New Lisbon Correctional Institution

ANNUAL REPORT  
JULY 1, 2019 - JUNE 30, 2020
TABLE OF CONTENTS

MESSAGE FROM THE WARDEN’S OFFICE ................................................................. 3
ACCOMPLISHMENTS AND HIGHLIGHTS ............................................................... 3
FACILITY MISSION AND GOALS ........................................................................... 4
FAST FACTS ............................................................................................................ 4
PROGRAM PARTICIPATION AND COMPLETION .............................................. 5-6
RESTORATIVE JUSTICE ......................................................................................... 6-7
COMMUNITY SERVICES ....................................................................................... 7
OTHER PROGRAMMING AND SERVICES .......................................................... 7-8
BUSINESS OFFICE ................................................................................................. 9
FOOD SERVICE ...................................................................................................... 9
HEALTH SERVICES UNIT (HSU) ........................................................................... 9
MAINTENANCE ....................................................................................................... 10
HUMAN RESOURCES ........................................................................................... 10
INMATE COMPLAINTS .......................................................................................... 10
PSYCHOLOGICAL SERVICES .............................................................................. 11
RECORDS ............................................................................................................... 11
SECURITY .............................................................................................................. 12

ACRONYMS

ACT ANGER CONTROL TRAINING
ADA AMERICANS WITH DISABILITIES ACT
BCE BUREAU OF CORRECTIONAL ENTERPRISES
CRB COMMUNITY RELATIONS BOARD
DOC DEPARTMENT OF CORRECTIONS
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
NLCl NEW LISBON CORRECTIONAL INSTITUTION
PREA PRISON RAPE ELIMINATION ACT
PSU PSYCHOLOGICAL SERVICES UNIT
RHU RESTRICTIVE HOUSING UNIT
SHU SPECIAL HANDLING UNIT
SO SEX OFFENDER
T4C THINKING FOR A CHANGE
WRC WISCONSIN RESOURCE CENTER
WSPF WISCONSIN SECURE PROGRAM FACILITY

INSTITUTION CONTACT INFORMATION:

Facility Primary Phone Number: (608)562-6400

ADA COORDINATORS:
Timothy Thomas Ext. 7360 Deputy Warden
Sarah Goodman Ext. 7376 Education Director
Melanie Harper Ext. 7301 Program Supervisor

COMPAS COORDINATOR:
Melanie Harper Ext. 7301 Program Supervisor

LEP COORDINATORS:
Vacant

PREA COMPLIANCE MANAGERS:
Brian Cahak Ext. 7351 Security Director
Jacob LaVoy Ext. 7355 Lieutenant
MESSAGE FROM THE WARDEN’S OFFICE

*Accomplishments and Highlights*

Welcome to New Lisbon Correctional Institution’s (NLCI) Annual Report for Fiscal Year 2020 (FY20). This annual report provides information to those who hold us accountable in the use of resources and treatment of the individuals housed at NLCI. What it does not show is the daily dedication of those who work here. The operation of a prison requires staff from all disciplines, working together, to keep the Institution not just operational, but safe and secure for inmates, staff, and the community we serve. The accomplishments in this report highlight the dedication and commitment of NLCI’s staff.

Earlier this year the world learned of COVID-19, a public health emergency which required all of us to change the way we live our lives and conduct business. This virus has had a dramatic impact on just about everyone and everything and NLCI was no different. In response to the pandemic the Department followed national recommendations made for managing those residing in correctional facilities. In typical NLCI spirit all staff have banded together to implement pandemic plans to ensure staff, inmates, and visitors are in a safe environment. While our operations have changed during this public health emergency, our commitment to maintain public safety and provide needed services has not.

Meeting these challenges and accomplishing new initiatives would not have been possible without the hard work and commitment of our exceptional workforce. NLCI staff consistently rise to the occasion when faced with adversity by finding creative solutions for many trials. As our motto states: “at NLCI we make it happen.” We will continue to look ahead and move forward to meet the needs of those we serve - the citizens of Wisconsin. We are committed to working together to ensure a safe environment for each other and our inmate population.

Thank you for taking time to review this report and the scope of services offered at NLCI. The dedication and commitment of our staff is evident in these pages and we will continue to serve Wisconsin and the DOC in the years to come.

Daniel Winkleski
Warden
FACILITY MISSION and GOALS

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

Goals
Inmates 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 inmates 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 inmates with skills for successful reentry into the community. A large part of our focus is not only how we manage the behavior of our inmates, but also how we engage and motivate them. Inmates are encouraged to use their time wisely to prepare for their return to the community, to follow the rules, to respect staff and other inmates, 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: 998

Officer/Sergeant Staff: 193 (147 Officers/46 Sergeants)
Non-officer/Sergeant Staff: 104
Inmate to staff ratio: 3:1
Total Staff: 297

Number of Acres: 100
Operating Budget: $26,965,618.58
PROGRAM PARTICIPATION AND COMPLETION

Academic
NLCI had an average of 99 full-time and 79 part-time students per month. Fifteen inmates earned their General Equivalency Diploma during FY20.

Vocational
NLCI offers two vocational programs in conjunction with Western Technical College, Baking and Wood Technology which includes Cabinet Making and Residential Framing. During FY20, our vocational students earned a total of 11 certificates or diplomas in Cabinet Making and 4 certificates in Baking.

Correspondence Courses
Correspondence courses are approved courses of instruction which allow an inmate the opportunity to participate in post-secondary educational opportunities through distance education. There was an average of 5 inmates enrolled in correspondence classes monthly.

Personal Development
NLCI provides college-level personal development courses. NLCI had inmates enrolled in college-level courses to include Mathematics, Mathematics with Business Application, Applied Math-Bakery, Applied Math-Woods, and computer literacy.

Reentry Initiatives
The reentry program consists of ten modules: Education, Employment, Family Support, Financial Literacy, Health, Housing, Transportation, Personal Development, Wellness, and Transitional Preparation. In efforts 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 to be checked out by inmates who would benefit from the information. The Education Department continues to provide Health, Wellness and Employability course work as needed to meet the requirements of the HSED.

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 enabled them to be abusive to their partners and teach them skills to change their thoughts/beliefs that have led to their abusive behaviors. A major program objective is for the offender 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 FY20, 20 participants completed the Domestic Violence program.

Sex Offender Treatment
The Sex Offender Treatment Program (SOT-2) is a 100-hour treatment group. It currently runs twice a week for six months. It 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 and contracted staff to groups of up to 12 inmates at a time. Despite significant adversity and precautionary measures needed due to COVID-19 these groups have continued. Additionally NLCI is now the only institution within the Wisconsin DOC providing treatment to Sexual Offenders whose only offense was involving Child Pornography.

During FY20, 47 participants completed the SOT-2 program.
Cognitive Behavioral Program
The Cognitive Behavioral Program Thinking for A Change (T4C) is designed to assist offenders with identifying and restructuring thought processes that may lead to poor outcomes for themselves or others. The programs teach offenders 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, offenders are taught a number of social skills and problem-solving steps. The goal is not to make the inmate change, but to motivate the inmate to change himself. T4C lasts approximately four months and consists of group discussions, situational role play, 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 FY20, 37 participants completed Thinking for a Change Cognitive Behavioral Program.

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. The curriculum was updated and the new program implemented at NLCI the second half of this fiscal year. In addition to cognitive restructuring, ACT teaches offenders 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 FY20, 30 participants completed ACT.

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 inmates 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 inmate 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 inmates accountable for their behaviors.

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 inmate is being reviewed for release into the community. During FY20, zero requests were processed at NLCI for victims.
Restorative Justice Group - The philosophy of Restorative Justice emphasizes the importance of holding inmates personally accountable for their criminal behavior while creating healing and/or learning opportunities for and involvement of victims, community members and the inmates in the justice process. During each session, participants gain an understanding of how inmates, 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 inmates 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. NLCI was fortunate to have volunteers facilitate one session this year, enabling 21 inmates to graduate from the 14-week program. Interest for the program continues to grow as word spreads of the positive impact it has on participants.

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 – Three 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. The total funds collected were $4058.00. Proceeds from the fundraising efforts were donated to Neighbor for Neighbor Food Pantry, Juneau County Suicide Prevention Coalition, and SAFE in Juneau County. In addition to fundraising events, NLCI’s Community Service Committee approved a request to create three picnic tables and one bench for the Orange Mills 4-H Club. 36 total hours of labor were spent to complete this project. NLCI also partnered with Lincoln Hills / Copper Lake Schools to create colorful, inspirational works of art. The NLCI artists were selected based on their talents and their desire to encourage youth. Many artists chose an inspirational word such as serenity and tolerance. They created their art based on their interpretation of the word and how they felt it could impact youth.

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 inmates. Buddhists and Pagans meet with their spiritual leader twice per month, and other individual practices are facilitated through pastoral visits or individual observance. Additional opportunities available through the Chapel include: Bi-Monthly Spanish/English services designed to foster diversity through bilingual worship as one united faith community; Chapel Library, providing publications and literature for all faiths; religious studies through instructional DVDs and CDs, bible studies, and pastoral visits. NLCI also facilitates participation in the Salvation Army and the Angel Tree program which allows inmates the opportunity to select and give toys to their children during the holiday season. Additional programming coordinated through the Chapel includes weekly Alcohoholics Anonymous meetings.

Volunteers - Volunteers are a vital resource for the institution, and especially the Chapel as they provide spiritual support to the inmate population at NLCI. There are 132 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.
Library Services
NLCI offers comprehensive library services to both general population and RHU inmates. 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 eight inmate workers. Additional services offered through NLCI’s library include reference services, book club, financial aid packets, notary services, photocopying and law library. The library organizes around 12,700 books. All NLCI inmates have library accounts.

Recreation
Recreation staff regularly includes two Recreation Leaders. Recreational opportunities available to the inmates included the following leagues: horseshoes, handball, sand volleyball, running club, indoor and outdoor volleyball, basketball, Ultimate Frisbee, whiffle ball, Pickle ball and shuffleboard. Structured fitness classes including yoga, step aerobics, weightlifting instruction, exercise ball (core training), and boot camp are also available throughout the year. The Recreation Department also offers a low-impact aerobics class for inmates identified as having limited physical abilities. Additionally, the Recreation Department is responsible for the supervision of the inmate hobby and music room.

Diabetic Prevention Program
The Recreation Department assists with facilitation of a Diabetic Prevention Program in concert with staff from the Health Services Unit. The program combines classroom instruction along with ongoing support and an exercise and nutrition program which is individualized for each participant. Inmates who are identified as high risk to develop diabetes are offered the opportunity to participate in the program.

OccuPaws Program
The OccuPaws Program allows 16 participants to train 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.

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.

Work Assignments
Industries: BCE-Badger State Industries; Hydro-stripping, which includes the remanufacture, repair and reconfiguration of highway, and all types of informational signs. Materials may vary from aluminum to Plexiglas. Duties range from janitorial to high tech hydro-stripper operation and maintenance and repair. Shear and Punch Press set up and operation along with blue print reading, are also part of the operation.

Institution: Inmates 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 inmate completion information.
OTHER DEPARTMENTAL INFORMATION

BUSINESS OFFICE

Inmate Income and Obligation Report:

<table>
<thead>
<tr>
<th>YEAR-TO-DATE SUMMARY</th>
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<tr>
<td>Inmate Wages</td>
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<tr>
<td>Institution Pay:</td>
<td>$265,962.00</td>
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<tr>
<td>BCE:</td>
<td>$25,251.73</td>
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<tr>
<td>Total:</td>
<td>$291,213.73</td>
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TOTAL MONIES COLLECTED FROM INMATES IN FY16

<p>| | |</p>
<table>
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<tr>
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<tbody>
<tr>
<td>Victim/Witness &amp; DNA</td>
<td>$52,034.83</td>
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<tr>
<td>Child Support</td>
<td>$45,765.75</td>
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<tr>
<td>Court Ordered Obligations</td>
<td>$29,177.54</td>
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<td>Medical Co-Payments</td>
<td>$8,189.79</td>
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<tr>
<td>Institution Restitution</td>
<td>$646.20</td>
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<tr>
<td>Total:</td>
<td>$135,814.11</td>
</tr>
</tbody>
</table>

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 1,134,420 meals served and the average meal cost was $1.07/meal for average daily population. The Food Service Department also provided approximately 60 special medical and religious diets and 50 snack bags daily for the year. The NLCI garden harvested 19,934 pounds of produce, most of which was used by Food Service.

HEALTH SERVICES UNIT (HSU)

The Health Services Unit (HSU) is staffed from 6 a.m. - 9:30 p.m., Monday through Friday. Weekend and 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 staffs one full-time physician, one full-time nurse practitioner, one full-time nurse clinician 4, six full-time registered nurses, and one full-time Medical Program Assistant Associate. The part-time dental staff 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 two days per week. Support services are provided by one full-time agency LPN and two full-time Medical Assistants.

The HSU provides treatment for acute and chronically ill patients. On-site services provided through the HSU include physician and nursing appointments, emergency care, medication administration and delivery, laboratory, dental, optical, orthopedics, x-ray and physical therapy. The Health Service Unit utilizes an Electronic Medical Record and NLCI continues to provide digital electrocardiograms (EKG); on-site digital x-ray and ultrasound imaging exams; and OCT exams for glaucoma. Central Pharmacy in Waupun provides patient prescriptions and refills as well as vaccinations.

Comprehensive specialty treatment is provided off-site at medical facilities in Black River Falls, La Crosse, 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 7:15 a.m. to 4:00 p.m. Monday through Friday. Maintenance staff include: one Building and Grounds Superintendent, one Office Operations Assistant, one Electronic Technician, one HVAC Technician, two Facility Maintenance Specialist-Advance, four Facility Repairer Worker-Advance, one Facility Maintenance Specialist, two Facility Officers and one Tool Room Sergeant regularly assigned to Maintenance posts. The Maintenance Department also employs 26 inmate workers.

Inmate workers are experienced in the following trades: Welding, Machinist, Artist, Painter, Electronics Worker, Master Electrician, Carpentry, Landscaping, Plumbing, Refrigeration, Masonry and Parts Attendant.

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 297 allocated staff positions.

INMATE COMPLAINTS

The Inmate Complaint Review System (ICRS) ensures inmates 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 inmates 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.

<table>
<thead>
<tr>
<th>Complaints Processed</th>
<th># of Complaints</th>
<th>Complaints Processed</th>
<th># of Complaints</th>
</tr>
</thead>
<tbody>
<tr>
<td>by Subject</td>
<td></td>
<td>by Subject</td>
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</tr>
<tr>
<td>01 Staff</td>
<td>57</td>
<td>14 Classification</td>
<td>3</td>
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<tr>
<td>02 Correspondence &amp; Publications</td>
<td>50</td>
<td>15 ICRS</td>
<td>8</td>
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<tr>
<td>03 Discipline</td>
<td>56</td>
<td>16 Discrimination</td>
<td>4</td>
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<tr>
<td>04 Medical</td>
<td>89</td>
<td>17 Inmate Accounts</td>
<td>54</td>
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<tr>
<td>05 Parole</td>
<td>0</td>
<td>18 BCE</td>
<td>0</td>
</tr>
<tr>
<td>06 Personal Physical Conditions</td>
<td>9</td>
<td>19 HIPAA</td>
<td>4</td>
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<tr>
<td>07 Personal Property</td>
<td>94</td>
<td>20 Staff Sexual Misconduct</td>
<td>3</td>
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<tr>
<td>08 Rules</td>
<td>26</td>
<td>21 Inmate Sexual Misconduct</td>
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<tr>
<td>09 Religion</td>
<td>1</td>
<td>22 Dental</td>
<td>3</td>
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<tr>
<td>10 Work &amp; School Programs</td>
<td>21</td>
<td>24 Staff Misconduct</td>
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<td>11 Visiting</td>
<td>10</td>
<td>25 Psychology</td>
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<tr>
<td>12 Other</td>
<td>40</td>
<td>26 Psychiatry</td>
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<tr>
<td>13 Food</td>
<td>5</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>544</strong></td>
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<thead>
<tr>
<th>Method of Disposition</th>
<th>Number</th>
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<tr>
<td>Affirmed</td>
<td>52</td>
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<tr>
<td>Dismissed</td>
<td>321</td>
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<tr>
<td>Rejected</td>
<td>171</td>
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PSYCHOLOGICAL SERVICES UNIT (PSU)

NLCI’s psychological staff is responsible for the mental health of inmates. 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 including Dialectical Behavior Therapy, positive psychology and Forgiveness Groups. Additional services include: diagnoses and management of mentally-ill inmates; psychological evaluation; 24-hour on-call availability; assistance with daily living skills; suicide potential and watch; medical collaboration; assessments of mental health, violence and safety; crises 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 inmate visitor reviews. PSU facilitates referral services to DOC-wide treatment programs including WRC, WSPF, MICA, and others.

NLCI currently has 347 inmates with diagnosed mental health problems. Of those, 56 have serious mental illness. PSU provides mental health services and monitoring to these inmates as well as services to inmates with situational stressors or grief reactions on an ongoing basis. In Restrictive Housing rounds are completed weekly with seriously mentally ill inmates; they are provided reading materials, independent work assignments, and individual counseling as needed.

The Special Handling Unit (SHU), currently houses 53 inmates, 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, and others throughout the institution, the inmates 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.

Psychiatric services are available to inmates 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 inmates with mental health, medical, and behavioral concerns.

RECORDS

<table>
<thead>
<tr>
<th></th>
<th>FY16</th>
<th>FY17</th>
<th>FY18</th>
<th>FY19</th>
<th>FY20</th>
</tr>
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<tbody>
<tr>
<td>Scheduled Court Pick-ups</td>
<td>353</td>
<td>401</td>
<td>375</td>
<td>306</td>
<td>239</td>
</tr>
<tr>
<td>Releases from NLCI</td>
<td>166</td>
<td>203</td>
<td>204</td>
<td>193</td>
<td>191</td>
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<tr>
<td>Transfer IN to NLCI</td>
<td>530</td>
<td>530</td>
<td>416</td>
<td>489</td>
<td>404</td>
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<tr>
<td>Transfer OUT of NLCI</td>
<td>334</td>
<td>324</td>
<td>261</td>
<td>287</td>
<td>267</td>
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</tbody>
</table>

The Records Office maintains the inmate 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, 7 Captains, and 6 Lieutenants; 46 Sergeants, 147 Officers and 1 Security Program Assistant – Confidential. All department-required training was completed, ensuring Security staff remains current.

Restrictive Housing Unit - The Disciplinary Separation sanctions were lower in RH to help allow more flexibility to utilize for COVID-19 quarantine and isolation inmates. RH is continually monitored to manage the bed space.

Incident Reports – A total of 1646 Incident Reports were written in FY2020. This is a decrease of 313 reports from FY19.

Conduct Reports – There were 452 Uncontested Major Conduct Reports. There were 64 Contested Major Conduct Reports. Of those, 26 were dismissed. There were 407 Contested Minor Conduct Reports. Of those 6 were dismissed and 22 with reprimands. There were 329 Uncontested Minor Conduct Reports. Of those, zero were dismissed, and 25 were reprimands.