# 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 ....................................................... 7
COMMUNITY SERVICES .................................................... 8
OTHER PROGRAMMING AND SERVICES ................................. 8-9
BUSINESS OFFICE .......................................................... 9
FOOD SERVICE ............................................................. 9
HEALTH SERVICES UNIT (HSU) ........................................... 10
MAINTENANCE ............................................................. 10
HUMAN RESOURCES .......................................................... 10
INMATE COMPLAINTS ..................................................... 10-11
PSYCHOLIGICAL SERVICES .................................................. 11
RECORDS ............................................................................ 12
SECURITY ............................................................................ 12

# ACRONYMS

ACT  ANGER CONTROL TRAINING
ADA  AMERICANS WITH DISABILITIES ACT
BCE  BUREAU OF CORRECTIONAL ENTERPRISES
CRB  COMMUNITY RELATIONS BOARD
DOE  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
NLIC  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:**
- Rebecca Kennedy Ext. 7376 Education Director
- Timothy Thomas Ext. 7360 Deputy Warden
- Lynn Washetas Ext. 7301 Corrections Program Supervisor

**COMPAS COORDINATOR:**
- Traci Navis Ext. 7321 Corrections Unit Supervisor

**LEP COORDINATORS:**
- Rebecca Kennedy Ext. 7376 Education Director
- Joseph Thyne Ext. 7327 Corrections Unit Supervisor

**PREA COMPLIANCE MANAGERS:**
- Larry Fuchs Ext. 7351 Security Director
MESSAGE FROM THE WARDEN’S OFFICE

*Accomplishments and Highlights*

On July 24th, 2017 I completed my first year as warden at NLCI. There is no doubt that the staff at this facility do a great job and represent themselves in a professional manner. There were several instances during the last year when we had outside groups at NLCI for training, audits, and other events. Each and every time, I received praise from the guests about how well they were treated by the staff. Our partnership with the Army for training through Fort McCoy was again a successful venture; the staff involved did a great job, and the reviews from the military leaders were outstanding. We were participants of an NIC security audit training that was beneficial in many ways and again the comments from the auditors were very positive about the staff interactions. We recently completed a PREA audit and even though we won’t receive the final report for some time, the reviews about staff and the facility were very positive.

Last year at this time, we had 25-30 security vacancies and at this time we have less than 15, so we saw an improvement in that area. We did however see a spike in non-uniform position vacancies due to hiring delays, and we had many staff helping in different areas to carry the load. I want to thank everyone that did extra work to complete the tasks. We are in the process of filling vacancies and hopefully we will be back to normal soon. Throughout the last year we have had numerous staff involved with recruitment efforts and that has been successful for us in filling positions. There is no doubt that we will continue to deal with resource issues and we will look for ways to do business more efficiently and cost effectively. We will again look to staff for input and ideas. Please be open-minded to the changes and be supportive of the goals to continue to provide the services we do even if we see changes in process.

The data contained within this Annual Report reflects a variety of opportunities available to our inmate population. Our institution’s programming is focused on offering inmates opportunities for self-improvement; providing tools to maintain positive institution adjustment; and preparing offenders for reentry into society as the vast majority of our inmates will one day return to our communities within the state. Many of our accomplishments are also intended for the benefit of staff.

I am extremely proud to present this report of the operations and accomplishments achieved by the dedicated staff of NLCI. I respectfully present the NLCI FY17 Annual Report.

Don Strahota
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: 1040
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: $22,085,429

Page 4 of 12
PROGRAM PARTICIPATION AND COMPLETION

Academic
NLCI had an average of 93 full-time and 121 part-time students per month. Twenty-four inmates earned their General Equivalency Diploma during FY17.

Vocational
NLCI offers two vocational programs in conjunction with Western Technical College. During FY17, our vocational students earned a total of 38 certificates or diplomas: 25 Vocational Horticulture and 13 Vocational Bakery.

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 8 inmates enrolled in correspondence classes monthly.

Personal Development
NLCI provides college-level personal development courses. NLCI had 72 inmates enrolled in college-level courses to include Mathematics, Mathematics with Business Application and computer literacy. Fifteen students completed computer literacy.

Reentry Initiatives
Reentry focuses on preparing inmates for successful return to the community. The reality is that most inmates will one day return to communities across Wisconsin. The public is best served if inmates are provided the coping skills and educational tools to help them acclimate to the community and reduce recidivism rates, thus creating fewer crime victims, reducing criminal justice costs and, most importantly, safer families and communities.

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.

The Employability module NLCI offers inmates releasing within the next 6 months provides resources and assists inmates with resumes, cover letters, job searching, interviewing etc. Inmates are provided a CD on which to store these files; they may also purchase a flash drive for $5 through the Business Office as an alternate external storage device. These devices are retained in a secure location within the facility’s Property department.

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 FY17, 14 inmates completed the Domestic Violence program. Another 21 inmates began a group prior to the conclusion of the FY but have not yet completed.
Sex Offender Treatment
The Sex Offender Treatment Program (SO-2) 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. SO-2 is facilitated by psychological, social services, and contracted staff to groups of 12 inmates at a time. The group meets once or twice a week for 6 to 12 months.

During FY17, 24 inmates completed the SO-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 FY17, 59 inmates completed Thinking for a Change Cognitive Behavioral Program. This represents an increase of 10 inmates from the prior year’s completions.

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 NL  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. FY17 was the first

During FY17, nine inmates 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 FY17, one request was processed at NLCI for victims.

Crime Victims’ Rights Awareness – In observance of Crime Victims’ Rights Awareness Week, NLCI coordinated a speaker to provide her own first-hand experience of being a victim and survivor of domestic abuse. She bravely shared her story to inmates and staff in two separate presentations throughout the day. Inmates were also able to express remorse for their crimes and acknowledge their victims by participating in various projects during the week to draw their thoughts to the victims impacted by their crimes. One project completed was inmates given the opportunity to write or draw something to express empathy and acknowledge how their crimes impacted their victims, their communities and others. These expressions were placed on leaves which were attached to a paper mache tree hanging in a high traffic, high visibility area. Additional events were coordinated throughout Crime Victims’ Awareness Week, including a fundraising event and silent walk in honor of victims impacted by crime. The institution also coordinated a staff and inmate fundraiser with proceeds being donated to Hope House of South Central Wisconsin in Baraboo. Total funds donated were more than $1,400.

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 two sessions this year, enabling 51 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. With similar community stakeholders attending separate meetings in previous years, NLCI and Sand Ridge Secure Treatment Center have begun conducting joint semi-annual meetings with a local CRB. The Board reviews institution progress and both facilities receive input from members regarding operational activities.

Fundraising/Community Services Donations – Four 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. Total funds collected were $4,241. Proceeds from the fundraising efforts were donated to Sea of Change Juneau County, Habitat for Humanity, Boys and Girls Club of Monroe County, and Hope House of South Central Wisconsin. In addition to fundraising events, NLCI responded to numerous requests for donated hand-made items for outside not-for-profit groups, including The Highground, WI Victim Witness Professionals, ALS Wisconsin Chapter, CEA Wisconsin, Juneau County Sea of Change, Warrens Lions Club, and WCA. Items donated to these organizations included: hand-painted wooden oars, hand-crafted and painted donation box, hand-crafted vegetable storage bin, hand-painted artwork, crocheted blankets, wooden crafted bench. NLCI also donated numerous items to New Lisbon Food Pantry, New Lisbon Lions, Necedah Lions Club, New Lisbon Community Closet and New Lisbon Schools, including eyeglasses, books clothing, games, craft supplies, hygiene products, art and small electronics.

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 Alcoholics 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. This year there were 67 volunteers who invested 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 Music Theory.

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. The library organizes around 18,700 books. Checkouts this year were around 51,000. 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.

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:

YEAR-TO-DATE SUMMARY

<table>
<thead>
<tr>
<th>Inmate Wages</th>
<th>Institution Pay: $257,335</th>
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<td>$16,868</td>
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<td>$274,203</td>
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TOTAL MONIES COLLECTED FROM INMATES IN FY16

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<thead>
<tr>
<th>Victim/Witness &amp; DNA</th>
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<tbody>
<tr>
<td>Child Support</td>
<td>$20,899</td>
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<tr>
<td>Court Ordered Obligations</td>
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<td>Medical Co-Payments</td>
<td>$7,942</td>
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<tr>
<td>Institution Restitution</td>
<td>$1,614</td>
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<tr>
<td>Total:</td>
<td>$201,250</td>
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</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, the total meals served were 1,182,085, and the average meal cost was $1.04, which is consistent with the DOC average. The Food Service Department also provided an average of 40 special medical and religious diets and 60 snack bags daily for the year. The department utilized all of the produce the NLCI garden harvested. Despite numerous staff absences and changes, the department functioned efficiently without missing a beat.
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 9:00 a.m. to 5:00 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, six full-time nurses, one part-time nurse 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 two full-time agency LPNs, a Unit Clerk and a Medical Assistant.

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, x-ray and physical therapy. Technological upgrades include: digital electrocardiograms (EKG); on-site digital x-ray and ultrasound imaging exams; and OCT exams for glaucoma. NLCI is linked to Central Pharmacy in Waupun through WebConnect for online medication re-ordering.

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 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’s hours are from 7:15 a.m. to 4:00 p.m. Monday through Friday. Maintenance staff include: one Building and Grounds Superintendent, one Electronic Technician, one HVAC Technician, three Maintenance Mechanics, four Facility Repair Workers and one Office Operations Associate. There are also two Correctional Officers and one Tool Room Sergeant regularly assigned to Maintenance posts. The Maintenance Department also employs 25 inmate workers.

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 by Subject</th>
<th># of Complaints</th>
<th>Complaints Processed by Subject</th>
<th># of Complaints</th>
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</thead>
<tbody>
<tr>
<td>01 Staff</td>
<td>145</td>
<td>02 Correspondence &amp; Publications</td>
<td>70</td>
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<tr>
<td>02 Correspondence &amp; Publications</td>
<td>70</td>
<td>03 Discipline</td>
<td>83</td>
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<tr>
<td>03 Discipline</td>
<td>83</td>
<td>04 Medical</td>
<td>116</td>
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<td>04 Medical</td>
<td>116</td>
<td>05 Parole</td>
<td>1</td>
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<tr>
<td>05 Parole</td>
<td>1</td>
<td>06 Personal Physical Conditions</td>
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<td>06 Personal Physical Conditions</td>
<td>20</td>
<td>07 Personal Property</td>
<td>146</td>
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<td>07 Personal Property</td>
<td>146</td>
<td>08 Rules</td>
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<td>09 Religion</td>
<td>13</td>
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<td>09 Religion</td>
<td>13</td>
<td>10 Work &amp; School Programs</td>
<td>33</td>
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<tr>
<td>10 Work &amp; School Programs</td>
<td>33</td>
<td>11 Visiting</td>
<td>35</td>
</tr>
<tr>
<td>11 Visiting</td>
<td>35</td>
<td>12 Other</td>
<td>69</td>
</tr>
<tr>
<td>12 Other</td>
<td>69</td>
<td>13 Food</td>
<td>27</td>
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<tr>
<td>13 Food</td>
<td>27</td>
<td><strong>Total</strong></td>
<td><strong>1004</strong></td>
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<tr>
<th>Method of Disposition</th>
<th>Number</th>
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<tr>
<td>Affirmed</td>
<td>110</td>
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<tr>
<td>Dismissed</td>
<td>661</td>
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<tr>
<td>Rejected</td>
<td>211</td>
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</table>

**PSYCHOLOGICAL SERVICES UNIT (PSU)**

NLCI’s psychological staff is responsible for the mental health of inmates. Several levels of care are provided, including: diagnoses and management of mentally-ill inmates; psychological evaluation and treatment; 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; weekly inmate orientation; and individual and group therapies. 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 292 inmates with diagnosed mental health problems. Of those, 46 have serious mental illness. PSU provides mental health services and monitoring to these inmates as well services to inmates with situational stressors or grief reactions on an ongoing basis. Rounds are completed weekly with all inmates in Restrictive Housing; they are provided reading materials, independent work assignments, and individual counseling as needed.

The Special Handling Unit (SHU), designed to assist mentally ill and/or vulnerable inmates, continues at the 25-bed capacity. The SHU has been revamped during the last fiscal year to include 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 an arts and crafts group, a current events group, and another group is upcoming that will focus on games. The psychologist works closely with unit staff in monitoring and encouraging inmates to develop skills and coping mechanisms to improve functioning in the unit living environment.

Psychiatric services are available to inmates with diagnosed mental health illness. PSU staff work closely with the psychiatrist to monitor inmates 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>FY13</th>
<th>FY14</th>
<th>FY15</th>
<th>FY16</th>
<th>FY17</th>
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<tbody>
<tr>
<td>Scheduled Court Pick-ups</td>
<td>208</td>
<td>267</td>
<td>310</td>
<td>353</td>
<td>401</td>
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<tr>
<td>Releases from NLCI</td>
<td>191</td>
<td>218</td>
<td>199</td>
<td>166</td>
<td>203</td>
</tr>
<tr>
<td>Transfer IN to NLCI</td>
<td>536</td>
<td>575</td>
<td>569</td>
<td>530</td>
<td>530</td>
</tr>
<tr>
<td>Transfer OUT of NLCI</td>
<td>344</td>
<td>373</td>
<td>378</td>
<td>334</td>
<td>324</td>
</tr>
</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: one Security Director, eight Captains, six Lieutenants and no vacancies; 46 Sergeants, 147 Officers (13 vacancies), and 1 Security Program Assistant – Confidential. All department-required training was completed, ensuring Security staff remains current.

Restrictive Housing Unit - Our restrictive housing unit continues to operate at a high level. The unit handbook was recently revised and published in both English and Spanish and made available to all those placed in RHU.

Incident Reports – A total of 1885 Incident Reports were written in FY2017. This is an increase of 207 reports from FY16.

Conduct Reports – There were 653 Uncontested Major Conduct Reports. Of those, 26 were dismissed no action and two with reprimands. There were 70 Contested Major Conduct Reports. Of those, 10 were dismissed and two were reprimands. There were 520 Uncontested Minor Conduct Reports. Of those six were dismissed and 12 with reprimands. There were 270 Contested Minor Conduct Reports. Of those, four were dismissed.