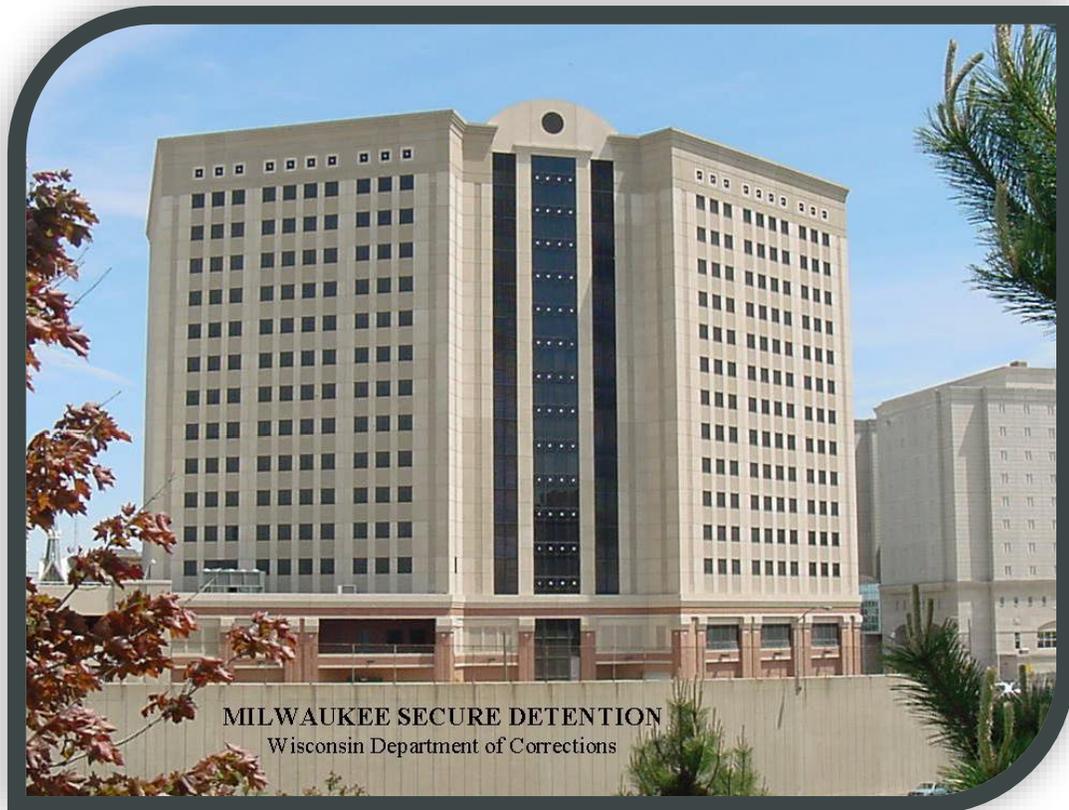


Milwaukee Secure Detention Facility Annual Report



Fiscal Year 2024
July 1, 2023 – June 30, 2024

TABLE OF CONTENTS

Acronyms	3
Warden’s Message	4
Mission	5
Values	5
Fast Facts	6
Milwaukee Regional Community Advisory Board	6
Staff Recognition	6
Human Resources	7
Management Services	8
Business Office	8
Warehouse	8
Laundry	8
Food Service	9
Maintenance Department	9
Security	10
Training	10
Emergency Response.....	10
Incident Reports.....	10
Conduct Reports	10
Visits.....	10
Person in Our Care Housing Units	
3 RD Floor	11-12
MSDF Programs – 4 th & 5 th Floors	13
Restrictive Housing – 5 th Floor	13
6 th Floor	13-14
7 th Floor	14-15
8 th Floor	15-16
9 th Floor	16
Education Services	16
Program Services	
Program Services	17
Chaplaincy Services	18
Psychological Services.....	18-19
Health Services Unit.....	19-20
Support Services	
Persons in Our Care Complaint Review System	20-21
Bureau of Classification & Movement/Internal Classification	21-22
Records Office	21-22
DOC Initiatives – Contacts.....	22

ACRONYMS

ABE	Adult Basic Education	ID	Identification
ADA	American with Disabilities Act	KMCI	Kettle Moraine Correctional Institution
AED	Automated External Defibrillator	LEP	Limited English Proficiency
AODA	Alcohol and Other Drug Abuse	LTE	Limited Term Employee
ARCW	Aids Resource Center of WI	MAT	Medication Assisted Treatment
BOCM	Bureau of Offender Classification and Movement	MATC	Milwaukee Area Technical College
CBI-CC	Cognitive Based Interventions—Comprehensive Curriculum	MICA	Mental Illness Chemical Abuse
CBI-EMP	Cognitive Behavioral Interventions – Employment	MSDF	Milwaukee Secure Detention Facility
CBI-SA	Cognitive Behavioral Interventions for Substance Abuse	MSCC	Marshall Sherrer Correctional Center
CCEP	Community Corrections Employment Program	MWCC	Milwaukee Women’s Correctional Center
CFSL	Correctional Food Service Leader	NLCI	New Lisbon Correctional Institution
CFSS	Center for Self Sufficiency	NCVRW	National Crime Victims’ Rights Week
CGIP	Cognitive Intervention Program	OCS	Offender Classification Specialist
CHI	Confidential Health Information	OOA	Office Operations Associate
CNT	Crisis Negotiation Team	OPA	Office Program Assistant
COND	Condition	OSHA	Occupational Safety & Health Administration
CORR	Correspondence	PIOC	Persons in Our Care
CPR	Cardio-Pulmonary Resuscitation	POSC	Principles of Subject Control
CR	Conduct Report	PRC	Program Review Committee
DAI	Division of Adult Institutions	PREA	Prison Rape Elimination Act
DCC	Division of Community Corrections	PSR	Psychological Service Request
DCI	Dodge Correctional Institution	PSU	Psychological Services Unit
DMV	Department of Motor Vehicles	PUB	Publications
DOC	Department of Corrections	QPR	Question, Persuade, Respond
DOT	Department of Transportation	RCI	Racine Correctional Institution
DV	Domestic Violence	RN	Registered Nurse
DWD	Department of Workforce Development	RYOCF	Racine Youthful Offender Correctional Facility
EMR	Electronic Medical Records	SAMHSA	Substance Abuse & Mental Health Services Administration
ERU	Emergency Response Unit	STG	Security Threat Group
FAFSA	Free Applications for Federal Student Aid	SUD	Substance Use Disorder
FCCC	Felmers Chaney Correctional Center	TAP	Treatment Alternative Program
FTE	Full Term Employee	TLU	Temporary Lock Up
FY	Fiscal Year	T4C	Thinking for a Change
GED	General Education Diploma	VOP	Violation of Probation or Parole
GBCI	Green Bay Correctional Institution	WICS	Wisconsin Integrated Corrections System
GP	General Population	W2W	Windows to Work
HSED	High School Equivalency Diploma	WICS	WI Integrated Corrections System
HSU	Health Services Unit	WCCS	Wisconsin Correctional Center System
HVAC	Heating Ventilation, Air Condition	WCI	Waupun Correctional Institution
ICE	[Person in Our Care] Institution Complaint Examiner	WRTP	Wisconsin Regional Training Partnership
ICS	Incident Command System		
ICRS	[Person in Our Care] Inmate Complaint Review System		

MESSAGE FROM WARDEN STEVEN R. JOHNSON

Thank you for making time to review the Milwaukee Secure Detention Facility (MSDF) Annual Report for Fiscal Year 2024 (FY24), covering July 1, 2023 through June 30, 2024. The annual report is published with the desire to provide readers with information and to give a glimpse into some of the initiatives taking place in our facility.

Correctional institutions are more complex operations than most people realize, with ours being more multifaceted than most. The physical design of this institution does place some limits on what is feasible for us. However, MSDF staff tirelessly work to provide recreation facilities, program opportunities, leisure time activities, and utilize all resources available to us to promote a positive and productive use of the persons in our care confinement (PIOC) time here.

Being located in the largest populated community of Wisconsin, we remain committed to ensure the safety of the persons in our care, our Staff, and the public overall. Our education initiatives this year have helped 10 PIOC graduate with either their High School Equivalency Diploma or their General Education Diploma. We also marked a milestone this year with MSDF celebrating its first graduation ceremony that allowed family and friends to join in virtually! Through the various programs offered to our PIOC, we continue to ensure that appropriate tools and supports are in place prior to release, working to reduce recidivism.

As Correctional professionals we understand that we work in a difficult and stressful environment. It is vital we strive to maintain professionalism when working with our co-workers, the public, other agencies and the persons in our care. I will continue to impress upon MSDF staff the importance of effective communication through the basics of listening, non-verbal communication, managing stress, and emotional awareness.

Additionally, we as Corrections professionals understand the importance to **ACT**:



Through our actions we strive to accomplish the Mission of the Wisconsin Department of Corrections.

No annual report on operations at MSDF would be complete without special mention of the people that make up the work force at this institution. Working in a correctional institution is unlike any other profession. There are challenges, expectations, demands, pressures, and risks unknown to most other occupations. The staff here do an amazing job performing difficult tasks under difficult conditions. Yet for most, they simply consider it “part of the job.”

Employees in the DOC are collectively the most dedicated, loyal, selfless, hard-working people that you could ever hope to meet or have as a neighbor. They are a group of professionals that all of Wisconsin can be proud of. I know that I am proud of the MSDF staff and look forward to what the future holds for this facility and myself as the Warden.

Steven R. Johnson, Warden

Department of Corrections Mission Statement

- **Protect** the public, our staff, and those in our charge.
- **Provide** opportunities for positive change and success.
- **Promote**, inform, and educate others about our programs and successes.
- **Partner** and collaborate with community service providers and other criminal justice entities.

Department of Corrections Core Values

We are accountable to each other and the citizens of Wisconsin.

- We manage our resources in an efficient, effective, sustainable, and innovative manner.
- We demonstrate competence and proficiency in the work necessary to accomplish our mission.
- We take individual responsibility for how we plan, perform, and manage our work.

We do what's right - legally and morally - as demonstrated by our actions.

- We value courage, candor, and conviction of purpose.
- We expect ethical behavior and integrity in all we do.
- We require honesty, adherence to the law, and the fair and equitable treatment of others.

We recognize employees as the department's most important resource.

- We work towards building a workforce of diverse individuals who achieve great things together.
- We recognize exemplary performance.
- We advocate in the best interest of our workforce.

We value safety – for our employees, the people in our charge and the citizens we serve.

- We provide the resources and training necessary for employees to safely accomplish our mission.
- We operate safe and secure facilities.
- We offer opportunities for offenders to become productive members of their communities.

We expect competence and professionalism in our communications, demeanor, and appearance.

- We demonstrate knowledge and skills within our areas of responsibility.
- We respond effectively and appropriately in our interactions and communications.
- We treat all people with dignity and respect.
- We recognize that we have one opportunity to make a positive first impression.

FAST FACTS	
Opened	October 1, 2001
Security Level	Medium
Operating Capacity	1040
Current Population as of 6/30/23	795
Uniformed Staff Positions	274
Non-Uniformed Staff Positions	138
Total Staff (Current / Budgeted)	293 / 412
Person in Our Care to Staff Ratio	2.7:1
Person in Our Care to Officer/Sergeant Staff Ratio	4.4:1
Site Size	1 City Block/300,000 Square Feet Building Space
Annual Budget	\$ 35.5 Million (approximate)

MILWAUKEE REGIONAL COMMUNITY ADVISORY BOARD

The Milwaukee Regional Community Advisory Board has representatives from MSDF (various levels of staff represented), Felmers Chaney Correctional Center, Marshall Sherrer Correctional Center, Milwaukee Women’s Correctional Center, Division of Community Corrections and Division of Juvenile Services, along with representatives from various criminal justice, community, and faith-based agencies and organizations.

The Milwaukee Regional Community Advisory Board is used as a means of enhancing public education about the Department of Corrections and more specifically MSDF. By providing positive two-way communication with the community, MSDF also has the opportunity to advocate and secure support for issues that are relevant to our operations.

Specifically, the Community Advisory Board:

1. Acts as liaison between MSDF and the surrounding community;
2. Keeps informed relative to policies, programs and conditions at MSDF;
3. Provides relevant information to the community and encourages community interest and involvement in the facility;
4. Takes action as appropriate to further the purpose of the Community Advisory Board.

STAFF RECOGNITION COMMITTEE

The Staff Recognition Committee consists of 10 individuals made up of a multidisciplinary team (i.e. Security, Administration, Human Resources, Management and Records Department.) We meet once per month to discuss how we can raise funds which in turn is used to recognize deserving staff. We raised funds in the fall of 2023 and spring of 2024 by having apparel sales. The proceeds raised funded Correctional Employees week May 6 – 10, 2024.

HUMAN RESOURCES

The mission of the Human Resources Office within the Milwaukee Secure Detention Facility (MSDF) is multifaceted. We support the goals of the institution and Department by providing necessary support and resources to our staff of nearly 400 employees. One primary goal is to attract qualified prospective applicants through recruitment efforts and subsequently staff the vacancies. The focus then evolves into retention.

As of June 30th, 2024, MSDF was budgeted for **244 FTE** Officer/Sergeant positions and **100 FTE** Non-Officer/Security positions for a total of **344 FTE** when fully staffed. The figures below include **39 LTE** employees.

MSDF Staff as of June 30, 2024						
	Male	% of Total Males	Female	% of Total Females	Total	% of Total Staff by Race
(1) Black	68	20%	70	21%	138	41%
(2) Asian	2	1%	0	0%	2	1%
(3) Native American	3	1%	0	0%	3	1%
(4) Hispanic	15	5%	8	3%	23	8%
(5) White	70	21%	42	13%	112	33%
(6) Not Specified	7	3%	0	0%	7	3%
TOTAL	165		120		285	

**Percentages are approximate and rounded to next highest percentage*

***Percentages only account for filled positions*

MSDF Staff as of June 30, 2024						
	Male	% of Total Males	Female	% of Total Females	Total	% of Total Staff by Race
Disabled	13	4%	11	3%	24	7%
Severely Disabled	1	1%	0	0%	1	1%
Veteran	33	10%	1	1%	34	10%
30% < Disabled Veteran	4	2%	0	0%	4	2%
30% > Disabled Veteran	3	1%	0	0%	3	1%
TOTAL	53		12		66	

**Percentages are approximate and rounded to next highest percentage*

***Percentages only account for filled positions*

MANAGEMENT SERVICES

The Management Services Section, is supervised by the Correctional Management Services Director, and includes the following business operational areas: Business Office, Warehouse, Laundry, Canteen, Food Service and Maintenance. Information Technology also falls under this section.

BUSINESS OFFICE

The Business Office provides accounting and purchasing functions for the entire institution. Specific responsibilities include offender trust account activity, accounts payable and receivable, offender payroll, major assets inventory, purchasing and providing support for the canteen and warehouse operations. The Business Office includes a total of four Financial Specialists (1 Financial Specialist Advanced, 3 Financial Specialist Senior* and 1 Financial Specialist) and is under the direction of the Financial Program Supervisor. 1 Financial Specialist Senior is assigned to the Maintenance Department performing financial transactions.

BUDGET

MSDF's operational budget for Fiscal Year 2024 ran from July 1, 2023 to June 30, 2024. The total budget was approximately \$38 million. Major costs include:

<u>Salaries</u>		<u>Food Service</u>	<u>Supplies/Other</u>	<u>Maintenance</u>	<u>Fuel & Utilities</u>
Permanent	\$31,372,911.79	\$1,796,162.99	\$577,165.51	\$250,600.00	\$905,475.30
LTE	\$377,805.24				
Fringe	\$13,594,779.67				

<u>Purchase of Services</u>	<u>Budget</u>	<u>Expense</u>
111 – Aid to organizations/individuals	\$8,200.00	\$8,062.16
112 – T4C	\$0.00	\$0.00
166 – Correctional Enterprises	\$28,000.00	\$25,071.44
TOTAL:	\$ 36,000.00	\$33,130.60
184 – Telephone	\$175,900.00	\$158,609.39
Canteen	\$158,938.13	\$133,598.20

WAREHOUSE

The warehouse provides services to MSDF in three primary areas: Laundry, Canteen and Materials / Supplies. The warehouse is staffed with 1 Inventory Control Coordinator and 1 Inventory Control Coordinator-Advanced under the direction of the Financial Program Supervisor. The warehouse also has 1 Correctional Officer for the warehouse, 1 Correctional Officer for Canteen Operations and 2 Correctional Officers for the Laundry Operations under direction of the Financial Program Supervisor and Security Supervisors.

LAUNDRY

Laundry includes two exchanges per week for underwear, t-shirts and socks. One exchange per week for pants, shirts, shorts, and linens. Blankets are exchanged 4 times per year. Soiled laundry is sent to the warehouse from all floors for transport to Badger State Industries at OSCI. Limited laundry is washed on-site.

FOOD SERVICE

The Milwaukee Secure Detention Facility's Food Service Department provides the meals to all PIOC and security staff. When at full capacity, an average over **3,500** meals are prepared and served each day with a total of approximately **1,250,000** meals produced per year. Daily operations run from 5:30 AM to 4:30 PM. The kitchen is run by a Food Service Administrator and Food Service Manager and is staffed with eight CFSL2s. Food Service employs two DAI PIOC cooks and 12-15 other DAI PIOC during the day to assist with production and lunch service. Approximately 20 DAI and DCC PIOC assist with dinner and maintaining, clean-up of the kitchen in the late afternoon and evenings. In the past couple of years post- pandemic, our number of meals served has been lower than average (about 1,130,000) but steadily increasing with fiscal year 2024 at the MSDF's Kitchen serving **1,066,648** meal trays compared to **838,902** meals in FY23.

MAINTENANCE

The Maintenance Department is comprised of both trade and non-trade staff, providing a full complement of skills/knowledge, to trouble-shoot/make repairs, installing new equipment, along with managing a preventative maintenance program and coordinating new facility-initiated projects. This department works closely with the planning, oversight and coordination of both Small and Capital Funded Projects, providing operational efficiency.

Staffing includes the following classifications:

A Buildings / Grounds Superintendent, Buildings / Grounds Supervisor, Financial Specialist-Senior, Electrician, Plumber, 2 Electronic Technician Security-Senior positions, HVAC Specialist-Advanced, and 6 Facilities Maintenance Specialist-Advanced positions. Also, an LTE-Electrician position has been utilized to assist with completion of project work. Additionally, there is a Correctional Sergeant that oversees the tool room and a Correctional Officer that supervises a PIOC work crew. *Staffing Note:* The MSDF Maintenance Department has been operating for most of this reporting period with 4 vacancies, including 1 retirement, as well as an employee out on extended medical leave. MSDF is continuing recruit, but all attempts have been unsuccessful so far. MSDF continues to be involved with area institutions and centers this year. MSDF has provided repair services to MSCC, FCCC, MWCC, KMCI, RCI, RYOCF, etc.

Current Small and Capital Funded Projects:

- ❖ HVAC Multi-Phased Project to address the overall ventilation system is in process. Construction contracts have been awarded. A pre-construction meeting has taken place. Project scope-reduction options have been identified and incorporated into this project. Materials have been ordered. Work schedule is being developed.
- ❖ A project to upgrade the MSDF Fire Detection System is going through the scheduling process for the first phase of this upgrade.
- ❖ MSDF is working with DOA on an Energy Conservation project that will be looking at converting our existing lighting to highly efficient LED lighting. A site survey will take place soon.
- ❖ Plumbing Upgrade Project to upgrade to a water conservation style of control systems is on-going.
- ❖ Upper Lobby Hardening Project pertaining to the most recent phase has been completed.
- ❖ An internal project to construct and install elevated observation platforms for Officer use on each unit pod for floors 6 – 9 (16 platforms total) has been completed.
- ❖ Materials have been ordered for additional furnishing improvements throughout the facility.
- ❖ A project to resurface a shower room on the 9C upper pod has been completed.
- ❖ A project to replace the South OH Entrance Door to the MSDF Vehicle Sally port was completed.
- ❖ A project has been submitted to remodel the 2nd floor Public Restrooms. This project will also enhance security of the 2nd floor entrance area.
- ❖ A project has been initiated to provide better security at the entrance of the MSDF Parking Structure.
- ❖ **2,278** MSDF Service Requests were generated during this reporting period.

SECURITY

The Security Department consists of one Security Director, 9 Captains, 8 Lieutenants, 79 Sergeants, 168 Officers, 1 Security OOA and 2 LTE Security Officers.

Training: During FY '24 MSDF has had regular training days for all staff on the 1st and 3rd Wednesday of each month. There have been a few training days, that because of staffing patterns, staff have received informal Table Top Trainings where a designated staff member reports to the housing units in order to complete training with staff. These topics include some of the following: Responding to Emergencies, Special Emergency Equipment, Personal Protective Equipment, and Heat Advisory Awareness.

Formal Training has included: Use of Force & Firearm Requalification, POSC (including additional sessions of Special Restraints and Transportation Restraints), Suicide / Cut Down Drills, Fire Drills, Tornado Drills, Equity and Inclusion, PREA, ERU Training, CPR/AED, Crisis Intervention Training, FTO training, Emotional Intelligence, Security Threat Groups, WICS, Building Evacuation (completed on all 3 shifts), and mandated online training requirements.

There has also been specialized training for Crisis Negotiations and Tactical that includes the Basic 40-hour Basic Crisis Negotiations, I.C.E. Shield and Band-IT Training.

Taser certification and recertification has been held for Uniformed Supervisors along with Supervisory Use of Force Training and Supervisory Development Training.

A representative from WI Deferred Compensation has also participated in on-site meetings with employees on multiple days.

Emergency Response: During this reporting period, the MSDF tactical team was able to add several new highly motivated members to the team. In addition to annual firearms training, MSDF's tactical team shifted its training focus to tactics that have a higher likelihood of being utilized in the event of a call-up. These trainings included riot control formations, marching, shield work, and less than lethal options. To enhance the team's ability to work together, team building exercises are also incorporated into each training.

Team leadership remained the same this reporting period. Group supervisor continue to work together to build cohesiveness amongst the team and provide training opportunities that are both unique and practical in a correctional setting.

MSDF's tactical team was utilized several times throughout the year to assist with searches at sister institutions in the region. In addition, tactical teams were also called upon to provide support to Waupun Correctional Institutions Restrictive Housing Unit.

INCIDENT REPORTS: A total of 1,999 incident reports were written during the Fiscal Year, compared to 2,315 the previous year.

CONDUCT REPORTS: A total of 2,963 conduct reports (CRs) were issued during the Fiscal Year, compared to 2,674 the previous year. These reports consisted of 1,696 minor CRs and 1,267 major CRs, compared to 1,707 minor CRs and 967 major CRs in FY23.

VISITATION FROM 07/01/22 TO 06/30/23:

Professional Visits: 172

Video Visits – Zoom: 332

IC Solution Visits: 27,886

UNIT DESCRIPTION – 3RD FLOOR

To provide emphasis, focus, and energies toward the provision of vocational and primary programming, the purpose and mission of the 3rd Floor Unit is to provide a concentration of programming in one unit. All participants are carefully screened and reviewed for participation prior to their movement to the 3rd Floor Program Unit. Every 3rd Floor resident is expected to participate in all available programming offered (after being appropriately screened and deemed appropriate for participation). It is required that each participant has completed Adult Basic Education requirements or has a High School Diploma prior to transfer to the 3rd Floor.

Note: Due to the COVID-19 pandemic, regular scheduled programming continued to cease on July 1, 2021. We continued to assist HSU with bed space and housing for quarantine and isolation purposes.

Programming services offered on the 3rd floor were extended to other units during FY24, including the Driver's License Permit Instruction, ServSafe Food Protection Manager Certification Program, and Windows to Work Employability Program. Due to the abundance precautionary steps taken, several cycles of various programming were unable to be completed during FY24.

3rd Floor Programming is provided in the following areas:

- ❖ Cognitive Behavioral Interventions for Substance Abuse (CBISA)
- ❖ SAMHSA Anger Management
- ❖ Thinking for a Change (T4C) (Cognitive Behavioral Program)
- ❖ Windows to Work and Cognitive Behavioral Interventions – Employment (CBI-EMP)
- ❖ Construction Trades Pre-Apprenticeship
- ❖ Driver's License Permit instruction and DOT written examination
- ❖ ServSafe Food Protection Manager certification
- ❖ American Heart Association CPR/AED/First Aid
- ❖ Math & Blueprint Reading (30-hour)
- ❖ OSHA 10 workplace safety certification
- ❖ Outside Presenters: Educators Credit Union (Financial Literacy/Credit Reports) Tucker's Truck Driving Academy (CDL); DWD Bureau of Apprenticeship Programs; ARCW (Narcan instruction), Driver's License Recovery, Centro Legal and Milwaukee County Child Support Services.

MSDF PROGRAMS – 4TH & 5TH FLOORS

DAI Substance Use Disorder (SUD) Program

MSDF implemented a 20-week Moderate to High risk Substance Use Disorder program for DAI PIOC. To date, three cycles of moderate to high risk Substance Use Disorder (SUD) programming were completed for DAI PIOC during this annual reporting session, with another cycle ongoing. The programming curricula at MSDF includes: Cognitive Behavioral Interventions for Substance Abuse, Thinking for a Change, Epictetus, Social Skills, Anger Management, Domestic Violence, and Cognitive Behavioral Interventions for Employment. SUD programming also includes a behavior modification component where PIOC earn incentive coupons for demonstrating pro-social behaviors and are able to exchange those coupons for incentives like 3 in 1 body wash, deodorant, craft supplies, and extra time in the exercise room or dayroom. Over 40 PIOC enrolled during this period, have successfully completed the program.

Windows to Work

In partnership with Employ Milwaukee and the Center for Self-Sufficiency, four cycles of Windows to Work Employment group were completed with 23 participants completing the program successfully. These individuals completed both Cognitive Behavioral Interventions for Employment and Employability-based components like resume building, interview skills, and financial literacy. Upon release, those who

have completed the program continue to work with the Center for Self-Sufficiency for a year gaining further skills and resources for a successful return to the community.

DCC Restore

With the increase of sanctions for the DCC population, MSDF is offering a 60-day individual counseling sanction and a 90-day group counseling sanction. Agents make a referral to the RESTORE (Responsibility Equals Sanction Time Opportunity Reduction Earned) Program and if the person in our care successfully completes the outlined program, they are eligible to earn 15 days off of their sanction time. Starting in June 2021, PIOC who were eligible for the RESTORE program were brought to the 4th Floor where staff could meet with them and provide the appropriate skill-based treatment. **113** PIOC have completed the “RESTORE” program during the fiscal year. Additionally, **9** female PIOC with short term sanctions successfully completed skill building activities specific to their needs reducing days off of sanctions.

Suits for Success Closet

In mid-2021, MSDF formed a partnership with Suits for Success in order to create a Suits for Success Clothing Closet. This closet provides returning citizens with clothing and professional attire upon their release. During the release process, those who are found to need clothing or professional attire work with their assigned Social Worker who assists them in obtaining up to 4 outfits from the closet to help them on the next chapter of their journey. To date, almost **100** returning citizens have utilized the closet as a resource. Further, as a result of the partnership with Suits for Success, MSDF was able to assist in the creation of several other clothing closets at other institutions and DCC agencies. As our donations continued to grow, MSDF also partnered with Partners in Hope to fill their clothing closet and provide further employment and re-entry resources to the individuals releasing from our care.

UNIT DESCRIPTION – 4th FLOOR

The 4th floor consist of 4 pods: 4A, 4B, 4C, and 4D. Each pod holds up to 40 beds. 4 beds are to a cell which are considered dry cells due the bathroom being in the middle of the unit. During this annual period, 4th floor has been used primarily to house PIOC who have been classified by Classification to remain at MSDF until their release. During part of this annual report review 4C was used to house kitchen workers along with non-ERP SUD groups. Part of 4D pod houses participants who are enrolled in the DCC “RESTORE” program. Prior to the end of this annual report period, 4B was assigned as a designated pod to house PIOC who are in minimum custody status as an incentive for them to take part in some of the benefit’s on being on an open treatment pod. In addition to this change, 8 beds on 4A have been designated to house overflow of education students to combat long wait times for enrollment.

UNIT DESCRIPTION – 5th FLOOR NON-RESTRICTIVE HOUSING (Non-RH)

The 5th Floor Non-RH consists of two pods 5C and 5D which holds up to 40 PIOC on both sides. 4 beds are to a cell which are considered dry cells due the bathroom being in the middle of the unit. During the period of the annual report, most of the 5th Floor Non-RH has been closed with exception of 5D pod which is housed to institution workers. 5C will re-open after this annual report period in order to accommodate additional SUD programming.

UNIT DESCRIPTION – 5th FLOOR RESTRICTIVE HOUSING

The Milwaukee Secure Detention Facility's Restrictive Housing Unit (RHU) continues to make improvements to foster positive changes in behavior and attitudes of the persons in our care (PIOC) and to ensure their successful transition back into general population. In the past year, a multi-disciplinary approach from Security, Psychological Services (PSU), and Health Services (HSU) has focused efforts to ensure the needs of PIOC in RHU have been met. Unit staff continue to work hand in hand with the PSU department to make sure PIOC are receiving the highest quality of care, including but not limited to: out of cell appointments, daily rounds, weekly therapy groups, and utilizing the telehealth system. The HSU department makes weekly rounds addressing any medical concerns brought forth to include: wellness checks for various medical issues, routine appointments out of cell for chronic illnesses, and any other health concerns. All PIOC who reside in RHU are provided access similar to general population PIOC, such as telephone calls, visits, law library, barber services, HSU, and PSU. MSDF has a dedicated team of staff who work in RHU daily, including a Restrictive Housing Unit Supervisor, Social Worker, RHU Property Officer, and 21 security staff across three shifts.

- ❖ The Restrictive Housing Unit team, in conjunction with the Psychological Services unit, provides weekly out of cell programming for PIOC housed in Restrictive Housing. Additionally, PSU routinely meets with individual PIOC as needed to ensure their safe return to general population.
- ❖ The Restrictive Housing Unit team provides PIOC with reading material, puzzles, crayons, and stamped envelopes, in addition to all other routine hygiene products.
- ❖ IC Solutions video visitation allows PIOC in Restrictive Housing to maintain their familial connection through virtual visits while in Restrictive Housing Unit.
- ❖ PIOC custodians are employed in Restrictive Housing to ensure the unit is cleaned and sanitized.
- ❖ The Restrictive Housing Step Committee continues to meet on a bi-weekly basis to discuss the progress of PIOC behaviors in RHU for both men and women.
- ❖ Security staff continue to further their training to improve their communication skills, restraint practices, and de-escalation tactics.

UNIT DESCRIPTIONS – 6TH FLOOR

The 6th floor consists of a 50-bed general population pod, a 40-bed female pod, a 48 bed Special Management pod and a 50 bed Program Restrictive Housing pod housing a total of 188 offenders.

The 6A pod is a general population unit which houses male offenders, and the 6B pod houses the female population. On 6B, there are 4 restricted housing cells (a total of 6 beds) in an enclosure on the unit and 34 beds allocated as general population and quarantine beds for the females. The 6C pod houses STEP 2 and STEP 3 Program Restrictive Housing persons in our care (PIOC). STEP 2 and STEP 3 Program Restrictive Housing PIOC on the unit finish out their restricted housing time while they transition their way back into general population. A Multi-disciplinary Step Review Team conducts bi-weekly reviews of PIOC and makes recommendations regarding programing, step movement, behavior management, and other issues.

The 6D pod is the special Management unit in the institution. The targeted offenders on this unit are PIOC who are chronically mentally or physically ill, or are deemed to be vulnerable in some way.

A multi-disciplinary team approach is taken with all of these populations to manage them appropriately. Unit managers, staff from security, Psychological Services Unit (PSU) and Health Services Unit (HSU) work together with respect to many of these PIOC to help maintain their stability while in the institution, as well as to help prepare them for transfer to another facility or release into the community.

Program and Activities Highlights

- ❖ ***Driver's Education** – 1 cycle of 8 participants were provided during FY23. The Driver License program provided instruction to PIOC preparing them for the written Driver License permit exam.*
- ❖ ***It Takes a Village Foundation Re-Entry Program** – 1 cycle with 8 participants began during FY23. This educational program covers topics such as independent living skills, social and emotional coping, employability skills, and money management.*
- ❖ ***Restore** – 9 females with short term sanctions successfully completed skill building activities specific to their needs reducing days off of sanctions.*
- ❖ ***Clinical Facilitated Support Groups** – Weekly support groups facilitated by Clinical staff with a focus on mental well-being and emotional coping skills.*
- ❖ ***Self-help and Spiritual Activities** – Weekly organized events facilitated by volunteers from the community.*

UNIT DESCRIPTIONS – 7TH FLOOR

The 7th floor contains four living units, or pods, that each house 50 persons in our care for a total of 200.

Two units house Division of Community Corrections (DCC) persons that are held on a Probation/Parole hold. While on a hold, their DCC Agent investigates suspected supervision violations. They may be pending new charges, awaiting a revocation hearing or awaiting placement into an Alternative to Revocation (ATR) treatment program such as halfway house or temporary living placement. Stays can vary from one week to six months.

The other two units house persons in our care who have been revoked and are waiting to be seen by the Bureau of Offender Classification and Movement (BOCM) staff for an Initial Classification (IC) hearing. This hearing determines program needs, custody level and facility placement. Once the IC has been finalized, persons in our care are placed on a list to be moved to a Division of Adult Institution (DAI) Unit at MSDF, which after classification, can take around two months.

Those housed on the 7th floor can work voluntarily in the kitchen and voluntarily on the unit in custodial positions. We have a full-time recreation department located on the 7th floor which provides leisure time activities for all persons in our care. There is a recreation room on each pod with weight equipment/treadmill, a tv viewing area and a library with legal materials. Various religious services are available for participation.

Staffing

There are 16 uniform staff members (Officers and Sergeants) assigned to the 7th floor. Staffing on the 7th floor includes two Sergeant and four Officers on both first and second shifts and two Sergeants and two Officers on third shift. We have a Social Worker who works with the PIOC on the 7th and 8th floors to address questions/concerns during their stay as well as work with DCC Agents, the Courts and Attorneys. The Social Worker works with persons in our care to plan for their release.

A Psychological Associate is assigned to the 7th floor to provide mental health treatment on both a routine and as needed basis. They facilitate a coping skills group on two pods and a journaling group on the other two pods. An Institution Unit Supervisor is assigned to the floor to oversee day-to-day operations. In addition, we have a DCC Agent Liaison assigned to the 7th floor, working directly with the DCC Agents. The Liaison takes statements, serves revocation paperwork as well as assists with any other requests from the DCC Agents.

UNIT DESCRIPTIONS – 8th FLOOR

During FY24, Milwaukee Secure Detention Facility (MSDF) 8th floor is made up of two units and can house up to 227 male Persons in Our Care. Half of the 8th Floor has a total of 50-two bed cells that can house 100 PIOC, which is general population Department of Community Corrections (DCC) unit. Religious services, coping skills with psychological services and correspondence schooling are offered. The other half of the 8th floor has 50-two bed cells along with two dormitories. The two dormitories house up to 27 PIOC. This half has two separate purposes: one is the intake unit for all incoming PIOC.; the other is where PIOC are moved to and serves as the orientation pod after approximately a week on the intake pod. On the orientation pod PIOC will attend MSDF DCC orientation. PIOC will be moved to a DCC general population unit as soon as there is a bed available. MSDF is unique in that it is the only DAI facility that receives DCC PIOC directly from the community.

PIOC orientation information is specific to the operations of MSDF to include Health Services Unit (HSU), Psychological Services Unit (PSU), Inmate Complaint Examiner (ICE), Education, Records, Chaplain, DCC Liaison, unit Social Worker and Institution Unit Supervisor. Important information and expectations are shared with every PIOC in writing and through modeling and teaching by the unit Officers, Sergeants, Social Worker, and Institution Unit Supervisor. MSDF PIOC Handbook and Prison Rape Elimination Act (PREA) information is also made available to all PIOC as part of orientation. Staff members from all departments are available to answer questions and respond to requests from PIOC as they navigate MSDF operations.

The 8th floor houses DCC felony offenders that are confined on a Probation/Parole hold. DCC PIOC are held at MSDF while their Probation/Parole Agent investigates rule violations, pending revocation hearings, sanctions or placement into an Alternative to Revocation (ATR). ATR programs such as a treatment program, halfway house, or temporary living placement. Additionally, while housed at MSDF, DCC PIOC can work in voluntary custodial positions on the 8th floor.

There are 16 uniform staff members (Officers and Sergeants) assigned to the 8th floor. Staffing on the 8th floor includes two Sergeant and four Officers on both first and second shifts and one Sergeant and one Officer on third shift. There is a social worker designated to work with the PIOC on the 8th floor to address tasks including calls with the Probation/Parole Agent, court appearances, attorney calls, and reentry planning. A PSU clinician is also assigned to the 8th floor to provide mental health treatment on both a routine and as needed basis. One Institution Unit Supervisor is assigned to the 8th floor to oversee the day-to-day operations.

In addition, there are 5 Probation/Parole agents and 1 DCC Field Supervisor located at MSDF to work directly with the DCC PIOC. MSDF Agents serve as the liaisons, between the PIOC and agent of

record. These agents may take PIOC statements, serve revocation paperwork, and handle other requests from the agent of record.

UNIT DESCRIPTIONS – 9th FLOOR

The 9th floor is also made up of two separate units. Each unit consists of two pods which houses fifty (50) Persons in Our Care, for a total of 200 DAI PIOC. The DAI PIOC housed on 9th Floor have 12 months or more confinement to serve with expected transfer to another DAI institution.

On July 12, 2021 Milwaukee Secure Detention Facility became an official Reception site. The 9th floor was assigned as the floor to house PIOC that needed to go through the initial classification process. During the 2023 fiscal year, MSDF classified approximately 700 Persons in Our Care. Due to long statewide transfer holds, 9th floor transitioned from the unit that housed receptions status PIOC to housing DAI status PIOC who are staffed and awaiting transfer to their next assigned institution. This allows residents to receive in-person education services, order more property, engage in short term programs such as Driver’s Education and Serv Safe, and be able to work paid institution jobs until they transfer.

EDUCATION SERVICES

Educational programming at the Milwaukee Secure Detention Facility consists primarily of Adult Basic Education (ABE) with emphasis on GED studies. Instruction primarily focuses on the content areas of the GED: Math, Reading / Language Arts (RLA), Social Studies and Science.

All Persons in Our Care are eligible to participate in educational programming. MSDF has twenty-four (24) part-time paid Academic Positions for DAI PIOC. Educational service is delivered through correspondence work and small groups. In FY 2023, MSDF had one hundred sixty-two (162) participants in the GED program and sixteen (16) PIOC completed all the requirements of the GED. The following number of tests were administered:

Test	1 st Attempt	2 nd Attempt	3 rd Attempt	Total
Civics	31	6	0	37
RLA	20	10	3	33
Social Studies	31	12	6	49
Science	24	8	4	36
Math	27	6	6	39
Total				199

Also, in FY 2023, the Office of Program Services determined students can complete the Windows to Work Program to satisfy their employment course requirements. Students who complete the Health exam and Employment course will acquire a High School Equivalency Degree beyond a GED. MSDF had one student enrolled in this opportunity.

In addition to GED preparation service, PIOC have the opportunity to increase their skills/knowledge in core subjects, build resumes and apply for college and financial aid. All these services are delivered by teachers who are certified by the Wisconsin Technical College System. The department consists of 1 examiner and 3 teachers, with one teacher being responsible for Library Services. Library Services include reference material, education/leisure material and photocopying. There is no central library, but each living unit has a central location to access a variety of books.

PROGRAM SERVICES

Driver's Education – 10 cycles of 8-10 participants were provided during FY24. The very-popular Driver License program, providing instruction to approximately 79 PIOC, preparing them for the written Driver License permit exam. DMV officials then administered the written exam in the institution. DOT exam results are shared with DCC. (10 cycles were funded for FY24). Each participant received 45 minutes of virtual training as part of the curriculum.

ServSafe – is an educational program from the National Restaurant Association (NRA). It was developed to educate restaurant workers and those interested in the hospitality industry about the best practices in food safety. The program blends the latest FDA food code, food safety and food sanitation training experience. Total of (38) PIOC successfully achieving their Food Protection Manager Certification for FY24. Certified ServSafe instructors administered the written exam within the institution.

Firearm Reduction Program – during FY24 approximately – forty-five PIOC participated in a 1-hour reentry program focused on firearm violence reduction, facilitated by Warden Steve Johnson, Deputy Warden Julie Ustruck Wetzel, IUS Arthur Kennedy, Kenneth Gales (USAWIE) and along with Project Safe Neighborhoods. The program focused on the dangers and legal ramifications associated with firearm violence along with a message of opportunity to offenders who will receive support for employment, substance abuse, and mental health treatment upon reentry.

Recreational Program/Services – PIOC receive various handouts on work out routines for physical strength endurance. PIOC are involved in gaming activities such as ping pong and bag toss. There has been a several chess and bag toss tournaments on various pods. Also, for some leisure activities, playing cards, board games, word search, crossword puzzles and cartoon character coloring are being distributed weekly to PIOC. There has been a couple of spades tournaments on the units. Due to the recent transfer of our recreational staff, we are gradually building up our PIOC participation in recreation activities.

Community Partnership Outreach Programming – other incentives that were accomplished during FY24 include: Community Partnership Outreach Programming such as Legal Action of Wisconsin with enrolling PIOC into badger care health insurance. Treatment Alternative Program (TAP) provide by Wisconsin Community Services as part of the agency's reintegration programming and Community Warehouse providing job skills training and employment for background challenged individuals.

It Takes a Village Foundation Re-Entry Program – This program began during FY23. This educational program covers topics such as independent living skills, social and emotional coping, employability skills, and money management.

CHAPLAINCY SERVICES

Chaplaincy Services at the Milwaukee Secure Detention Facility (MSDF) provides pastoral care to inmates, assisting them in their response to the realities of their actions prior to, during, and after their confinement. Religious programming aims to assist offenders in discovering and developing their religious faith and by working in partnership with the community between 100-150 Person in our care participated in religious services each week during FY24. to accomplish mutually beneficial results. Chaplaincy functions in various roles: as representatives of God in a categorically nonspiritual setting; and to provide counselling services, managing volunteers, and leading or conducting religious programming.

Religious practice groups include, but are not limited to, the following: Buddhist – Christian – Jewish - Catholic/Protestant – Islam – Native American. Religious leaders for various other umbrella religion groups not mentioned are contacted upon request.

Note: There has been a spike in PIOC participation of religious studies during FY24.

Offenders are also offered participation in various other volunteer-led programming, such as:

- Alcoholics Anonymous
- Domestic Violence discussions
- Meditation Classes

In addition to instructional and worship opportunities, the following services are also available, upon request:

- Pastoral visits with community spiritual leaders of their faith choice
- Spiritual consultation with the Chaplain
- Community resource information for offenders returning to the community
- Easter outreach celebration & Annual Christmas caroling and gift giving

Unlimited religious materials are readily available on each housing unit. Additional materials pertaining to specified faith groups may be requested through the Chaplain.

During FY24, MSDF provided opportunities for respective inmates to participate in zoom video service, along with offered zoom funeral services. PIOC were able to participate in there URG Annual Religious Observance Congregate Meals and Services for FY24.

- **Welcome Backpacks release program** – As part of our chaplaincy services, our backpack program provides people in our care who may have nothing but the clothes on their backs, some basic seasonal items as a start when they leave prison. Approximately 100 backpacks were distributed to PIOC during FY24.

PSYCHOLOGICAL SERVICES UNIT (PSU)

The Psychological Services Unit (PSU) at MSDF continues to screen PIOC with a variety of diagnoses and levels of care. PSU remains productive, meeting our mandate of screening every PIOC who enters the facility within 48 hours. Our staff is assigned to specific floors within the institution to provide individual therapy, group therapy, and crisis intervention. This allows them to get to know the PIOC better, establishing rapport and knowing how to intervene with their psychological problems more effectively. This diversified approach helps to decrease anxiety, depression, and seriously disruptive behaviors that can result from incarceration. We also work proactively to help PIOC cope with incarceration in order to

reduce suicidal thoughts, gestures, and attempts. The Mental Health Multidisciplinary Team continues to meet weekly to coordinate care for mentally ill PIOC housed on the special needs unit, geriatric populations, general population, restrictive housing Unit, and the female unit. Our work with the PIOC has been significantly aided by our strong relationships with the front-line staff and security supervisors, who are able to work collaboratively to defuse situations on the units without having to resort to observation or TLU placements to solve a situation.

PSU SERVICES TO OFFENDERS in FY24	
Mental Health Intake Screenings (3472)	3,306
Psychological Service Request Slips Received	4,982
Individual Mental Health Contacts (clinical monitoring, crisis contacts, response to PSRs)	2,238
Group Contacts with PIOC	1,688
Clinical Observation Placements and Follow-up Assessments	973
Restraint Placements and Follow-up Assessments	35
Housing Rounds by PSU (RHU & GP)	13,752
Mental Health Referrals (WRC, MICA, etc.)	107
Minimum Screening Evaluations (3474)	92
Sex Offender Treatment Evaluations (3776)	196
Psychology Input for Security Decisions (3509)	236
Mental Health Pre-release Summary (3585)	21

HEALTH SERVICES UNIT (HSU)

The HSU at MSDF provides professional and comprehensive medical, dental, psychiatric and nursing services to the Persons in Our Care (PIOC). Our mission is to ensure that MSDF’s Health Service Unit is strategically aligned with the goals and objectives of the Division of Adult Institutions, the Bureau of Health Services and the national practice standards.

MSDF differs from other DOC facilities as it houses both DCC and DAI, male and female offenders in a jail-like environment. Many of our patients are admitted directly from the community and, therefore, often have had little to no access to healthcare prior to entering MSDF.

At MSDF we provide timely, efficient, patient-centered, quality care that meets the needs of our patients in the Wisconsin correctional system. We strive to provide our patients with coaching, mentoring and education to successfully manage their health care needs when reinstated into the community.

Nursing staff is onsite 24 hours a day, 365 days a year.

All controlled medications are administered by nursing staff throughout the facility.

Upon arrival at MSDF, each person in our care sits down with an RN and a complete health screen is performed:

- Including: discussion of current complaints, substance use query, vital signs check, family medical history, language barriers are noted, recent hospitalizations review, as well as prescriptions and medications review.
- A brief mental health screen regarding self-harm history or suicidal ideation is completed.
- Observations are made regarding any visible signs of physical or other distress.
- Dental review done checking for urgent dental needs.
- Disposition is made regarding any particular placement/follow-up needs noted.
- Tuberculosis status is ascertained either by past recent TB skin test result or past history of TB or by obtaining Quantiferon Gold blood testing.

- Need for some basic immunizations is considered along with some basic annual health screens for appropriate patients.

After Intake, the vast majority of people in our care are seen for a history and physical examination by a physician or a nurse practitioner within 7 days of their intake. At this exam, tentative and confirmed diagnoses are made, and necessary medical treatment/diagnostics/referral/follow-up are ordered at the practitioner’s discretion. This may include but is not limited to radiology (X-Ray, MRI, CT, Ultrasound, Fibro-scans), optimality, lab draws, physical therapy, repertory therapy, wound specialties as well as patient education. This information is entered into the electronic medical record.

Our team members bring years of correctional healthcare experience as well as emergency-based nursing skills to better provide our PIOC-patients with the most current and up-to-date healthcare techniques and evidence-based practices.

MSDF HEALTH SERVICE UNIT STATISTICS JULY 2023 - JUNE 2024	
Intake Screenings and Medical Histories Completed:	5,705
Discharges	11,484
Medical Provider Appointments (MD/NP):	9,187
Nursing Sick Call Appointments (Face-to-Face Visits)	27,062
Clinical (Specialty) Offsite Appointment	573
Onsite Ultrasound and X-Ray	641
Lab Draws/Processing	10,518
Dental Appoints	496
Dental Hygienist	124
Psychiatry Appointments	3,987
Optometry Appointments	617
Physical Therapy Evaluation/Appointments	545
Medication Prescriptions Filled	21,770

PERSONS IN OUR CARE COMPLAINT REVIEW SYSTEM

The Persons in Our Care Complaint Review System (ICRS) affords MSDF PIOC a process by which their grievances may be expeditiously raised, investigated, and decided. Complaints investigated by the Institution Complaint Examiner (ICE) include, but are not limited to issues regarding policies, rules, living conditions, health services, personal property and employee actions. Issues such as these can impact the daily living conditions and climate of the institution. Investigations of complaints are completed under the supervision of the Warden. This process also affords PIOC and staff the opportunity to review correctional policy and gain further insight into the correctional system, in addition to correct any errors should they be found.

The MSDF ICE is a member of the institution’s Policy and Procedure Committee, Property Committee and serves as the Co-Chair of the local Employee Services Program Committee. The ICE is the site’s Limited English Proficiency (LEP) Coordinator and Digitally Formatted Legal Material (DFLM) Coordinator. The ICE is also the Litigation Coordinator for the institution and reviews PIOC appeals on disciplinary hearing decisions for procedural errors prior to the Warden’s review.

Inmate Complaints Received FY18 - FY24:

Complaints	FY 18	FY 19	FY 20	FY21	FY22	FY23	FY24
Total	638	511	500	290	323	423	735

Complaint Results FY24:

Affirmed – 52	Dismissed – 392
Rejected – 285	Appealed to CCE’s office – 93
Returns – 863	Reimbursed - \$647.47

Subject Code/Subject	FY22	FY23	FY24	Subject Code/Subject	FY22	FY23	FY24
01 Staff	11	36	118	13 Food	6	8	16
02 Correspondence/Publication	53	82	72	14 Classification	29	29	23
03 Discipline	13	25	51	15 ICRS	1	1	8
04 Medical	44	76	83	16 Discrimination	0	0	1
05 Parole/Release	0	0	6	17 Person in our care Accounts	19	18	20
06 Personal Physical Cond.	20	9	53	19 Breach of CHI	0	1	0
07 Property	45	43	125	20 Staff Sexual Misconduct	1	5	8
08 Rules	5	5	17	21 Person in our care Sexual Misconduct	2	0	6
09 Religion	4	8	9	22 Dental	0	2	4
10 Work/School	2	1	5	24 Staff Misconduct	22	14	17
11 Visiting	5	6	10	25 Psychology	0	4	7
12 Other	34	48	72	26 Psychiatry	7	6	4

BUREAU OF OFFENDER CLASSIFICATION AND MOVEMENT

Under the direction of the Division of Adult Institutions, and in accordance with DOC Administrative Code s. 302, BOCM employs 2 FTE Offender Classification Specialist (OCS) and 1 FTE Operations Program Assistant (OPA) at MSDF as of 03/01/2021. The OCS is responsible for completing initial classification and chairing program review committees; both of which determine an offender’s custody level, programming and placement. COMPAS Assessments have been introduced to MSDF Initial Classification beginning November 1, 2014 and are routinely completed based on the inmate’s sentence structure.

The responsibility of Internal Classification transferred to MSDF April 1, 2015.

In the last fiscal year (July 1, 2023 to June 30, 2024) the following actions were completed:

- *Initial Classification Actions: 572 Total*
- *Reclassification Hearings at MSDF: 170*
 - *Reclassification at WCCS sites: MSCC - 70; FCCC – 91*

RECORDS OFFICE

The Records Office at Milwaukee Secure Detention Facility is responsible for maintaining legal, social service, education, and visitor files on offenders from the Division of Adult institutions. As well as storing then forwarding documents to the Division of Community Corrections to the Probation and Parole Agents for the probation and parole violators housed temporarily at MSDF. Records staff disseminates legal information; they coordinate releases and warrants with law enforcement; calculate parole eligibility dates; set up parole board hearings; calculate mandatory release/extended supervision release and maximum discharge dates; enter court-ordered sentences and sentence modifications into offender records; process revocation orders; schedule court appearances and record institutional disciplinary actions.

MSDF Records Personnel also coordinate and document all offender movement to and from the institution. They organize all intakes, releases, court visits, professional visits, DCC offender visiting lists, entry of demographics into WICS for each offender, are process servers, notaries and schedule detainer/warrant pickups. They arrange for offender file reviews, open records requests, and respond to the public regarding legal matters and offender status, signature bonds, and other legal papers to the offenders.

The Records Supervisor is designated as the back-up institution legal custodian.

The Records Office faces many challenges with the different types of offenders that are housed at MSDF and the amount of offender movement into and out of MSDF. The accompanying table breaks down the amount of movement handled on a monthly basis.

MONTH (July 2023/June 2024) (Male & Female)	DCC Admissions	DAI Admissions	DAI Housed at MSDF	DAI Transfer Outs	Releases
July '23	302	9	476	13	247
August '23	322	10	510	14	249
September '23	264	8	529	8	249
October '23	305	8	568	25	246
November '23	219	16	592	22	244
December '23	205	5	589	12	198
January '24	256	6	598	19	224
February '24	282	10	593	29	257
March '24	227	17	592	34	206
April '24	264	9	600	17	221
May '24	275	9	616	27	216
June '24	251	8	614	14	233
	DCC Admissions	DAI Admissions	DAI Housed at MSDF	DAI Transfer Outs	Releases
TOTAL (2023/2024)	3,172	115	6/877	234	2,790
AVERAGE (per month)	233	10	573	20	233
Total in (2023/2024)	3,287				
Average (per month)	274				
Total out (2023/2024)	3,024				
Average (per month)	252				

CONTACTS FOR MAJOR DOC INITATIVES

ADA COORDINATOR:	Dwilette Archer: 414-225-5666	
LEP COORDINATORS:	Ashley Schmidt: 414-212-6804	Robert Niccolai: 414-212-4970
PREA COORDINATORS:	Heather Paulsen: 414-212-4998	Ryan Ackerman: 414-212-4947

As MSDF corrections professionals we understand the importance to **ACT**:



Through our actions we strive to accomplish the Mission of the Wisconsin Department of Corrections.