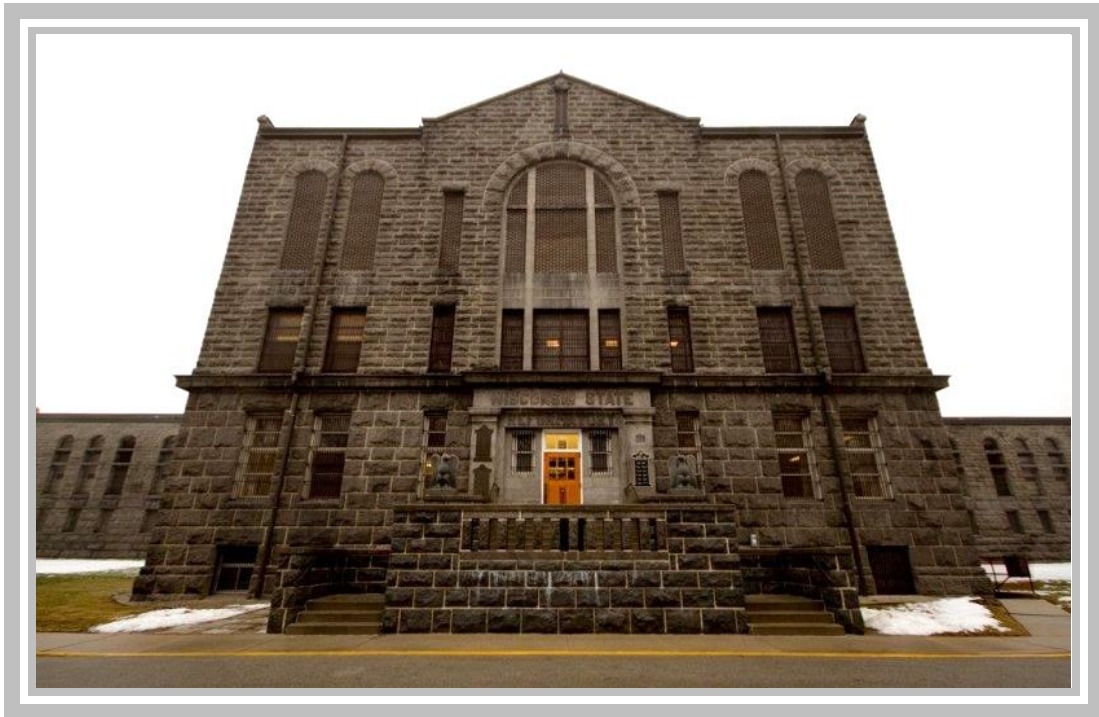


**GREEN BAY**  
**CORRECTIONAL INSTITUTION**

**Annual Report**  
**Fiscal Year 2020**



**Wisconsin Department of Corrections**  
**Division of Adult Institutions**

**Dylon Radtke, Warden**

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## **Message from the Warden**

Welcome to Green Bay Correctional Institution's Annual Report for the 2020 Fiscal Year. The annual report is a good reflection on the many opportunities offered to the individuals in our care, and we hope this shares both our enthusiasm as a part of the community as well as our efforts from 2019.

In 2020 GBCI was impacted, as were all facets of Wisconsin, by the introduction of the Coronavirus more commonly known as Covid-19. GBCI acted in concert with local, state, and federal guidelines while responding. GBCI staff took a pro-active stance in taking precautionary measures to reduce the risk of exposure to both staff and the individuals in our care, and focused on both the health and wellbeing of all within the institution as well as within our community. We are thankful for the diligent efforts of staff and the cooperation of individuals residing within GBCI, without them the steps taken would likely not have been successful.

Since opening in August of 1898 Green Bay Correctional Institution has worked to maintain safe institution operations to protect the public, protect staff, and protect the men in our charge. We continuously work to be a good neighbor with our surrounding communities, and have over time developed strong relationships with our community partners and stakeholders. We also recognize many of the men in our care will one day release to the community, and our mission includes providing opportunities for positive change and eventually a successful reintegration into the community.

It is important to recognize any success GBCI has is based on one thing, our team of dedicated, knowledgeable, and hardworking staff. It is only through their efforts the achievements and successes found in these pages are possible. With any large organization there are many changes, GBCI staff's ability to adapt to these changes, remain open to new ideas, and maintain safe operations while demonstrating a high level of professionalism provides the foundation of every new initiative. It is through these initiatives we are able to provide the many opportunities for positive change for the men in our care.

GBCI staff will continue to build positive relationships and community ties as we move into the New Year to better serve the citizens of Wisconsin, and we look forward to another rewarding year in the Brown County Community.

Dylon Radtke, Warden

## **Purpose Statement**

Green Bay Correctional Institution strives to ensure the safety of the public, staff, and offenders by operating a safe, secure and humane institution. The institution provides offenders with opportunities to participate in meaningful programs and activities to increase successful reintegration into the community by preparing and guiding offenders in making necessary life changes, as well as helping with resources for essential reentry into society.

## **History of Green Bay Correctional Institution**

The Green Bay Correctional Institution is a maximum-security correctional institution that is administered by the Department of Corrections, Division of Adult Institutions. It is centrally located in Brown County between Green Bay, De Pere and the Fox and East Rivers.

In 1897, the Wisconsin Legislature approved \$75,000 for construction of a state reformatory for male offenders ranging in age from 17-30 years old. An old, brick bicycle factory and 198 acres were purchased, then named the Wisconsin State Reformatory (WSR), which first housed eight inmates, transferring from Waupun Correctional Institution on August 31, 1898.

Prison construction occurred in the next two decades: North Cell Hall from 1898-1904; South Cell Hall and Administration Building from 1915-1922; and a wooden fence by 1916 for the main compound, which was replaced seven years later by the 22-foot concrete wall that still stands today. These new facilities would serve a population of more than 800 PIOC.

In order to alleviate overcrowding in 1932, the State Legislature altered the age requirements for offenders housed at WSR to 16-25 years. In 1972, WSR became a maximum-security prison for adult males. The name was changed to Green Bay Correctional Institution on July 1, 1979.

The majority of the now 29-acre grounds are contained within the perimeter walls. GBCI's current population of just over 1,090 offenders is housed in the two original 294-bed cell halls, one dormitory unit, a mainstream unit, and a restrictive housing unit. The facility also includes a kitchen; two dining rooms; a power plant; textile facilities; academic and vocational education; health services; a chapel; psychological and social services; maintenance facilities; indoor and outdoor recreation facilities; a shower building; a visiting room; and administrative offices.

## **Institution Facts**

- GBCI opened: August 31, 1898
- Security level: Maximum - male
- Operating capacity: 749
- Average daily population: 1,059
- Uniform staff: 253
- Non-uniform staff: 138
- PIOC to Staff ratio: 3:1
- Number of acres: 29
- Inmate restitution: \$169,184.67
- Annual Operating Budget \$38,895,448.55

## **Unit Management**

The Unit Management system of supervision was initiated at Green Bay Correctional Institution in January of 2017. GBCI is divided into three general population areas for supervision; the North Cell hall, South Cell hall, and Dorm A\MU\TU\Step Unit to be supervised by one of the three corrections program supervisors.

Unit management is an approach to PIOC management in which the total PIOC population of an institution is subdivided into smaller groups, which operate semi-autonomously. Through unit management, inmates are housed in decentralized units and managed by a familiar core team, with whom they communicate and interact with daily. This increased communication and interaction between staff and PIOC allows staff to proactively address PIOC concerns, and to better familiarize themselves with the PIOC assigned to their living areas. Assigned staff to each unit include at a minimum, a unit manager, correctional sergeants and officers, and social workers. Through unit management, PIOC live among and participate in activities with PIOC housed within the same unit. Together, they function in a micro-community, where they are provided with a range of services and programs, perform assigned jobs and develop a rapport with a dedicated unit team, who help ensure proper and responsive care.

Unit management is equally as advantageous for staff as it is for PIOC. Communication between unit staff and administration is greatly increased, as frequent interactions with the unit manager regarding daily activities takes place on a consistent basis. The gap between line staff and administration greatly decreases, as the unit manager provides a link between staff who work regularly with the PIOC, and staff who are charged with making executive decisions regarding the institution. Unit management also allows for a singular point of contact for other areas of the institution when there is question or concern regarding PIOC, and allows for a faster, more consistent response.

## **Education**

Adult Basic Education (ABE) program consists of the following:

1. High School Equivalency Diploma (HSED) preparation for those student/PIOC who score at an NRS level 3 and above on the TABE. This instruction includes Mathematics, Social Studies, Science, Literature, Health, Civics, Employability Skills, and Career Awareness.
2. Vocational Course/Program offerings include instruction leading to vocational technical college Diplomas/certificates through Northeast Wisconsin Technical College (NWTC). Diplomas or certificate programs are offered in the following areas: Barber/Cosmetology, Wood Tech/Cabinetry, Masonry, Office Assistant Program, and related courses in Math, Communications and Computer Literacy. In order to be considered for enrollment in these programs, the student PIOC must have completed his high school education successfully and scored at an 8.0 or better grade level on the TABE in Math and Communications.

Enrollment: Many students are enrolled in more than one level of classes due to differing scores and abilities in Math and/or Reading. Student enrollment statistics are below:

Graduates and Program Completions: Our school had many students show achievement in small steps and also in total program completions:

1+ HSED Exam Tests passed (Entire set not completed).....	170	Barber/Cosmetology.....	3
Completed HSED-Diplomas.....	32	Masonry .....	9
Financial Lit.....	0	Office Assistant .....	3
Barber/Cos. State Boards.....	4	Computer Literacy.....	7
		Wood Tech/Cabinet Making .....	5

### **Additional Programs**

1. English as a Second Language Program (ESL)
2. Wisconsin Institutions Literacy Council Program (WILC).
3. Teaching Respect, Educating Kids (TREK)
4. Re-Entry (Available in the Library)
5. Financial Literacy

### **Additional Community Projects**

GBCI was again involved in community service through the following projects undertaken by students enrolled in vocational education programs: 1) Masonry students made and painted numerous concrete birdbaths, planters and military stepping stones which were donated to civic organizations and institutional fundraising efforts. 2) Wood Tech students made and finished projects such as jewelry boxes, wooden toys, and wall shelves all donated to non-profit groups. Proceeds from all items made in these vocational programs went towards supporting non-profit entities. 3) In addition, approximately 20 PIOC had their hair cut by the Barber/Cosmetology students and donated it to Locks of Love.

### **Treatment Services**

Under the leadership of three Corrections Program Supervisors, a staff of six general population Social Workers and one restricted status housing Social Worker provide overall case management and treatment programming to the PIOC population. Case management provides basic direction regarding institutional programming and adjustment during an PIOC's incarceration along with more specific duties, such as Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) assessment, Unified Case Planning, parole planning, special placement needs, marriage screening, coordinating release/reentry planning including interstate placements, and working with the DCC field staff to set up approved placements and functioning as focal point of the Re-entry Program.

Casework counseling provides basic personal and emotional counseling revolving around a PIOC incarceration including daily living problems, family problems, marital problems, and assessing more specific program and treatment needs, which may entail referral to Psychological Services or recommendation for transfer to other facilities for specific treatment programming. Social Workers also provide Thinking for a Change, Anger Control, Domestic Violence, and Social Skills programming groups on a continual year round basis.

A general population Social Worker is assigned to the Mainstream Unit to work with PIOC in the special management unit. Basic coping skills and education are the focus of this unit and the Social Worker is an integral part of a team approach to manage this population of PIOC who need closer guidance to cope with prison incarceration.

In the past, one general population Social Worker had been assigned a caseload exclusively consisting of all PIOC who are approximately within one year from release. During this past year, we have now transitioned this release specific caseload to all general population Social Workers. Social Work staff assist PIOC in acquiring State of Wisconsin identification cards, vital documents, Badger Care calls, and referrals to various community resources. Several community-based programs such as Opening Avenues to Reentry Success (OARS), Disabled Offenders Economic Security Project (DOES) and the Community Corrections Employment Program (CCEP) have been enacted to work with soon to be released inmates in an effort to transition them successfully into the community.

Job/Reentry Fair GBCI holds an annual job/reentry fair for inmates preparing to reenter the community. General population PIOC who release within one year past the designated job fair date are invited to attend. A multidisciplinary committee of staff coordinates vendors, monitor workshops, and mentor PIOC throughout the duration of this event. PIOC are interviewed, oriented, and required to complete the employment reentry module, as well as attend all preparation workshops facilitated by the Wisconsin Department of Workforce Development (DWD) and Northeast Wisconsin Technical College (NWTC) prior to attending this event.

Alcoholics Anonymous (AA) is a voluntary support group who shares their experience, strength, and hope with each other that they may resolve their common problem and help others to recover from alcoholism. AA is not allied with any sect, denomination, politics, organization, or institution. The primary purpose is to stay sober and to help other alcoholics achieve sobriety. Area community AA members volunteer their services to the institution's group. The group consists of 15-20 PIOC under the supervision of a Social Worker. The group meets weekly and has been on-going for over five decades.

Narcotics Anonymous (NA) Group is modeled after the AA 12-step program, this voluntary support program meets twice a month with up to three NA volunteers in each session along with one staff supervisor (Social Worker). The goal of the group is for the participants to maintain sobriety through a system of support and education.

Self-Management and Recovery Training (SMART). This voluntary program assists PIOC to gain recovery skills for all types of addictive behaviors, including: alcoholism, substance abuse, gambling addiction, and addiction to other substances and activities. The SMART Recovery Program offers tools and techniques for each program point: building and maintaining motivation, coping with urges, managing thoughts, feelings and behaviors, and living a balanced life. The group consists of 15-20 PIOC under the supervision of a Social Worker.

Community Corrections Employment Program (CCEP) The CCEP Work Experience Program provides real-world experience in a job setting to prepare participants to move into permanent employment. The program offers participants an opportunity to obtain hands-on job experience, create a work history, generate positive work references, and receive an immediate, basic income.

Opening Avenues to Reentry Success (OARS) Community case managers work closely with the PIOC, facility staff, and the agent to develop an individualized case plan and prepare for transition to the community. After release, The OARS program can provide participants assistance with obtaining and maintaining safe and affordable housing. Case managers work closely with community providers to develop access to quality psychiatric care and medications. The OARS team also works toward healthy and meaningful structured activities, including educational programs and employment.

Disabled Offenders Economic Security Project (DOES) is sponsored through the Department of Corrections' Becky Young Reentry Initiative. An Attorney Benefits Specialist from Legal Action of Wisconsin (LAW), Inc., assists PIOC with serious medical and mental health problems as they plan for their community release. This legal representative meets face-to-face with high risk PIOC prior to their release to determine SSI/SSDI benefit eligibility.

Circles of Support Program A representative assists PIOC that are released in and around the Green Bay area with issues of employment and treatment needs. This program is sponsored by Goodwill of North Central Wisconsin.

Veterans Group The Veterans Group meets on a monthly rotation and is geared to provide education and support to all GBCI incarcerated veterans. The Green Bay Veteran Service Officer from the Job Services Center is available for consult and attends groups upon request. Veterans can write to Social Services for more information regarding benefits and opportunities and information is available in the prison library for their review and reference.

Sesame Street Project is coordinated by a Social Worker and provides information to parents and caregivers of children whose father is incarcerated. This program is designed to lessen the trauma on the children in their coping with having a father in the Wisconsin Prison System. Informational packets (kits) are provided to any and all interested adults in the Visiting Room at GBCI.

Chapel Services Two Chaplains provide religious services for 8 umbrella religious groups. In addition to weekly services and special religious programming, the Chaplains provide crisis intervention services as well as support programming for PIOC, as needed. Outside volunteers provide a myriad of programming for various religious affiliations.

Angel Tree Program is facilitated by a Chaplain. This program provides gifts for hundreds of children of incarcerated inmates. This popular program continues to draw larger numbers of inmates' children each year.

Anger Control (AM) Green Bay Correctional Institution Social Workers facilitate Anger Control programming. This cognitive behavioral intervention program consists of 20 sessions, delivered in a closed group. This program targets criminogenic needs with clients assessed as high or moderate risk on the COMPAS assessment tool. Anger Control helps participants improve social skill competence and moral reasoning, better manage anger, and reduce aggressive behavior and ultimately reduce recidivism. Program techniques are designed to teach participants how to control their angry impulses and take perspectives other than their own. Social Skills instruction prepares group members to engage in pro-social interactions based on self-understanding and consideration of the impact of their actions on others. Problem solving skills integrates the two previous interventions to provide group members with an explicit step-by-step process for addressing challenging and stressful real life situations.

Thinking for a Change (T4C) Thinking for a Change is a cognitive behavioral intervention program



which consists of 25 lessons, delivered in a closed group. This program targets criminogenic needs with PIOC assessed as high or moderate risk on the COMPAS assessment tool. Thinking for a Change consists of three components: cognitive self-change, social skills, and problem solving skills. Cognitive self-change teaches individuals a concrete process for self-reflection aimed at uncovering antisocial thoughts, feelings, attitudes, and beliefs. Social skills instruction prepares group members to engage in pro-social interactions based on self-understanding and consideration of the impact of their actions on others. Problem solving skills integrates the two previous interventions to provide group members with an explicit step-by-step process for addressing challenging and stressful real life situations.

Domestic Violence (DV) The Domestic Violence Program is a cognitive behavioral intervention program that consists of 43 one and a half hour sessions, delivered in a closed group. This program targets criminogenic needs with clients assessed as high or moderate risk on the COMPAS assessment tool. This Domestic Violence program focuses on three components; cognitive self-change, social skills and problem solving skills. Cognitive self-change teaches individuals a concrete process for self-reflection aimed as uncovering antisocial thoughts, feelings, attitudes and beliefs. Social Skills instruction prepares group members to engage in pro-social interactions based on self-understanding and consideration of the impact of their actions on others. Problem solving skills integrates the two previous interventions to provide group members with an explicit step-by-step process for addressing challenging and stressful real life situations.

Recreation Activities Organized softball, handball and basketball provide interested PIOC an opportunity to compete in a structured programming through the direction and coordination of staff Recreation Leaders. Tournaments to include handball, iron man, horseshoes and basketball are on-going.

## **Treatment Center Units**

### **Mainstream Unit**

The Mainstream Unit (MU) is a small, 25-bed unit designed to house low functioning, vulnerable PIOC who have an education need. The unit is mostly self-contained, meaning most services are provided on the unit. The Mainstream Unit is staffed by sergeants, officers and a full-time teacher.

PIOC who reside on the Mainstream Unit are expected to participate in school and other programming which is offered. There are two PIOC tutors who are utilized to assist PIOC in their schooling efforts. MU also has a live-in tutor who resides on the unit with the PIOC, for a period not to exceed two years.

There is a Multi-Disciplinary Team which oversees the progress of PIOC housed in the Mainstream Unit. This team consists of the following: program supervisor, registered nurse, teacher, PSU staff, social worker and a representative from the unit staff. The team conducts weekly staffing with MU inmates.

Some PIOC in the Mainstream Unit have been managed with individual plans that are designed to reduce the opportunities for rule violations and thereby keeping the inmates out of Restrictive

Status. These plans have been highly successful and the PIOC remain in the Mainstream Unit.

The PIOC in the Mainstream Unit participate in voluntary community service projects which include knitting and sewing. This year, hundreds of items were donated to various charitable organizations. These items included hats, mittens, bibs, quilts, baby blankets, animal beds, duffel bags, and eyeglass cases.

### Transition Unit

The Transition Unit (TU) is utilized to house intake PIOC who have recently transferred to GBCI. The unit is also utilized to house PIOC on transition plans. A transition plan is utilized for PIOC who have spent lengthy periods of time in the Restrictive Housing Unit (RHU), so they can gradually adjust to a more open, less restrictive environment which affords more freedoms than those experienced during their time housed in the RHU.

### STEP Unit

The STEP Unit houses Disciplinary Separation (DS) 3 PIOC. DS3 PIOC have earned their way through the disciplinary separation step process by demonstrating good behavior and positive adjustment. DS3 PIOC are housed on the STEP Unit to assist them in transitioning back to general population.

## **Psychological Services**

The Psychological Services Unit (PSU) offers a variety of mental health services to all GBCI PIOC. PSU specifically focuses on the 56% (569) who have been identified as having some type of Mental Health Need. Of these, approximately 18% (112) have been identified as having some form of Serious Mental Illness or Intensive monitoring need, as defined by DOC's Mental Health Classification system (i.e. MH-2A, MH-2B and ID). Services provided by PSU staff include: Individual and Group therapy, Psychological testing, Psychiatric referral, Crisis intervention, and 24-hour on-call services for mental health emergencies. PSU is also involved in referral to specialized treatment facilities [e.g., Wisconsin Resource Center (WRC), OSCI, TTC or CCI SMU as needed. PSU provides a variety of services within the Restrictive Housing Unit (RHU) involving rounds and provision of services to, and periodic monitoring of, all PIOC on the identified mental health caseload, as well as contacts on requests for those not identified. Other essential functions handled by PSU staff include providing copies of records in response to appropriate requests by treatment providers and internal (DCC) and outside agencies (e.g., Social Security Disability Determination Bureau), scheduling and monitoring file review appointments in response to PIOC requests, and providing training on mental health issues, such as Suicide prevention or Stress Management, to institution staff.

The 2019 fiscal year has continued a focus across DOC on Restrictive Housing Units (RHU), with particular attention toward concerns about mental health functioning among those housed in such units. If a PIOC who is identified as having a Serious Mental Illness or condition receives a major conduct report, PSU staff conducts an assessment to determine whether mental health concerns should be considered as mitigating factors in the Conduct Report. In addition, if a PIOC with a serious mental health condition will be remaining in restrictive housing for more than 60 days, a Behavior Management Plan (BMP) is written, which may follow that PIOC to General Population. The BMP can include input from Security, Social Services, Health Services, Education and PSU.

Suicide prevention and Crisis Intervention are core tasks for PSU clinicians. Given the unique features of the GBCI PIOC population, including a high proportion of late adolescent/early adult males, many with poor coping skills and with lengthy prison sentences, GBCI experiences a large number of episodes of disruptive and/or self-injurious behavior. Historically, this is reflected in the high number of Observation placements that occur each year due to self-injurious behavior, suicide attempts and threats of self-harm. Fiscal year 20 had a relatively normal year with 375 Observation placements. Placements can vary from 300 to as many as 500 depending on year. In the provision of such placements, PSU staff provide an initial assessment of self-harm risk, monitor this risk by making individual contact with each PIOC in Observation status each working day, and conduct a minimum of two follow-up risk assessment contacts within the week immediately following release from Observation status. Average lengths of stay in Observation are variable, lasting anywhere from 2 days to over two weeks.

PSU staff at GBCI are often faced with PIOC whose mental health treatment needs exceed our resources. As a result, PSU strives to maintain a close working relationship with the Wisconsin Resource Center (WRC). In FY 20 we referred about 22 PIOC to WRC. As staff time allows, GBCI PSU staff participate in monthly meetings at WRC, in which treatment progress and potential referrals are discussed. In addition, GBCI PSU participate in an 'Outreach' program with WRC staff. This involves WRC staff making visits to GBCI to meet with PIOC who have returned to GBCI from WRC with the purpose of monitoring their adjustment and progress, and encouraging continuity of care.

PSU staff also conduct an intake interview, and file reviews of each PIOC who enters GBCI with an identified mental health need. In a typical year this amounts to close to 300 intake assessments in general population, with an additional 50-100 intake assessments occurring in the Restrictive Housing Unit when inmates transfer from another institution directly to GBCI's RHU. Each Seriously Mentally Ill or ID identified PIOC who goes to RHU must be seen within one business day, whether sent as transfer within or without the institution.

## **Security**

Security is responsible to maintain order and discipline at the institution. Other critical programs and services would not be offered to the inmates without the security services provided by the uniformed staff. In addition to security staff providing a safe, secure, and humane place for rehabilitation, security staff ensure it is a safe place for the non-uniformed staff to work. Only through the cooperative efforts of security and non-security staff, is GBCI able to achieve our mission and keep everyone safe.

GBCI employs 253 uniformed staff. Officers are supervised by 8 Lieutenants and 6 Captains. The Security Department head is called the Security Director and he is responsible for monitoring all security practices related to custody and safety.

A total of 7,359 Conduct Reports for inmate discipline were processed during the past fiscal year. Minor conduct reports: 4,064, Major conduct reports: 3,035, Dismissed: 2602.

## **Visits**

During this fiscal year, there were a total of 5,816 inmate visits and 9,661 visitors.

Maintenance Services Department FY20	
Item	When
Rebuild mechanical systems on North Sally Port outer door	Sept 2019
Dish Machine- Replaced conveyor drive motor, Replaced pump motors, Rebuilt pump, Rebuilt conveyor gear box	Oct and Nov 2019
Installed New Ice Machine North Cell Hall New Plumbing,Electrical,Drains	November 2019
Installed New Ice Machine South Cell Hall New Plumbing,Electrical,Drains	December 2019
Installed New Ice Machine Dorm A New Plumbing,Electrical,Drains	January 2020
Installed 50" TV's for Inmates in Dorm A	February 2020
Fabricated 2 New Garbage Trailers for Yard Crew	December 2019
Renovated Old Visits For New Security Suite	January 2020
Clean Sweep Of Hazardous Materials	March 2020
Maintenance Inventory & Purge Of All Extra Tools	January 2020
Assist Security with Uniform\ERU Organization	January 2020
Install RACHEL Wireless Network in Education	October 2019
Replaced Garbage Disposals in Food Service	May 2020
Upgraded Mitel Phone System	May 2020
Install Wireless EMR in Cell Halls, RHU, Treatment Center, Rotunda	October 2019
Fabricated Cargo box for New Food Truck	June 2020
Installed New Food Service Equipment. Mixers, Alto Sham, Proofer	May 2020
Video Visits for PIOC in Education (Chromebooks)	June 2020
Modified living space for BSI Workers making masks	May 2020
Started Camera Upgrade Project (1 year project)	January 2020
Replaced Air Conditioning in Phone Room	April 2020
Replaced All UPS for Cell Hall Door Controls	05/13/2020

## **Brown County Corrections Relations Board**

The Green Bay Correctional Institution, Community Corrections, and Sanger B. Powers Correctional Center maintain a joint Corrections Relations Board. Membership consists of local and state governmental officials, business leaders, and citizens. Information concerning changes or trends that are occurring within the agencies is presented, in order to keep all members informed of new or on-going issues. The members provide us with input into community issues that may have an impact on our operations.

This board had many accomplishments. Our partners in DCC have provided numerous presentations continuing to educate the community about sex offender issues. Members of our board operate community Circles of Support to provide a local support group available to assist offenders released into the Brown County community. The members of this board have been involved in educating Brown County on community issues as well as correctional ones.

### **Mission Statement**

The purpose of the Brown County Corrections Relations Board is to review information and generate recommendations regarding program developments and practices for offenders that advance community safety.

This Board will strive to:

1. Enhance individual offenders' knowledge of and access to resources to allow successful reintegration into the community.
2. Develop continuity of supportive services for offenders, and those on community supervision to promote success within the community.
3. Create opportunities for restorative justice for victims and offenders.
4. Develop collaborations with community partners to build a strong network of service providers.
5. Provide information and education to community members to enhance understanding of issues.

## **Americans with Disabilities Act**

The Americans with Disabilities Act (ADA) applies to staff, offenders, and visitors to GBCI. The institution has a primary ADA Coordinator and a back-up ADA Coordinator. We work diligently to ensure fair and equitable treatment of inmates and members of the public with disabilities who seek access to DAI services, programs or activities.

Green Bay Correctional Institution has made reasonable accommodations for both PIOC and visiting members of the public under the auspices of the Americans with Disabilities Act. Some accommodations provided include but are not limited to: interpreters, vibrating alarm clocks for inmates who are deaf, TTY relay phone services, video-phone, and large print literature.

Requests by inmates for Americans with Disabilities Act qualification are processed in a timely manner. Upon receipt of a request for an ADA accommodation, the ADA Coordinator investigates and/or validates the information provided after thorough evaluation with qualified experts. Accommodations are then made as appropriate.

## Records Office

The GBCI Records Office is responsible for the maintenance of accurate PIOC records involving lawful custody and release of PIOC as directed by the Wisconsin Statutes, Department policy, and court rulings. This includes management of inmate legal and social service files, coordination of Parole Commission hearings, facilitation of release, transfer and admission data; processing, calculating and updating of new sentence information; facilitation of court pick-ups, and scheduling of attorney visits and phone calls. In addition, the Records Office processes interstate and intrastate detainer requests, assists with PIOC requests for speedy disposition of warrants and detainers, service of process, verification of time served, and provides back-up notary service to PIOC and staff. In addition, staff also maintains the Visiting List computer files. The Records Office consists of four staff members and is located in the Treatment Center, Second Floor.

Statistical data for the PIOC population is listed below:

Type of Offenses		
Violent Offense	954	(89.7%)
Property Offense	59	(5.6%)
Drug Offense	28	(2.6%)
Public Order Offense	22	(2.1%)

Movement-Transfers	
Transfers In	323
Transfers Out	205
Releases	172
Deaths	2
Total	702

Race/Ethnicity		Age			
White	371 (34.8%)	19 <	25 (2.3%)	45 – 49	78 (7.3%)
Black	645 (60.5%)	20 – 24	182 (17.1%)	50 – 54	53 (5.0%)
American Indian	44 (4.1%)	25 – 29	216 (20.3%)	55 – 59	40 (3.8%)
Asian	6 (0.6%)	30 – 34	177 (16.6%)	60 – 64	21 (2.0%)
Hispanic	112 (6.1%)	35 – 39	167 (15.7%)	65 & over	14 (1.3%)
		40 - 44	93 (8.7%)	Average Age 34.7 yrs.	

Inmate Monthly Population			
2019		2020	
July	1070	January	1079
August	1071	February	1063
September	1066	March	1064
October	1050	April	1056
November	1052	May	1044
December	1066	June	1034

**Health Services Overview**

**Staffing:** The Health Services Unit (HSU) has scheduled on-site RN coverage 24/7 with the exception of Friday and Saturday nights. When there is not an on-site RN, there is an RN on-call. LPN staff, both permanent, agency and LTE, are on-site daily assisting with medication activities and patient care. Other medical staff members include the Health Services Director, Assistant Health Service Manager, Physician, Nurse Practitioner, Dentist, Psychiatrists, Medical Program Assistants, Dental Assistant and Dental Hygienist, who work Monday through Friday with varying hours depending on operational needs.

**Other Medical Services:** Other medical services are provided for patients via contracted health care providers or LTE staff. On-site services include the following: X-ray, Optometry, Physical Therapy, Orthotic Specialist, Pain Services, Fibroscan and Ultrasound. For specialty consultations patients are seen by local providers and, UWHC-Madison with prior authorization from the Bureau of Health Services. Urgent and emergency medical services are provided at St. Vincent’s Hospital of Green Bay and various other local providers as needed.

**Medications:** Based on a prescriber’s order, patients receive non-controlled medications, which are kept in the patients’ rooms; and controlled medications, which are administered by nursing or correctional staff four times a day (i.e., 6 a.m., noon, 3:45 p.m. and evening). Medication distribution is documented in the electronic medical record.

**Medical Monitoring:** The HSU has two private, secured rooms, which are utilized for close medical monitoring and treatment as ordered by the Advanced Care Provider. Due to staffing patterns and coverage, patients who require 24-hour hands on nursing care are transferred to the DCI Infirmary where their medical needs can be met.

<b>HSU Staffing Level</b>	
Health Services Manager Assistant Health Services Manager	Physician Nurse Practitioner (0.6 FTE)
Nurse Clinician II’s (1 - 1.0 FTE, 1 - 0.8 FTE, 1 - 0.7 FTE, 4 - 0.6 FTE and 4-LTE positions)	Licensed Practical Nurses (1-0.6 FTE, 2 - 0.5 FTE, 2-LTE positions)
Medical Program Assistant Associate (1.0 FTE)  Medical Program Assistant (1 - 0.75 FTE, 1-LTE position)	Dentist Dental Assistant Dental Hygienist
LTE Psychiatrists (32 hrs/wk)  LTE Psychiatric APNP (15 hrs/wk)	Physical Therapist (LTE)  Agency (As needed)

## HSU Statistics: Medical and Dental On-Site

Medical On-Site	No. Of Patients	% Change
Doctor/Nurse Practitioner Appointments <sup>1</sup>	3,541	+32%
Nursing Encounters <sup>2</sup>	12,225	No Change
Controlled Medications <sup>3</sup>	558	+4%
Chronic Conditions <sup>4</sup>	360	See Below
Psychiatry On-Site Appointments <sup>5</sup>	643	-69%
Psychiatry-Tele-Psychiatry <sup>5</sup>	2,694	+93%
Optometry <sup>6</sup>	315	-11%
Record Reviews <sup>7</sup>	484	-24%
<b>Dental On-Site</b>		
Dentist/Hygienist Appointments	1,561	-18%

## HSU Statistics: Treatment Off-Site

<b>Emergency Room/Admissions – Local</b>		
St. Vincent's Hospital ER/Admissions <sup>8</sup>	66	-37%
<b>Non-Emergency, Pre-scheduled Appointments</b>		
Local (Green Bay/Fox Valley Area) <sup>9</sup>	548	-7%
DCI (oral surgery) <sup>10</sup>	0	0%
UWHC-Madison: On-site Appointments <sup>11</sup>	26	-28%
UWHC-Madison: Telemedicine <sup>11</sup>	11	-73%

<sup>1</sup>Includes the number of patients seen by the Medical Doctor and Nurse Practitioner in general population and restrictive housing.

<sup>2</sup>Includes the number of patients seen by nursing staff for sick call, scheduled appointments, emergencies, or admission to GBCI.

<sup>3</sup>This category includes the number of patients prescribed a controlled medication, including medical and psychotropic, that contributes to a team effort between Health Services and Security.

<sup>4</sup>Number of patients diagnosed with at least one chronic condition (i.e., Asthma, Diabetes, Dyslipidemia, HIV, Hepatitis C, Hypertension, and Seizure Disorder). This number has been corrected to reflect the number of patients instead of number of chronic conditions.

<sup>5</sup>This is the number of patients seen by Psychiatry either on-site or via video, which is referred to as Tele-psychiatry.

<sup>6</sup>This is the number of patients seen on-site by the contracted optometrist and includes on site OCT clinics.

<sup>7</sup>This is the number of patients who review their medical records.

<sup>8</sup>The number of patients sent to the local ER, including admissions, is also maintained and available through the DOC Third Party Administrator – SkyGen.

<sup>9</sup>Local consultations, procedures and surgeries have increased access to care as well as the standard of care in a timely fashion with improved provider to provider communication and decreased transportation costs.

<sup>10</sup>Oral surgery is done on-site except in rare occasions.

<sup>11</sup>The UWHC-Madison appointments include categories of on-site appointments at the hospital and via video, which is referred to as telemedicine.



## **Offender Classification**

The Program Review Committee provides a systematic review of a PIOC custody level, program needs and placement. The full PRC committee customarily consists of the Offender Classification Specialist, a Security Supervisor, Education Director, and a Corrections Program Supervisor. The committee is charged with the responsibility to review an inmate's security classification, assignment to an institution, and treatment program needs. The committee's recommendations consider risk relative to offense and offense history, institution adjustment, sentence structure, medical needs, clinical needs, program needs and any other relevant factors. The reviews are completed according to Wisconsin Administrative Code DOC 302 and occur at intervals of no more than twelve months.

## **Inmate Complaint Review System**

### **Complaints Processed**

Returns	1180	
Decisions	<u>3459</u>	
Total complaints	4639	
Rejected	171	20.73%
Dismissed	2478	71.64%
Not Dismissed	264	7.63%
Appealed	750	21.68%
OOS Dismissed	701	93.47%
OOS Not Dismissed	47	6.27%
Reimbursed	44	
Amount Reimbursed	\$1764.19	

### **Highest Complaint Categories**

Property	17.00%
Staff	14.54%
Inmate Accounts	10.84%
Discipline	10.61%
Medical	10.44%

## **Food Service**

The Food Service Department has a staff of 9 Correctional Food Service Leaders who monitor over 85 inmate workers during the daily food preparation. The department is managed by a Food Service Administrator and Manager ensuring safety and security of staff and inmates; in addition they maintain 10 different weekly menus (to accommodate both religious and medical special diets), requisition food/supplies and monitor the overall operation of the department to ensure that meal service runs smoothly. In Fiscal Year 2020 the Food Service Department prepared and served 1,195,740 total meals. (1092 meals, 3 times a day), while maintaining a cost of \$1.17 per meal.

The menus are written to meet FDA guidelines of 2600 calories per day and are monitored by registered dietitians. Menus are becoming more heart healthy by increasing proteins and decreasing sodium throughout the 4 week menu cycle. To enhance the menu, we made special meals as directed for holidays or varied the menu selection to increase meal options and inmate interest in the upcoming menu. Examples would be lasagna, sautéed cabbage with Cajun sausage, breakfast burritos, beef stew and, baked chicken.

## **Badger State Industries (BSI)**

Bureau of Correctional Enterprises (BCE) operates within the Department of Corrections and provides PIOC with work skills, soft skills and production specific training necessary to compete in the job market upon release to the community by employing POIC to produce needed products and services. GBCI houses the BCE Textiles shop that employs 40+ POIC producing a wide range of textile products for DOC institutions.

In addition to our regular clothing and linen product lines the BCE textile shop played a role on the front lines of the Wisconsin DOC COVID-19 response by manufacturing and providing approximately 30,000 cloth masks to DOC institutions across the state.

The textile shop also provides embroidery services to a wide variety of institutions and non-profit organizations across the state of Wisconsin by embroidering over 5800 items this last fiscal year.

This last fiscal year the shop manufactured:  
75,000 knit items including t-shirts and briefs  
64,000 linen items  
34,000 detention clothing items  
10,500 mattresses and pillows

## **Volunteers**

GBCI has over 80 active volunteers that are highly valued in their contribution to helping us fulfill our commitment to assist inmates in their reentry into society. GBCI offers the following programs with the assistance of these volunteers: Book Club, Alcoholics Anonymous, Narcotics Anonymous, Pet Therapy, Religious activities and Veteran's Affairs.

## **Restorative Justice Efforts**

### Crochet/Sewing

Inmates in Mainstream Unit participate in voluntary community service projects which include knitting and sewing. This year, hundreds of items were donated to various charitable organizations. These items included hats, mittens, bibs, quilts, baby blankets, animal beds, duffel bags, and eyeglass cases.

## **SUPPORT GROUPS/MISCELLANEOUS OPPORTUNITIES AT GBCI:**

### Support groups

Alcoholics Anonymous (AA), Narcotics Anonymous (NA), and SMART, which are voluntary and do not fulfill an AODA treatment need.

### Circles of Support Program

A representative assists inmates that are released in and around the Green Bay area with issues of employment and treatment needs. This program is sponsored by Goodwill of North Central Wisconsin.

Veterans Group The Veterans Group meets on a monthly rotation and is geared to provide education and support to all GBCI incarcerated veterans. The Green Bay Veteran Service Officer from the Job Services Center is available for consult and attends groups upon request. Veterans can write to Social Services for more information regarding benefits and opportunities and information is available in the prison library for their review and reference.

Sesame Street Project is coordinated by a Social Worker and provides information to parents and caregivers of children whose father is incarcerated. This program is designed to lessen the trauma on the children in their coping with having a father in the Wisconsin Prison System. Informational packets (kits) are provided to any and all interested adults in the Visiting Room at GBCI.

Angel Tree Program is facilitated by a Chaplain. This program provides gifts for hundreds of children of incarcerated PIOC. This popular program continues to draw larger numbers of PIOC children each year.

### Re-Entry

One time group sessions for PIOC nearing their release date where they connect with a parole agent who offers general information and advice to successful completion of community supervision; and a community volunteer from BMO Harris Bank who provides financial literacy education in relationship to opening checking/savings accounts.

### Pre-Release Modules/Resources

Available in the library for inmates to complete self-paced and reentry resource materials available to assist in their release planning. The resources are specific to county of release as well as broad topic areas.

Gift of Incarceration Book Club

New participants read and discuss five self-development books over the course of 16 weeks. Previous participants can request continued participation during the same 16 week timeframe, but meet a different night.

**Primary and Backup Coordinators for Major Initiatives**

ADA.....C. Francois Ext 3389  
P. Schmidt Ext. 3474

LEP.....Vacant

COMPAS.....J. Wertel Ext3361  
J. Perttu Ext 3354

PREA..... S. Cummings Ext 3360  
J. Kind Ext 3227

## Acronyms

AA	Affirmative Action, Alcoholics Anonymous	HSED	High School Equivalency Diploma
ADA	Americans with Disabilities Act	HSU	Health Services Unit
AED	Automated External Defibrillator	HVAC	Heating/Venting/Air Conditioning
AODA	Alcohol and Other Drug Abuse	ICE	Inmate Complaint Examiner
BCE	Bureau of Correctional Enterprises	ICRS	Inmate Complaint Review System
BITS	Brief Intervention Tools	ICS	Incident Command System
BMP	Behavior Management Plan	LAW	Legal Action of Wisconsin
BOCM	Bureau of Offender Classification And Movement	LEP	Limited English Proficiency
BSI	Badger State Industries	MAR	Medication Administration Record
CCEP	Community Corrections Employment Program	MH	Mental Health
CISD	Critical Incident Stress Debriefing	MU	Mainstream Unit
CNT	Crisis Negotiation Team	NA	Narcotic Anonymous
COMPAS	Correctional Offender Management Profiling for Alternative Sanctions	NIMS	National Incident Management System
CPR	Cardiopulmonary Resuscitation	NWTC	Northeast Wisconsin Technical College
DACC	Drug Abuse Correctional Center	PIOC	Persons in Our Care
DAI	Division of Adult Institutions	POSC	Principles of Subject Control
DBT	Dialectical Behavior Therapy	PRC	Program Review Committee
DCC	Div. of Community Corrections	PREA	Prison Rape Elimination Act
DCI	Dodge Correctional Institution	PSU	Psychological Services Unit
DNA	Deoxyribonucleic Acid	RHU	Restrictive Housing Unit
DOA	Department of Administration	SPCC	Sanger Powers Correctional Center
DOC	Department of Corrections	SPED	Special Education
DOES	Disabled Offenders Economic Security	SSDI	Social Security Disability Insurance
DOT	Department of Transportation	SSI	Social Security Insurance
DUI	Driving Under the Influence	T4C	Thinking for a Change
DV	Domestic Violence	TABE	Test of Adult of Basic Education
DWD	Dept. of Workforce Development	TREK	Teaching Respect Educating Kids
DWI	Driving While Intoxicated	TTY	Teletypewriter
EAP	Employee Assistance Program	TU	Transition Unit
EOP	Emergency Operations Plan	UA	Urinalysis
ELS	English as a Second Language	UWH	University of Wisconsin Hospital
ERU	Emergency Response Unit	VWS	Victim Witness Surcharge
FY	Fiscal Year	WCA	Wisconsin Correctional Association
GBCI	Green Bay Correctional Institution	WEAC	Wisconsin Education Association Council
GED	General Education Development	WICC	Wisconsin Institution Literacy Council Program
GP	General Population	WICS	Wisconsin Integrated Corrections System
		WRC	Wisconsin Resource Center
		WSR	Wisconsin State Reformatory