

New Lisbon Correctional Institution



ANNUAL REPORT

JULY 1, 2023 – JUNE 30, 2024

TABLE OF CONTENTS:

MESSAGE FROM THE WARDEN'S OFFICE -ACCOMPLISHMENTS AND HIGHLIGHTS _____ 3
 FACILITY MISSION AND GOALS _____ 4
 FAST FACTS _____ 4
 PROGRAM PARTICIPATION AND COMPLETION _____ 5
 RESORATIVE JUSTICE _____ 7
 COMMUNITY SERVICES _____ 7
 OTHER PROGRAMMING AND SERVICES _____ 8
 BUSINESS OFFICE _____ 10
 FOOD SERVICE _____ 10
 HEALTH SERVICES UNIT (HSU) _____ 10
 MAINTENANCE _____ 11
 HUMAN RESOURCES _____ 11
 INMATE COMPLAINTS _____ 11
 PSYCHOLOGICAL SERVICES _____ 12
 RECORDS _____ 12
 SECURITY _____ 13

ACRONYMS:

INSTITUTION CONTACT INFORMATION:

ACT	ANGER CONTROL TRAINING
ADA	AMERICANS WITH DISABILITIES ACT
BCE	BUREAU OF CORRECTIONAL ENTERPRISES
CRB	COMMUNITY RELATIONS BOARD
DOC	DEPARTMENT OF CORRECTIONS
ERP	EARNED RELEASE PROGRAM
FY	FISCAL YEAR
HSU	HEALTH SERVICES UNIT
HVAC	HEATING, VENTILATION, AIR CONDITIONING
ICE	INSTITUTION COMPLAINT EXAMINER
ICRS	INMATE COMPLAINT REVIEW SYSTEM
LEP	LIMITED ENGLISH PROFICIENCY
MICA	MENTAL ILLNESS CHEMICAL ABUSE
MJC	MOBILE JOB CENTER
NLCI	NEW LISBON CORRECTIONAL INSTITUTION
PREA	PRISON RAPE ELIMINATION ACT
PSU	PSYCHOLOGICAL SERVICES UNIT
PIOC	PERSONS IN OUR CARE
RHU	RESTRICTIVE HOUSING UNIT
SHU	SPECIAL HANDLING UNIT
SO	SEX OFFENDER
SUD	SUBSTANCE USE DISORDER
T4C	THINKING FOR A CHANGE
WRC	WISCONSIN RESOURCE CENTER
WSPF	WISCONSIN SECURE PROGRAM FACILITY

Facility Primary Phone Number:	(608)562-6400
ADA COORDINATORS:	
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Sarah Combs Ext. 7376	Education Director
Melanie Harper Ext. 7301	Program Supervisor
COMPAS COORDINATOR:	
Melanie Harper Ext. 7301	Program Supervisor
LEP COORDINATORS:	
Sheldon Best Ext. 7355	Training Captain
PREA COMPLIANCE MANAGER:	
Corey Rahlf Ext. 7353	Administrative Captain

MESSAGE FROM THE WARDEN'S OFFICE

ACCOMPLISHMENTS AND HIGHLIGHTS

A Mission Statement serves to provide a concise explanation of an organization's reason for existence and describes its purpose, intention and overall objectives. The Department of Corrections provides the following 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.

The Division of Adult Institution as a whole works together to meet the components of the Mission Statement on a daily basis. Also true is each facility within the Division of Adult Institutions meets the components of the Mission Statement in their own unique and individualized way.

At New Lisbon Correctional Institution, we are fortunate to have dedicated, knowledgeable, creative and hardworking staff who consistently find new and innovative ways to address all four components of the Mission Statement. This report outlines the many accomplishments, achievements, statistical data and other information that makes New Lisbon Correctional Institution a special place to work. Having said that, it is truly the staff that make this facility special.

As we look back at our accomplishments during Fiscal Year 2024, we also welcome and embrace the opportunities that Fiscal Year 2025 will present. I am honored to be a part of the New Lisbon Team, and am proud to present this report on behalf of all of those who have contributed to the success of this facility.

Timothy Thomas

Warden



FACILITY MISSION AND GOALS

Mission:

New Lisbon Correctional Institution is committed to the safety, security, and protection of the public, staff and Persons in our Care (PIOC) in a humane and constructive manner. PIOC will be held accountable for their actions and the positive or negative consequences associated with those choices. We will encourage PIOC to develop goals conducive to positive release planning and reentry into society. We strive to provide PIOC with a set of positive behavioral options to enhance their successful reintegration back into society.

Goals:

PIOC are strongly encouraged to pursue all education, programming, and work opportunities available to them. Motivation, accepting responsibility, self-worth and self-advancement are the keys to positive change.

NLCI is committed to being a good neighbor by working in partnership with the community on common interests and having a positive effect on the community.

The Department of Corrections has placed a high priority on improving prisoner reentry. NLCI will hold PIOC responsible and promote their success throughout the duration of their incarceration. In doing so, we strive for fewer victims, less crime, reduced criminal justice costs, and safer communities.

NLCI is focused on providing PIOC with skills for successful reentry into the community. A large part of our focus is not only how we manage the behavior of our PIOC, but also how we engage and motivate them. PIOC are encouraged to use their time wisely to prepare for their return to the community, to follow the rules, to respect staff and other PIOC, and to work hard in the treatment and educational programs offered at NLCI. In return, our commitment is to work with them to be successful as an employee, family member, and citizen.

FAST FACTS:

Opened: April 4, 2004

Security Level: Medium

Operating Capacity: 950

Current Population: 1049

Officer/ Sergeant Staff: 144 Officers / 46 Sergeants

Non- Uniformed Staff: 96

PIOC to Staff Ratio: 3.5:1

Total Staff: 295

Number of Acres: 100

Operating Budget: \$30,514,039.92



PROGRAM PARTICIPATION AND COMPLETION

Academic:

NLCI had an average of 125 full-time and part-time students enrolled in academic, vocational, and CTE courses. 12 PIOC earned their High School Equivalency Diploma during FY24.

Vocational:

During FY24, NLCI offered two vocational programs in conjunction with Western Technical College, Production Bakery, and Wood Technology which includes Cabinet Making and Residential Framing. During FY24, our vocational students earned a total of 7 certificates in Baking, 15 certificates in Wood Technology.

During FY24, 14 students were enrolled in the Second Chance Pell program through Milwaukee Area Technical College (MATC) and working toward their associate degree.

Correspondence Courses:

Correspondence courses are approved courses of instruction that allow PIOC the opportunity to participate in post-secondary educational opportunities through distance education. There was an average of 6 PIOC enrolled in correspondence classes monthly.

Personal Development:

NLCI provides college-level personal development courses. NLCI had PIOC enrolled in college-level courses including bakery applied math, woods applied math, customer service, and computer literacy.

Reentry Initiatives:

In an effort to align treatment programming with evidence-based practice, the Department transitioned from formal classroom delivery of these modules to making informational materials available in the library as a resource for PIOC who would benefit from the information. The Education Department continues to provide Health, Wellness, and Employability coursework as needed to meet the requirements of the HSED.

In partnership with the Wisconsin Department of Workforce Development, NLCI **was** fortunate to have an on-site Mobile Job Center (MJC) for PIOC to use as they prepare for release into the community for half of FY24. The MJC offers 18 work stations for PIOC who are within six months of release to use for employment-based activities such as viewing virtual workshops, completing career assessments, building resumes, and conducting job searches. The MJC is staffed by a DWD employee who assists PIOC as needed.

NLCI offers Windows to Work, a pre-release and post-release program in partnership with Wisconsin's Workforce Development Boards. Participation begins approximately three to nine months prior to release from incarceration. Participants receive group programming related to Cognitive Intervention, general work skills, financial literacy, community resources, job seeking, applications and resumes.

During FY24, 18 participants completed Windows to Work

Domestic Violence:

Domestic Violence is cognitive-behavioral based program designed for male offenders who have shown a pattern of abuse/violence to their significant and intimate partners. The curriculum is designed to help batterers identify their own cognitions that have justified violence and teach them skills to change their thoughts/beliefs that have led to their abusive behaviors. A major program objective is for the participant

to be able to identify alternative beliefs and intervention strategies to end their criminal and abusive behaviors as well as learn and demonstrate non-abusive and non-controlling behaviors.

During FY24, 10 participants completed the Domestic Violence program at NLCI

Sex Offender Treatment:

NLCI conducts Sex Offender Treatment which includes two program types. The Sex Offender Treatment Program (SOT-2) is a 100-hour treatment group. It currently runs twice a week for six months. The group covers topics such as offense disclosure, denial and minimization, victim empathy, cognitive distortions, criminal thinking, and re-offense prevention. Both written homework assignments and group participation are expected. SOT-2 is facilitated by psychological services, with co-facilitation assistance provided by other institutional staff. During FY24, 35 PIOC completed the SOT-2 program. Additionally, NLCI is now the only institution within the Wisconsin DOC providing treatment to Sexual Offenders whose only offense was involving Child Pornography (SOT-CPO). This treatment is somewhat shorter than SOT-2 as it typically lasts for five months and runs for approximately 60-80 hours. The SOT-2 curriculum has been adapted to better fit the needs of these individuals and covers many of the same areas that were mentioned in regard to SOT-2. There were 13 SOT-CPO completions during the FY24.

During FY24, 48 total participants completed a SOT program at NLCI

Cognitive Behavioral Program:

The Cognitive Behavioral Program Thinking for A Change (T4C) is designed to assist people with identifying and restructuring thought processes that may lead to poor outcomes for themselves or others. The programs teach participants specific skills that assist them in identifying, controlling and changing the personal thinking patterns and underlying beliefs that support their criminal behaviors. Along with cognitive restructuring, participants are taught a number of social skills and problem-solving steps. The goal is not to make the PIOC change, but to motivate the PIOC to change himself. T4C lasts approximately four months and consists of group discussions, role plays, and homework assignments. In order to successfully complete the program, participants must actively participate in groups, satisfactorily complete all homework assignments and demonstrate they have acquired the specific skills taught in the program.

During FY24, 17 participants completed Thinking for a Change

Anger Control Training:

Anger Control Training (ACT) is a cognitive-behavioral based program designed to address the needs of violent offenders whose aggressive behaviors tend to be impulsive and reactive rather than instrumental and pre-planned. In addition to cognitive restructuring, ACT teaches participants cognitive and interpersonal skills to deter and replace violent behaviors. These skills include stress management, impulse control strategies, assertiveness skills, communication skills, identifying personal anger precursors (thoughts and situations that provoke angry reactions), handling criticism and provocation. Lessons are presented to groups of 10 to 12 offenders. Group sessions are generally 90 minutes in length and held twice weekly.

During FY24, 9 participants completed the ACT program

Substance Use Disorder/ Earned Release Program:

The SUD/ERP programming offered at NLCI operates through use of Cognitive Behavioral Programs (CBP) which often combines cognitive restructuring theory with cognitive skills theory to help participants take control of their lives by taking control of their thinking. This program is based on evidence-based practices and is consistent with that being offered throughout the Wisconsin Department of Corrections. The core programs utilized for SUD/ERP are Thinking for a Change and Cognitive Behavioral Interventions for Substance Abuse. Groups are facilitated by AODA certified

Treatment Specialists and have an average of 10 participants per group. In order to successfully complete the program, participants must actively participate in groups, satisfactorily complete all homework assignments, and demonstrate they have acquired the specific skills taught in the program. Our first SUD/ERP group began on January 11, 2020.

During FY24, 9 participants completed SUD, & 28 participants completed ERP.

RESTORATIVE JUSTICE & COMMUNITY SERVICES

Restorative Justice:

There are a multitude of Restorative Justice efforts which take place at NLCI throughout the year. These include:

Victim Offender Dialogue – This is a process which allows victims and PIOC to meet in a safe setting with a facilitator and provides the victim an opportunity to ask questions, state concerns, and directly express to the PIOC exactly how the offense has affected them and their families' lives. This dialogue offers an approach to criminal justice which seeks to restore the victim as completely as possible and hold PIOC accountable for their behaviors.

During FY24, no Victim Offender Dialogues were facilitated at NLCI.

Victim Witness Surcharge/Restitution/Child Support Obligations – Court ordered payments in these areas are collected by the Business Office to assist crime victims with expenses, reimburse victims for losses sustained in a crime, and reimburse custodial parents for child rearing costs. Victim Appearance at End of Parole Commission Hearings – Victims have valuable input into statements provided to the court prior to sentencing and again when an PIOC is being reviewed for release into the community.

During FY24, no requests were processed at NLCI for a victim to attend a Parole hearing.

Restorative Justice Group - The philosophy of Restorative Justice emphasizes the importance of holding PIOC personally accountable for their criminal behavior while creating healing and/or learning opportunities for and involvement of victims, community members and the PIOC in the justice process. During each session, participants gain an understanding of how PIOC, victims and the community are inter-connected in addressing issues of crime, punishment, restoration and accountability. Participants have an opportunity to learn from guest speakers, including victims/survivors of crime and other community members, facilitators and from each other through group discussions. Restorative Justice provides PIOC an opportunity to explore their personal beliefs while interacting with positive role models and learning about topics that may help them make better choices in the future.

During FY24, 17 participants completed Restorative Justice at NLCI

Community Services:

Community Relations Board - The DOC encourages and supports the creation of a Community Relations Board (CRB) for all facilities in the Division of Adult Institutions. The CRB is intended to act as a positive link between the facility and the community in which it is located. Community stakeholders attend meetings and the Board reviews institution progress and input from members regarding operational activities.

Fundraising/Community Services Donations – Fundraising activities were coordinated throughout the fiscal year to raise awareness of the importance of charitable giving and helping less fortunate individuals in the community.

In August 2023, NLCI partnered with Jimmy John's in Tomah for a fundraiser which raised \$1,453.25. PIOC were able to choose from three different sub sandwich options, and the proceeds were given to the New Lisbon School District. In April 2024, the institution partnered with Domino's Pizza of Baraboo to offer pizzas to PIOC. A total of \$2,890.01 was raised from this fundraiser. Proceeds were donated to the New Lisbon Police Department's K9 Unit. In April 2024, in conjunction with events honoring National Crime Victims' Rights Week, NLCI partnered with Pizza Ranch of Baraboo to hold our annual chicken dinner fundraiser. The total amount raised during this event was \$1,535.50. The funds were donated The Caring House, Inc., an agency based in Monroe County which is focused on helping foster children, foster families, and any families who need assistance.

In addition to fundraising events, NLCI provided cutting boards from the Vocational Wood Technology Program and crocheted items from the Community Service Program to the Wisconsin Victim Witness Professional's Conference and Special Olympics Torch Run in May 2024.

OTHER PROGRAM OPPORTUNITIES AND SERVICES

Chapel Services:

Weekly opportunities for worship and/or study groups are available for Protestant, Jehovah's Witness, Catholic, Islamic, and Native American/American Indian PIOC. The Buddhist and Pagan groups both meet with their spiritual leader twice per month. Other individual practices are facilitated through pastoral visits, both in person and virtually, or by individual observance. Additional opportunities available through the Chapel include a weekly Bible Study facilitated virtually by Calvary Chapel Madison, a Bi-Weekly Baptist Bible study facilitated in-person by Trinity Baptist Church, Reedsburg, WI, a Bi-Weekly Mindfulness Meditation, and a multi-faith meditation practice facilitated by volunteers from the Wisconsin Mindfulness Program. Additionally, Chapel Library provides publications and literature for all faiths. Religious studies through instructional DVDs and CDs are also offered. NLCI facilitates participation in the Angel Tree program which allows PIOC the opportunity to select and give toys to their children during the holiday season. Also, a creative writing and poetry class is facilitated by an outside volunteer once per month.

Volunteers - Volunteers are a vital resource for the institution, and especially the Chapel as they provide spiritual support to the PIOC population at NLCI. There are over 130 volunteers who are available to contribute countless hours of their personal time to help provide religious activities, pastoral visits or other forms of spiritual support. Volunteers represent all DOC umbrella religious affiliations as well as Alcoholics Anonymous, Poetry class, and Drawing class. Volunteers also assist with the OccuPaws Program and with providing services or training to PIOC with ADA needs.

Library Services:

NLCI offers comprehensive library services to both general population and RHU PIOC. General library services are available every day from 7:50 a.m. to 8:50 p.m. A variety of daily newspapers, weekly and monthly periodicals, reference materials, and general educational and leisure materials are available for use. The NLCI library employs seven PIOC workers. Additional services offered through NLCI's library include reference services, notary services, legal and educational photocopying and law library. The library organizes around 12,700 books and also participates in Interlibrary Loan through the Winding Rivers Library System. All NLCI PIOC have library accounts.

Recreation:

Recreation staff regularly includes two Recreation Leaders. Recreational opportunities available to the PIOC include the following: horseshoes, handball, running-walking track, indoor and outdoor volleyball, basketball, frisbee, whiffle ball, pickleball, kickball and shuffleboard. Structured fitness classes including yoga, step aerobics, weightlifting instruction, exercise ball (core training), and boot camp are also available throughout the year. Organized activities in FY24 included basketball, volleyball, pickle ball,

bean bag, soccer, ultimate frisbee, handball, and kickball tournaments. Additionally, the Recreation Department is responsible for the supervision of hobby property and guitar lessons, including an 11-week guitar lesson program for beginner and novice levels. This fiscal year, a voluntary community services program was established which involves PIOC crocheting items to be donated to local agencies. This project includes a partnership with the Juneau County Aging and Disability Resources (ADRC) to make “twiddle muffs”, items crocheted to assist people in the community with dementia by offering them physical activity for both dexterity and memory.

OccuPaws Program:

The OccuPaws Program allows 20 participants to train 10 service dogs in a partnership with the OccuPaws Guide Dog Association. The first dog arrived at NLCI as part of this program on December 4, 2019. While at NLCI, the dogs will receive approximately four months of training in socialization, basic manners and obedience before transitioning to the next level in their training program. This program takes place on Delta Unit and includes a resource room, a grooming room, and the OccuPark exercise yard. OccuPaws staff provide formal dog training in NLCI’s Visiting Room while participants provide informal dog training on the housing unit and exercise yard. Since the program began, over 100 dogs have transitioned to the next level of training. This years, 18 Dog handlers received a 7-credit certification in Dog Training from Chippewa Valley Technical College

Veterans Program:

The Veterans Wing on Delta Unit has been established as a community of incarcerated veterans with a focus on continued support and service to others. Participation in this program is voluntary. Those who apply to be a part of the program are screened for conduct, work and programming history. They are expected to display positive conduct and attitudes and demonstrate a willingness to assist and support others. Veterans have access to a designated group room on the housing unit where they may participate leisure time activities and have access to veteran related resources. Veterans also have opportunities to be connected with resources in the community related to a variety of benefits available to them. Monthly virtual meetings are conducted with the Juneau County Veterans Service Officer upon request.

Work Assignments:

Industries: BCE – Bureau of Correctional Enterprises (Formerly BSI - Badger State Industries) Sign Recycling Shop. Work done in BCE includes the stripping of used aluminum highway and street signs for recondition and reuse as well as production and manufacture of new aluminum signs. Duties at the shop vary but include: Hydro-Stripper operation and maintenance, Shear Operator, Punch Press Operator, Sign Sorting and Finishing, Fork Lift Operator, General Shop Repair/Maintenance, Packing and Shipping, Basic Blue-Print reading, Clerk Roles (Order Coordination, Inventory Forecast & Control, and Shipping), and Janitorial.

Institution: PIOC hold a wide variety of jobs throughout the institution to include, but not limited to tutor, janitor, maintenance and unit positions. Please refer to the Business Office section for PIOC completion information.

OTHER DEPARTMENTAL INFORMATION

Business Office:

PIOC Income and Obligation Report:

Total Monies Collected from PIOC in FY24		PIOC Wages Year-To-Date Summary	
Victim/Witness & DNA	\$81,903.98	INSTITUTION PAY	\$269,998.59
Child Support	\$51,989.56	BCE	\$26,041.22
Court Ordered Obligations	\$151,906.48	TOTAL	\$296,039.81
Medical Co-Payments	\$11,472.48		
Institution Restitution	\$1,824.91		

Food Service:

The Food Service Department is regularly staffed by a Food Service Administrator, a Food Service Manager and eight Corrections Food Service Leaders between 4 a.m. and 6 p.m. daily. During this reporting period there were approximately 1,146,465 meals served and the average meal cost was \$1.43/meal for average daily population. The Food Service Department also provided approximately 89 special medical and religious diets and 24 snack bags daily for the year. The NLCI garden harvested 41,170 pounds of produce which was used by both Food Service and the Vocational bakery program in addition to a spring plant sale for staff.

Health Services Unit (HSU):

The Health Services Unit (HSU) is staffed from 6 a.m. - 9 p.m., Monday through Friday. Weekends are on call. Holiday hours are 8:00 am – 4:00 p.m., with a nurse on-call during non-nursing hours. The HSU is managed by one Health Services Manager and there is one full-time Agency ACP. Additional staff includes: one full-time nurse clinician 4, three full-time registered nurses, and one full-time Medical Program Assistant Associate. The HSU is health services unit is additionally supported by agency staff including three Agency RN's. The dental unit consists of one dentist, one dental assistant and one dental hygienist. A psychiatrist provides services two days per week, and a physical therapist provides services three days per week.

The HSU provides treatment for acute and chronic illness. On-site services provided through the HSU include ACP and nursing appointments, emergency care, medication administration and delivery, laboratory, and radiology services which include on-site digital x-ray and ultrasound. There are optical services onsite. including eye exams, eye health and glaucoma screening. Additional onsite services include non-surgical orthopedic consultation.

The Health Service Unit utilizes an Electronic Medical Record. Central Pharmacy in Waupun provides patient prescriptions and refills as well as vaccinations.

Comprehensive specialty treatment is provided off-site at medical facilities at Mile Bluff Medical Center in Mauston, Black River Falls, Gunderson Hospital and Clinics in La Crosse, SSM Health in Waupun,

and the University Hospital and Clinics – Madison. NLCI also conducts telemedicine, video, and telephone visits with specialists at off-site medical facilities. Urgent and emergent specialty care is provided locally at Mile Bluff Medical Center in Mauston.

Maintenance:

The Maintenance Department hours are from 6:00 a.m. to 2:00 p.m. Monday through Friday. Maintenance staff include: one Building and Grounds Superintendent, one Building and Grounds Superintendent, one Electronics Technician, one Electrician, one Plumber, one HVAC Technician, three Facility Maintenance Specialist-Advanced, two Facility Officers and one Tool Room Sergeant regularly assigned to Maintenance posts. The Maintenance Department also employs up to 103 PIOC workers. PIOC workers are experienced in the following trades: Welding, Machinist, Painter, Electronics Worker, Master Electrician, Carpentry, Landscaping, Plumbing, Refrigeration, and Masonry.

Human Resources:

The Human Resources Department consists of one Human Resources Director, one Human Resources Assistant and one Payroll and Benefits Specialist. Department responsibilities include: direction, administration and monitoring of the recruitment and selection of staff; employee and labor relations; payroll and benefits; policy administration; investigations/discipline; health and safety management; employee training/development; records maintenance; and Affirmative Action/Equal Employment Opportunity compliance. There are currently 286 allocated staff positions.

Inmate Complaints:

The Inmate Complaint Review System (ICRS) ensures PIOC a process by which grievances may be addressed. The Institution Complaint Examiner (ICE), under the supervision of the Warden, investigates concerns regarding rules, living conditions and staff actions affecting institution environment. This process allows staff and PIOC the opportunity to understand correctional policies and to correct or address any deficiencies identified. The following statistics reflect the types of complaints accepted and their resolution.

Complaints Processed by Subject	# of Complaints	Complaints Processed by Subject	# of Complaints
01 Staff	61	14 Classification	7
02 Correspondence & Publications	53	15 ICRS	3
03 Discipline	37	16 Discrimination	0
04 Medical	92	17 PIOC Accounts	35
05 Parole	0	18 BCE	0
06 Personal Physical Conditions	4	19 HIPAA	2
07 Personal Property	92	20 Staff Sexual Misconduct	3
08 Rules	4	21 PIOC Sexual Misconduct	2
09 Religion	1	22 Dental	4
10 Work & School Programs	4	24 Staff Misconduct	0
11 Visiting	27	25 Psychology	5
12 Other	31	26 Psychiatry	2
13 Food	10	Total	479

Method of Disposition	Number
Affirmed	42
Dismissed	326
Rejected	111

Psychological Services Unit (PSU):

NLCI’s psychological staff is responsible for the mental health of PIOC. This primarily involves providing individual and group therapy. Each housing unit has a psychological services staff member on the unit who provides therapeutic services. In addition, optional group treatments are provided depending on staff availability. Groups offered in the past year were positive psychology, book clubs, journal challenges, Pet Therapy, and a group for transgender inmates. Additional services include: diagnoses and management of mentally-ill PIOC; psychological evaluation; 24-hour on-call availability; assistance with daily living skills; assessment of suicide risk; medical collaboration; assessments of mental health, violence and safety; crisis management and intervention; staff suicide prevention training; direction of the Multidisciplinary Team; and weekly orientation. Another central focus is on administrative and documentation requirements, such as completion of various evaluations for minimum placement potential, input for security decisions, and PIOC visitor reviews. PSU facilitates referral services to DOC-wide treatment programs including WRC, MICA, SRTU and others.

NLCI currently has 460 PIOC with diagnosed mental health concerns. Of those, 57 have serious mental illness. PSU provides mental health services and monitoring to these PIOC as well as services to PIOC with situational stressors or grief reactions on an ongoing basis. In Restrictive Housing out of cell sessions are offered weekly to seriously mentally ill PIOC; they are provided reading materials, independent work assignments, and individual counseling as needed.

The Special Handling Unit (SHU), houses approximately 50 PIOC, and is designed to assist those with mental illness or vulnerabilities to better adapt to the prison environment. The SHU includes a focus on socialization and building of support networks within the institution. Working with unit staff, recreation staff, treatment specialists and others throughout the institution, the PIOC on the Special Handling Unit have access to numerous groups including, arts and crafts, current events, social skills, mindful/meditation, games, and a primary processing group. The psychologist works closely with unit staff in monitoring and encouraging SHU members to develop skills and coping mechanisms to improve functioning in the unit living environment.

Beginning in fall 2021, NLCI added the Peer Specialist Program. A Peer Specialist is a PIOC who assists their peers in navigating challenges they themselves have faced and provide support and advice to others. They must meet specified requirements in order to attain certification and gain approval from several departments within the institution. They are then required to participate in 48 hours of training administered by Department of Health Services (DHS) staff and pass a certification test. NLCI currently has six Peer Specialists each of whom has a caseload of approximately 25 PIOC they work with.

Psychiatric services are available to PIOC with diagnosed mental illness. PSU staff work closely with the psychiatrist to monitor those receiving psychotropic medications. A Multidisciplinary Team meeting is held weekly to collaboratively discuss PIOC with mental health, medical, and behavioral concerns.

Records:

	FY19	FY20	FY21	FY22	FY23	FY24
Scheduled Court Pick-ups	306	239	79	271	319	353
Releases from NLCI	193	191	183	222	198	196
Transfer IN to NLCI	489	404	350	578	538	526
Transfer OUT of NLCI	287	267	234	262	312	330

The Records Office maintains the PIOC legal and social service files. The office also does sentence computations and service of court-issued documents.

Security:

The Security Department consists of: 1 Security Director, 9 Captains, and 6 Lieutenants; 45 Sergeant positions, 136 Officer positions and 1 Security Program Assistant – Confidential.

Restrictive Housing Unit - During the FY24, 335 Disciplinary Separation sanctions were given out, all of which were housed in restrictive housing. This is a decrease of 38 PIOC being placed in RHU from the FY23.

Incident Reports – A total of 2,322 Incident Reports were written in FY24. This is an increase of 660 reports from FY23. Of the 2,322 reports written, 28 of are due to Narcan Use.

Conduct Reports – There were a total of 1,677 conduct reports written by staff in FY24. 69 were required to pay restitution. Of the total number, 595 were major conduct reports. This is an increase of 41 conduct reports from FY23. Of the 595 Major conduct reports, 38 were referred to Re-Classification for review. 976 conduct reports written were minors, an increase of 186 from the FY23.