately 74 contract and special purchase orders to vendors and processed nearly 1,500 purchasing card transactions.
- Accounts payable staff processed 1,629 DCI invoices; 82 canteen invoices; and 2,095 employee travel transactions.
- Staff processed electronic deposit transactions totaling \$2,408,382.76. In addition, staff processed the bi-weekly inmate payroll of \$310,855.25 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. 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.

## ***MAINTENANCE***

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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:

- Hired new maintenance supervisor.
- Completed camera project.
- Food-Service: Purchased and installed Pots/Pans machine in Main Kitchen. Food Service cooler rebuilds.
- Completed half of the Barracks Project.
- Started project for complete chiller replacement.
- Installed additional Wi-Fi heads throughout facility.
- Continually creating office space throughout facility.
- Perimeter lighting repairs and LED upgrades.
- Unit 25 Window replacement complete.
- Started project for Barracks Sprinkler system.
- Repaired leak in hydronic line to X-Building.
- Repaired underground domestic water line leak from C.G.P.
- Purchased new Zero-Turn Mower and new Bat-Wing Mower.
- Updated computer switches.
- Installed video visitation in visiting room.

## ACRONYMS

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| AA       | Alcoholics Anonymous   |
| ADA      | Americans with Disabilities Act                                      |
| AODA     | Alcohol and Other Drug Abuse   |
| BOCM     | Bureau of Classification and Movement                                |
| BTM      | Bureau of Technology Management                                      |
| CBP      | Cognitive Behavior Programming                                       |
| CDC      | Center of Disease Control  |
| CGP      | Central Generating Plant   |
| CIB      | Crime Information Bureau   |
| CLS      | Copper Lake School (Female Juvenile Institution)                     |
| CNT      | Crisis Negotiations Team   |
| COMPAS   | Correctional Offender Management Profiling for Alternative Solutions |
| COVID-19 | Corona Virus Disease   |
| 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   |
| EMP      | Electronic Monitoring Program  |
| ERU      | Emergency Response Unit  |
| FLCI     | Fox Lake Correctional Institution                                    |
| FY       | Fiscal Year  |
| GP       | General Population   |
| JBCC     | John Burke Correctional Center                                       |
| LED      | Light-Emitting Diode   |
| LEP      | Limited English Proficiency  |
| LHS      | Lincoln Hills School (Juvenile Male Institution)                     |
| MD       | Doctor of Medicine   |
| NP       | Nurse Practitioner   |
| OCI      | Oshkosh Correctional Institution                                     |
| PA       | Physician's Assistant  |
| PDCI     | Prairie de Chein Correctional Institution                            |
| POA      | Power of Attorney  |
| POSC     | Principles of Subject Control  |
| PREA     | Prison Rape Elimination Act  |
| PSU      | Psychological Services Unit  |
| RN       | Registered Nurse   |
| RH       | Restrictive Housing  |
| SMU      | Special Management Unit  |
| SOAP     | Sex Offender Assessment Program                                      |
| STG      | Security Threat Group  |
| SUD      | Substance Use Disorder   |
| TIC      | Trauma Informed Care   |
| URG      | Umbrella Religion Group  |
| UW       | University of Wisconsin  |
| WCI      | Waupun Correctional Institution                                      |
| WICS     | Wisconsin Integrated Corrections System                              |
| WSPF     | Wisconsin Secure Program Facility                                    |