

**GREEN BAY  
CORRECTIONAL INSTITUTION**

**Annual Report  
Fiscal Year 23**



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

**Christopher Stevens, Warden**

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## **Message from the Warden's Office**

Welcome to Green Bay Correctional Institution's (GBCI) annual Report for the 2023 Fiscal Year covering July 1, 2022 through June 30, 2023. This annual report highlights the many initiatives moved forward throughout the year. Some of these initiatives include education, programming and treatment services. None of this could be possible without the collaboration, communication, motivation and teamwork by all of the wonderful staff who serve GBCI.

Similar to anywhere in the world, staffing has been a challenge. By the end of this fiscal year, GBCI was at an approximate 50% vacancy rating including all non-uniform and uniform staffing positions. We have an enthusiastic recruitment team who post signage at local business, go to colleges, high schools and attend job fairs to promote the amazing job opportunities at GBCI. Nonetheless, staff show their dedication every day and are committed to providing safety, security and services to the persons in our care. These staff are devoted to uphold and move forward the Department of Corrections Core Values and the Mission and Vision statements which speak to:

- Achieving excellence in correctional practices while fostering safety for victims and communities
- Being accountable to each other and the citizens of Wisconsin
- Doing what is right – legally and morally – as demonstrated by our actions
- Expecting competence and professionalism in our communications, demeanor and appearance
- Protect the public, our staff and those in our charge
- Partner and collaborate with community service providers and other criminal justice entities
- Promote, inform and educate others about our programs and successes
- Provide opportunities for positive change and success
- Recognizing the employees as the Department of Corrections most valuable resource
- Value safety for our employees, persons in our care and the citizens we serve

Furthermore, accountability, communication, emotional intelligence and respecting each other are very important keys to success. These traits enhance the building blocks to move forward and enhances professional relationships. Our goal is for the persons in our care to go home better equipped than they came in. We suggest they take advantage of all of the great opportunities GBCI has to offer to gain the tools needed to be productive citizens upon release and reduce the recidivism rate.

This report would not be complete without highlighting our community involvement. We offer quarterly fundraisers where persons in our care are allowed to purchase food items from a local business to include Dairy Queen, Domino's Pizza, Subway, Chick-fil-A and Little Cesar's Pizza. With their purchase comes a donation to a predetermined local organization. In this fiscal year alone, \$5,204.50 was raised. This money was donated to the Green Bay Public School System to purchase backpacks, school supplies and books.

Christopher Stevens, Warden  
Michelle Haese, Deputy Warden

## **Purpose Statement**

Green Bay Correctional Institution strives to ensure the safety of the public, staff, and persons in our care (PIOC) by operating a safe, secure and humane institution. The institution provides PIOC with opportunities to participate in meaningful programs and activities to increase successful reintegration into the community by preparing and guiding them 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 PIOC 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 PIOC, 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 PIOC 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 960 PIOC is housed in the two original 296-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: 956
- Uniform staff: 143
- Non-uniform staff: 89
- PIOC to Staff ratio: 3:1
- Number of acres: 29
- Person in our care restitution: \$149,193.08
- Annual Operating Budget \$40,327,194.00

## **Program Supervision**

The Program 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 along with one Restrictive Housing Corrections Program Supervisor.

Program Supervision 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 program supervision, PIOC 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 program supervision, 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.

Program Supervision 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 Corrections Program Supervisor regarding daily activities takes place on a consistent basis. The gap between line staff and administration greatly decreases, as the CPS provides a link between staff who work regularly with the PIOC, and staff who are charged with making executive decisions regarding the institution. Program supervision 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) programming consists of the following:

1. High School Equivalency Diploma (HSED): preparation for those student/PIOC who have not complete their high school credentials. This instruction includes Mathematics, Social Studies, Science, Reading & Language Arts, Health, Civics, and Employability Skills.
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  
Business Operations Assistant  
Related courses in Math and Communications

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:

HSED – 79 students  
Vocational – 9 students

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) - 5  
Completed HSED-Diplomas - 2  
Barber/Cosmetology - 2  
Barber/Cos. State Boards - 0  
Masonry - 3  
Wood Tech/Cabinet Making - 1

### **Additional Programs**

1. **Second Chance Pell Program** - In fall 2021, GBCI launched the inaugural semester of an associate degree pathway in collaboration with Milwaukee Area Technical College (MATC). The degree is funded by Second Chance Pell monies by providing need-based Pell Grants to persons in our care. The initiative examines whether expanding access to college financial aid increases incarcerated adults' participation in postsecondary educational opportunities.
2. **Odyssey Beyond Bars** - In spring 2022, GBCI began participating in the OBB expansion and offering a 3-credit College Writing course. OBB covers instruction from a UW-System faculty member, tutoring, and library/research support. OBB teaches credit-bearing and non-credit UW–Madison courses to students incarcerated in Wisconsin prisons. The program helps to give students the academic and professional opportunities they need to succeed when they reenter communities.
3. **Technical Math** - In spring 2022, GBCI became the hub site for a course titled Technical Mathematics which is required by CTE programs across the state (e.g., culinary). Other DAI sites collaborate with GBCI to schedule Technical Math throughout the year. The course is delivered via a virtual learning environment, depending on the technology at the sending and receiving sites.
4. **English as a Second Language Program (ESL)**
5. **Wisconsin Institutions Literacy Council Program (WILC).**
6. **Re-Entry** (Available in the Library)

### **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 chests, and wall shelves, many of which were donated to non-profit groups. Proceeds from all items made in these vocational programs went towards supporting non-profit entities. 3) In addition, approximately 5 PIOC had their hair cut by the Barber/Cosmetology students and donated it to Locks of Love.

## Treatment Services

Under the leadership of four Corrections Program Supervisors, a staff of six general population Social Workers and one Restricted Housing Unit Social Worker provide overall case management and treatment programming to the PIOC population. Case management provides basic direction regarding institutional programming and adjustment during a 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, Windows to Work, Dialectical Behavioral Therapy – Informed, Parenting Inside Out, Cognitive Behavioral Interventions – Employability, 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, adaptive programming, 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.

Social Worker 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), Reentry Legal Services (RLS) and the Community Corrections Employment Program (CCEP) have been enacted to work with soon to be released persons in our care in an effort to transition them successfully into the community.

Reentry Simulation Fair: GBCI holds an annual job/reentry fair for PIOC 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): 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): The 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 persons in our care under the supervision of a Social Worker.

*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. Information is available in the prison library for their review and reference.

*Chapel Services*: One Chaplain provides religious services for eight umbrella religious groups. In addition to weekly services and special religious programming, the Chaplain provides 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*: This program, facilitated by the Chaplain, provides gifts for hundreds of children of PIOC. This popular program continues to draw larger numbers of PIOC children each year.

*Anger Management (AM)*: Green Bay Correctional Institution Social Workers facilitate Anger Management 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 Management helps participants improve social skill competence and moral reasoning, better manage anger, 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 PIOC 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 include handball, iron man, horseshoes and basketball are on-going.

Crochet/Sewing: PIOC in MU participate in voluntary community service projects which include knitting and sewing. This year, hundreds of items were donated to various charitable organizations. These items include hats, mittens, bibs, quilts, baby blankets, duffel bags, and eyeglass cases.

Pre-Release Modules/Resources: Self-paced and reentry resource materials/documents are available in the library for PIOC to assist in their release planning.

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.

Parenting Inside Out (PIO). PIO is an evidence-based program that addresses the unique challenges facing criminal-justice-involved parents and their children. In a classroom setting, parenting coaches lead students through a cognitive-behavioral parent management skills course to help each parent develop a parenting plan specific to the needs of their family. Parents identify the qualities/characteristics they hope their children will possess when they reach adulthood.

Windows to Work (W2Work): GBCI has been chosen as the only male maximum secure site to pilot the Windows to Work program. GBCI's W2Work is a program to help PIOC who are close to releasing to the (first priority) counties of Brown, Outagamie, Manitowoc and Sheboygan. Objectives are to provide individual case management for each PIOC with the goal of increasing employability skills and employment opportunities to reduce the risk of reoffending, which in turn, creates safer communities in Wisconsin!

GBCI Social Workers work collaboratively with the Bay Area Workforce Development and Family Services of Northeast Wisconsin to provide W2Work.

DBT Informed: Dialectical behavior therapy (DBT) is a form of talk therapy that was originally developed to treat people who were diagnosed with borderline personality disorder (BPD), especially those who were chronically suicidal or struggled to regulate their emotions. DBT is a form of cognitive behavioral treatment that is now not only used to treat BPD but also substance abuse disorders, eating disorders, depression, and PTSD. It is an effective form of therapy for those who are struggling with serious mental illness. It has been shown to reduce suicidal behavior, self-harm and psychiatric hospitalizations. The full treatment of DBT, or comprehensive DBT, usually takes from six months to a full year and typically consists of four components: coping skills groups, individual therapy sessions, phone coaching and team consultation. The heart of DBT is to balance acceptance of the person exactly as they are at this moment in time, with efforts to improve or overcome behaviors that are destructive or maladaptive. This can gradually create a worthwhile life. Full or comprehensive DBT typically consists of four components: coping skills groups, individual therapy sessions, phone coaching and team consultation.

Another choice that works for some people is to obtain DBT-Informed treatment. This is an option that doesn't include all the components of comprehensive DBT but may still help an individual build a better life. GBCI will be trained in providing the "DBT-Informed" version, which is the coping skills component only. In DBT Informed, different training and skills can be utilized to meet the individual needs of a group participant rather than moving through specific stages of treatment. For example, a person who is not severely ill or suicidal may benefit from the more flexible and personalized approach offered by DBT-Informed

*Mindfulness:* An open-ended group that will teach and then allow the practice of meditation. Mindfulness is known to have practical applications: it can lessen anxiety, boost immunity and increase focus. It also has shown to have a wide range of effects such as emotional regulation, choosing how to respond instead of reacting from habit and creates a deeper self-awareness. In each session, the teacher leads a guided meditation, then the group members have a chance to share. It is space to both practice and learn. No prior experience is necessary.

*PIOC Certified Peer Specialists:* GBCI trains and utilizes PIOC Peer Specialists to support, encourage and assist their peers to enhance coping, well-being, communication and decision-making. PIOC Peer Specialists are those who have lived experience with various challenges such as grief, mental health difficulties, or substance use disorders. They have completed a formal 48-hour peer specialist training program and have passed the Wisconsin Certified Peer Specialist certification test.

## **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 persons in our care.

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 persons in our care 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. GBCI specifically focuses on the 68% (668) who have been identified as having some type of Mental Health Need. Of these, approximately 9% (61) 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 2023 fiscal year has continued a focus across DOC on Restrictive Housing Units (RHU), with particular attention towards 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 conduct 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, Crisis intervention, and responding to requests for treatment 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 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 2023 there were 520 Observation placements. Placement can vary from 300 to as many as 500

depending on year. In the last few years, we have seen an increase in the number and frequency of such placement. 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 23 we referred about 16 PIOC to WRC.

PSU staff also conduct an intake interview and file review of each PIOC who enters GBCI with an identified mental health need. In a typical year this amounts to close to 350 intake assessments in general population, with an additional 50-100 intake assessments occurring in the Restrictive Housing Unit when PIOC 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 persons in our care 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 153 uniformed staff. Officers are supervised by 7 Lieutenants and 5 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 7,397 Conduct Reports for person in our care discipline were processed during the past fiscal year. Minor conduct reports: 4,143; Major conduct reports: 3,012; Dismissed: 242.

**Visits**

During this fiscal year, there were a total of 5,354 visits (2,577 contact visits; 2,777 Zoom visits) and 9,198 visitors.

Maintenance Services Department FY23	
Projects	Completed
Completed Cell Hall Utilities Update Project	May 2023
Updated HVAC Controls in Restricted Housing	May 2023
New Air Compressor in Power Plant Installed	September 2022
Installed New 2 Way Communications System	August 2022
Voltage Regulator and Control Panel Upgrade	April 2023

Installed New Dust Collector Carpenter Shop	May 2023
Repaired Portion of Delaminated Walls	March 2023
Installed Privacy Cubicles for PIOC	May 2023
Updated Door Control Software in Cell Halls	November 2022
Repainted Fuel Oil Tank	September 2022
Installed Water Softener Power Plant	November 2022
New Washers and Dryers Installed	May 2023
Lighting Updated in Dining Halls	May 2023
Replaced Steam Coils in Shower Bldg. AHU	October 2022
Rebuilt front wall refractory on #4 Boiler	July 2022
Updated Admin\Command Conference Room	November 2022
Work Orders for Fiscal Year 2023:	Preventative = 2304 Corrective/Modification = 2830 Daily Corrective Cell Work = 924 Total Work Orders FY22 = 3754

### **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.

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 PIOC 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, PIOC, 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 PIOC, staff 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 PIOC who are deaf, TTY relay phone services, video-phone, and large print literature.

Requests by PIOC 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 person in our care 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 staff. In addition, staff also maintains the Visiting List computer files. The Records Office consists of a Records Supervisor, who oversees three staff members, and is located on the second floor of the Administrative Building.

Statistical data for the PIOC population is listed below:

<b>Type of Offenses</b>		<b>Movement-Transfers</b>	
Violent Offense	855 (88.6%)	Transfers In	466
Property Offense	49 (5.1%)	Transfers Out	272
Drug Offense	36 (3.7%)	Releases	142
Public Order Offense	25 (2.6%)	Deaths	3
		Total	883

Race/Ethnicity		Age			
White	330 (34.1%)	19 <	18 (1.9%)	45 – 49	79 (8.2%)
Black	574 (59.4%)	20 – 24	134 (13.9%)	50 – 54	41 (4.2%)
American Indian	52 (5.4%)	25 – 29	193 (20.0%)	55 – 59	26 (2.7%)
Asian	11 (1.1%)	30 – 34	194 (20.1%)	60 – 64	16 (1.7%)
Hispanic	116 (5.3%)	35 – 39	137 (14.2%)	65 & over	16 (1.7%)
		40 – 44	113 (19.7%)	Average Age: 35.1 years	

Person in our care Monthly Population			
2022		2023	
July	924	January	959
August	918	February	956
September	949	March	951
October	954	April	969
November	973	May	963
December	967	June	964

### **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 Manager, Assistant Health Service Manager, 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, Audiology 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 delivered by 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.

HSU Staffing Level	
Health Services Manager Assistant Health Services Manager	Nurse Practitioner (0.6 FTE)
Nurse Clinician 4 (0.6 FTE) Nurse Clinician 2s (1 - 1.0 FTE, 1 - 0.8 FTE, 1 - 0.7 FTE, 3 - 0.6 FTE)	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 (1.0 FTE) Dental Assistant 1.0 FTE) Dental Hygienist
LTE Psychiatrists (46 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>	2,251	-3.8%
Nursing Encounters <sup>2</sup>	14,199	-8.5%
Patients on Controlled Medications <sup>3</sup>	456	-18.7%
Chronic Conditions <sup>4</sup>	452	-22.9%
Psychiatry On-Site Appointments <sup>5</sup>	0	0%
Psychiatry-Telemedicine <sup>5</sup>	3,262	-3.9%
Optometry <sup>6</sup>	225	-34.2%
Record Reviews <sup>7</sup>	581	-27.1%
<b>Dental On-Site</b>		
Dentist/Hygienist Appointments	751	35.8%

**HSU Statistics: Treatment Off-Site**

<b>Emergency Room/Admissions – Local</b>		
St. Vincent’s Hospital ER/Admissions <sup>8</sup>	108	-18.8%
<b>Non-Emergency, Pre-scheduled Appointments</b>		
Local (Green Bay/Fox Valley Area) <sup>9</sup>	694	-12.2%



DCI (oral surgery) <sup>10</sup>	18	50%
UWHC-Madison: On-site Appointments <sup>11</sup>	19	-67.8%
UWHC-Madison: Telemedicine <sup>11</sup>	8	-66.7%

<sup>1</sup>Includes the number of patients seen by the Medical Doctor and Nurse Practitioners 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).

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

<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, and 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**

Re-Classification provides a systematic review of a PIOC’s custody level, program needs and placement. The RC 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 a PIOC’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	987	
Decisions	<u>2833</u>	
Total complaints	3820	
Rejected	727	25.66%
Dismissed	1893	66.82%
Not Dismissed	214	7.55 %
Appealed	698	24.53%
OOS Dismissed	624	89.78%

OOS Not Dismissed	55	8.36%
Reimbursed	62	
Amount Reimbursed	\$2281.79	

### **Highest Complaint Categories**

Property	17.12%
Staff	16.31%
Medical	10.84%
Personal Physical Conditions	10.02%
Discipline	8.65%

### **Food Service**

The Food Service Department is comprised of Correctional Food Service Leaders who monitor over 85 PIOC workers during the daily food preparation. The department is managed by a Food Service Administrator and Manager, ensuring safety and security of staff and PIOC. In addition, they maintain 10-15 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. This past year saw even greater staffing deficiencies but an effort was made to reduce the total number of bagged meals (2,000-3,000 per week) and increase the total number of hot meals. In Fiscal Year 2023, the Food Service Department prepared and served 1,120,400 total meals (1050 meals, 3 times a day). Due to the bagged meals being added to our operations, we did see an uptick in price/meal hover around \$2/meal/PIOC.

The menus are written to meet FDA guidelines of 2500-2750 calories per day and are monitored by registered dietitians. Menus are becoming more heart healthy by increasing proteins and decreasing sodium through 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 person in our care interest in the upcoming menu. Examples would be lasagna, sautéed cabbage with Cajun sausage, breakfast burritos, beef stew, pizza and baked chicken.

### **Bureau of Correctional Enterprise**

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 PIOC to produce needed products and services. GBCI houses the BCE Textiles shop can employ 30+ PIOC producing a wide range of textile products for DOC institutions.

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 2000 items this last fiscal year.

This last fiscal year the shop manufactured many items that included institution shirts, pants, privacy curtain, pillows and mattresses, to name a few.

## **Volunteers**

GBCI has over 80 active volunteers that are highly valued in their contribution to helping us fulfill our commitment to assist persons in our care 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.

## 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	Institution 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	PREA	Prison Rape Elimination Act
DCC	Div. of Community Corrections	PSU	Psychological Services Unit
DCI	Dodge Correctional Institution	RC	Re-Classification
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