

GREEN BAY CORRECTIONAL INSTITUTION

**Annual Report
Fiscal Year 24**



**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 2024 Fiscal Year covering July 1st, 2023 through June 30th, 2024. This annual report highlights the many excellent initiatives moved forward throughout the year by staff and persons in our care. Some of these initiatives include education, programming and treatment services. None of this could be possible without the fantastic collaboration, communication, motivation and teamwork by all of the brilliant staff who serve GBCI.

Throughout this fiscal year, our staffing improved tremendously! GBCI started the fiscal year at nearly a 40% vacancy rate for uniformed staff and ended the fiscal year at a 25% vacancy rate, whereas the non-uniformed staff vacancy rate increased a bit throughout the fiscal year. We have a dedicated recruitment team who meet monthly, post signs at local businesses, go to colleges, high schools and job fairs to promote the excellent job opportunities at GBCI. Nonetheless, staff show up every day and are committed to providing safety, security and services to the community, each other and 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 speaks 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 for success in the community than they came in. We encourage them to 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 do quarterly fundraisers where persons in our care are allowed to purchase food items from a local business to include Dairy Queen, Gallagher's Pizza, Little Caesar's Pizza and Pizza Ranch. With their purchase comes a donation to a predetermined local organization. In this fiscal year alone, \$6,527.00 was raised. The money was donated to the Green Bay Public School District for schools that have higher percentages of financially challenged families. Persons in our care filled 100 Backpacks with school supplies and collected hundreds of books and presented them to district staff.

Christopher Stevens, Warden
Jodene Perttu, 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 1055 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: 999
- Uniform staff: 202
- Non-uniform staff: 66
- PIOC to Staff ratio: 3:1
- Number of acres: 29
- Person in our care restitution: \$222,762.99
- Annual Operating Budget \$39,280,698.00

Unit Supervision

Unit Supervision was initiated at Green Bay Correctional Institution in January of 2017. GBCI is divided into three general population areas for supervision: North Cell hall, South Cell hall, and Dorm A\MU\TU\Step Unit, to be supervised by one of the three Institution Unit Supervisors, along with one Restrictive Housing Institution Unit Supervisor.

Unit 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 unit 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 unit 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.

Unit 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 Institution Unit Supervisor regarding daily activities takes place on a consistent basis. The gap between line staff and administration greatly decreases, as the IUS provides a link between staff who work regularly with the PIOC, and staff who are charged with making executive decisions regarding the institution. Unit 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) courses help prepare students who have not completed their high school credentials to pass equivalency exams. Courses of instruction include Mathematics, Social Studies, Science, Reading & Language Arts, Health, Civics, and Employability Skills.
2. Vocational programming being offered is certified through Northeast Wisconsin Technical College (NWTC) or Moraine Park Technical College (MPTC). Current offerings include Barbering, Woodworking/Cabinetry, and Masonry. Students must also complete related courses in Math, Communications, and Student Success to successfully complete each program. To enroll in vocational programming, students must have earned a high school diploma or equivalent and have TABE scores equivalent to high school grade levels.

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 – 104 students
Masonry/Cabinet Making – 5 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) - 20
Completed HSED-Diplomas - 2
Vocational Programming - 1

Additional Programs

1. **Second Chance Pell Program** – GBCI continues to work with Milwaukee Area Technical College (MATC) to offer an Associates of Arts or Associates of Science degree to interested students. The degree is funded by Second Chance Pell monies by providing need-based Pell Grants to persons in our care.
2. **Universities of Wisconsin | Green Bay**- Beginning Fall of 2024, UWGB is offering a 3-credit College Writing course separate from the Odyssey Beyond Bars initiative. The goal of the course is to help students being a path to a Bachelor's degree. Prison Education Initiative funds cover instruction from a UW-System faculty member, tutoring, and library/research support.
3. **English as a Second Language Program (ESL)**
4. **Wisconsin Institutions Literacy Council Program (WILC).**
5. **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 create numerous concrete birdbaths, planters and military stepping stones which are donated to various nonprofit fundraising efforts. 2) Woodworking/Cabinetry students have created projects such as jewelry boxes, chests, and wall shelves, many of which are donated to nonprofit groups.

Treatment Services

Under the leadership of four Institution Unit 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: Two Chaplains provides religious services for eight 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: This program, facilitated by the Chaplains, 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 70% (726) who have been identified as having some type of Mental Health Need. Of these, approximately 6.3% (45) 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, Clinical Monitoring, 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 or DOJ) 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 2024 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 years 2024 has seen a downward trend, with only 399 Observation placements to date. Placement can vary from 300 to as many at 500 depending on year. From 2023 to present, there have been frequent contact with PIOC for assessments but have not led to needed 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 to around 14 days with most stays averaging 2-3 days.

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 24 we referred about 20 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 350-370 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 202 uniformed staff. Officers are supervised by 7 Lieutenants and 7 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 8,3334 Conduct Reports for person in our care discipline were processed during the past fiscal year. Minor conduct reports: 4,524; Major conduct reports: 3,480; Dismissed: 330.

Visits

During this fiscal year, there were a total of 7,453 visits (1,863 in-person visits; 5,590 video visits) and 10,391 visitors.

Maintenance Services Department FY23	
Projects	Completed
High Mast Transformer Replacement	July 2023
Sound Proofing added to Rotunda Cubicles	July 2023
Maintenance Tool Cage Reorganization	August 2023
Installed New Dish Machine in Pots and Pans	August 2023
Installed New Alto-Shaams in Kitchen	August 2023
Med Carts Added to Tiers	September 2023
BCE Freight Elevator Door Refurbishment	September 2023
Front Yard Sidewalk Fix	September 2023
Kitchen Floor Re-Grouted	October 2023
Razor Wire Security Enhancements	October 2023
Food Service Roof Replacement	November 2023
Kitchen Loading Dock Bag Replacement	November 2023
Administrative Confinement Recreation Pens	December 2023
Restrictive Housing Trap Box Pilot	December 2023
New Plow Truck Added to Fleet	January 2024
Inmate Complaint Examiner Office Swap	February 2024
Indoor Recreation Ceiling	March 2024
ICS Tablet Rollout	March 2024

Chapel Roof Replacement	April 2024
Golf Cart Parking Concrete Slab	May 2024
Processing Building Eave Repair	May 2024
1000kw (Institution EDG) Voltage Regulator and Control Panel Upgrade	TBD (prelim design)
100kw (Power Plant EDG) Full Replace with Voltage Regulator	TBD (prelim design)
Boiler Controls Upgrade	December 2024 (expected)
Underground Fuel Oil Lines Replacement	January 2025 (planned completion)
Boiler Bottom Blowdown Valves	December 2024 (pending start Oct.)
Restricted Housing Unit-Steam trap redesign and upgrade	September 2024
Power Plant R.O. Capacity and Make-up Water Storage Tank Upgrade	July 2024
Processing Building UPS replace	October 2024 (planned)
Outside Rec Building Furnace Replace	December 2024 (pending project approval timeline)
Treatment Center AHU and Chiller (vital parts only)	TBD
Tunnel Project	TBD (proposed start in 2024)
Work Orders for Fiscal Year 2024:	Preventative = 2304 Corrective/Modification = 2696 Daily Corrective Cell Work = 500 Total Work Orders FY22 = 5500

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:

Type of Offenses			Movement-Transfers		
Violent Offense	865 (87.6%)		Transfers In	497	
Property Offense	55 (5.6%)		Transfers Out	193	
Drug Offense	41 (4.1%)		Releases	203	
Public Order Offense	27 (2.7%)		Deaths	1	
			Total	894	
Race/Ethnicity		Age			
White	344 (34.7%)	19 <	32 (3.2%)	45 – 49	75 (7.6%)
Black	587 (59.3%)	20 – 24	133 (13.4%)	50 – 54	46 (4.6%)
American Indian	52 (5.3%)	25 – 29	200 (20.2%)	55 – 59	21 (2.1%)
Asian	7 (0.7%)	30 – 34	192 (19.4%)	60 – 64	17 (1.7%)
Hispanic	126 (5.2%)	35 – 39	144 (14.5%)	65 & over	9 (0.9%)
		40 – 44	121 (12.2%)	Average Age: 41.3years	
Person in our care Monthly Population					
2023			2024		
July	947		January	991	
August	972		February	979	
September	977		March	1016	
October	975		April	1050	
November	979		May	1055	
December	990		June	1054	

Health Services Overview

Staffing: The Health Services Unit (HSU) has scheduled on-site RN covered 24/7. 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 UWMC-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., 11:00 a.m., 3:30 p.m. and 7:30 p.m.). 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	Medical Doctor (1.0 FTE) Nurse Practitioner (0.6 FTE)
Nurse Clinician 4 (0.7 FTE) Nurse Clinician 2s (1 - 1.0 FTE, 1 - 0.8 FTE, 1 - 0.7 FTE, 4 - 0.6 FTE)	Licensed Practical Nurses (1 – 0.6 FTE, 2 – 0.5 FTE)
Medical Program Assistant Associate (1.0 FTE) Medical Program Assistant (1 - 0.75 FTE)	Dentist (1.0 FTE) Dental Assistant (1.0 FTE) Dental Hygienist (0.6 FTE)
LTE Psychiatrists (46 hrs/wk)	Physical Therapist (2 – LTE) Agency (0)

HSU Statistics: Medical and Dental On-Site

Medical On-Site	No. Of Patients	% Change
Doctor/Nurse Practitioner Appointments ¹	2,306	+2.44%
Nursing Encounters ²	12,910	-9.07%
Patients on Controlled Medications ³	526	+15.40%
Chronic Conditions ⁴	929	+105.53%
Psychiatry On-Site Appointments ⁵	0	0%
Psychiatry-Telemedicine ⁵	2,855	-12.47%
Optometry ⁶	420	+86.66%
Record Reviews ⁷	572	-1.54%

Dental On-Site

Dentist/Hygienist Appointments	518	-31.02%
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HSU Statistics: Treatment Off-Site

Emergency Room/Admissions – Local

St. Vincent's Hospital ER/Admissions ⁸	61	-43.51%
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Non-Emergency, Pre-scheduled Appointments

Local (Green Bay/Fox Valley Area) ⁹	632	-8.93%
DCI (oral surgery) ¹⁰	26	+44.4%

UWHC-Madison: On-site Appointments ¹¹	17	+10.52%
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UWHC-Madison: Telemedicine ¹¹	13	+62.50%
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¹Includes the number of patients seen by the Medical Doctor and Nurse Practitioners in general population and restrictive housing.

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

³This 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.

⁴Number of patients diagnosed with at least one chronic condition (i.e., Asthma, Diabetes, Dyslipidemia, HIV, Hepatitis C, Hypertension, and Seizure Disorder).

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

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

⁷This is the number of patients who review their medical records.

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

⁹Local 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.

¹⁰Oral surgery is done on-site except in rare occasions.

¹¹The 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	935	
Decisions	<u>3527</u>	
Total complaints	4462	
Rejected	910	25.8%
Dismissed	2422	68.67%
Not Dismissed	195	5.53%
Appealed	898	25.46%
OOS Dismissed	836	93.10%
OOS Not Dismissed	57	6.35%
Reimbursed	23	
Amount Reimbursed	\$664.62	

Highest Complaint Categories

Property	16.30%
Staff	12.67%
Personal Physical Conditions	11.34%
Medical	11.14%
Discipline	10.26%

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 dieticians. 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