

**WISCONSIN DEPARTMENT OF CORRECTIONS
DIVISION OF ADULT INSTITUTIONS**

**WAUPUN CORRECTIONAL
INSTITUTION**



**ANNUAL REPORT
Fiscal Year 2019-20**

**Randall R. Hepp
Warden**

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MESSAGE FROM THE WARDEN

Welcome to Waupun Correctional Institution (WCI) Annual Report for Fiscal Year 2020 covering July 1, 2019, through June 30, 2020. Correctional institutions are much more complex operations than most people realize. The annual report is published with a desire to provide readers with more detailed information regarding WCI. Hopefully this report also gives a small glimpse into some of the positive things that take place in our institution.

Waupun Correctional Institution is an essential part of history within the city of Waupun. WCI is proud to be a part of the Waupun Community. Our Community and Corrections Relations Board meets three times a year to discuss current events at our facilities and discuss community issues or concerns. We are also an active member in the Dodge County Executive Law Enforcement Association.

The fiscal year 2020 has been another challenging year at Waupun Correctional Institution. Despite the numerous staff vacancies, WCI continued to carry out the mission statement of the Department of Corrections. A mission statement helps define the purpose of an organization in simple and concise terms. This allows the mission to be more easily understood by all employees of the organization as well as all those that it serves. The Department of Corrections “**Four P’s**” mission is to:

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.

While this mission and its acronym (4Ps) may be easy to remember, it is made up of very complicated, challenging, and unending sets of tasks. The mission of the Department is completed day after day at WCI. The efforts of our staff allows the citizen of Wisconsin to sleep easy at night knowing their safety is being safeguarded and their futures are being made brighter.

No annual report on operations at Waupun Correctional Institution would be complete without making mention of the people who work at this institution. Employees at WCI have a spirit of cooperation, a commitment to one another, and resilience in the face of incredible challenge that should be the envy of all. There is something uniquely special about the people who work at this facility and I know that I am proud to have the opportunity to work with them each day.

If you have occasion to meet someone who works at Waupun Correctional Institution, I hope you will take a moment to think about the work they do each day, each month, and each year. If you feel safe in your community, I hope you might also consider offering that person a simple, “Thank you” for their service. I have no doubt they would appreciate it and I know they have earned it.

Randall R. Hepp
Warden

DEPARTMENT OF CORRECTIONS

MISSION STATEMENT, VISION STATEMENT, and CORE VALUES

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.

Vision Statement

To achieve excellence in correctional practices while fostering safety for victims and communities.

- Every Person, Every Family, Every Community Matters.

Core Values

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

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

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

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

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

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

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

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

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

- We demonstrate knowledge and skills within our areas of responsibility.
 - We respond effectively and appropriately in our interactions and communications.
 - We treat all people with dignity and respect.
 - We recognize that we have one opportunity to make a positive first impression.
- To achieve excellence in correctional practices while fostering safety for victims and communities.

“Effort and courage are not enough without purpose and direction.”

John F. Kennedy

INSTITUTION PROFILE

Waupun Correctional Institution
200 S. Madison Street, P.O. Box 351
Waupun, WI 53963-0351
(920) 324-5571

Fast Facts

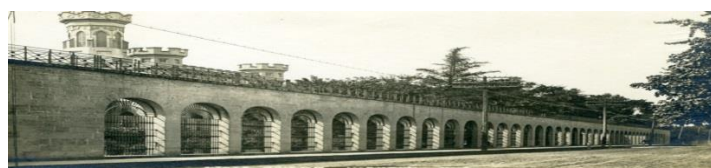
Opened	1851
Security Level	Maximum
Operating Capacity	1290 Males
Current Population	1,198 Males (6/30/20)
Number of Uniformed (Security) Staff	317 FTE
Number of Non-uniformed Staff	123.10 FTE
Inmate to Staff Ratio	3 to 1
Number of Acres	24
Special Units	Behavioral Health Unit

Expenditure Information

<u>Category</u>	<u>FY 2018-2019</u>	<u>FY 2019-2020</u>
Permanent Salary	21,500,967.00	23,563,935.00
LTE Salary	129,713.00	140,643.00
Fringe Benefits	9,239,073.00	10,322,106.00
Supplies and Services	2,809,047.00	3,694,758.00
Capital	0	510,713.00
Fuel and Utilities	2,610,084.00	2,891,400.00
Repair and Maintenance	232,184.00	257,198.00
Central Generating Plant	3,441,117.00	2,787,208.00
Total Expenditures:	\$39,962,185.00	\$44,167,961.00

Inmate Obligations Collected

<u>Category</u>	<u>FY 2018-2019</u>	<u>FY 2019-20</u>
Legal Loans	1538.01	1,556.42
General Loans	478.06	181.21
Medical Co-Pay Loans	3,875.36	4,443.60
Medical Co-Pays	8,665.71	8,122.65
Victim-Witness Surcharge	13,711.35	12,775.38
DNA Surcharge	27,203.98	34,328.70
Restitution	129,031.85	154,494.44
Institution Collections	19,017.10	12,278.06
Child Support	24,458.67	37,117.02
Filing Fees	21,187.87	21,203.83
Child Pornography	1,659.26	1884.39
Total Inmate Collections	\$250,527.22	\$288,385.70



COMMUNITY RELATIONS BOARD

The focus of the Waupun Community & Corrections Relations Board is to promote positive communications between Waupun Correctional Institution, Dodge Correctional Institution, John C. Burke Correctional Center and the local community. It serves as a forum for providing public information and education, sharing issues and concerns, and dealing with items of mutual interest. The first meeting of the board was held on January 27, 1992. The board meets three times per year or as concerns arises.

Jason Benzel, Warden
Dodge Correctional Institution

Kurt Klomberg, District Attorney
Dodge County

Randall Hepp, Warden
Waupun Correctional Institution

Julie Nickel, Mayor
City of Waupun

Nicholas Redeker, Superintendent
John C. Burke Correctional Center

Kathy Schlieve, City Administrator
City of Waupun

Dan Cromwell, Deputy Warden
Dodge Correctional Institution

Kyle Hunter, Representative
Waupun Memorial Hospital

Vacant, Deputy Warden
Waupun Correctional Institution

Wayne Buteyn, Representative
Werner Harmsen Furniture

Mary Wendel, Field Supervisor
Division of Community Corrections

Steven Hill, Superintendent
Waupun Area School District

Daryl Daane, Pharmacist Supervisor
DOC Pharmacy

J. Bur Zeratsky, Executive
National Rivet & Manufacturing Co.

Scott Loudon, Chief
Waupun Police Department

Senator Dan Feyen
18th Senate District

Jeremy Rasch, Deputy Chief
Waupun Police Department

Representative Michael Schraa
WI State Assembly

Dale Schmidt, Sheriff
Dodge County

Michael Thurmer
Interested Citizen

Peggy Novak, Coordinator
Dodge Co. Victim/Witness Assistance

William Buchholz
Interested Citizen

Amy Nehls, Director
Dodge County Emergency Management

Joe Meagher, Deputy Director
Dodge County Emergency Management

Brent Matzen
Trinity Church

Wesley Ray, Correctional Services Manager
BCE Correctional Farms

Steve Lenz, Athletic Director
Waupun Area School District

Tim Lakin, Chief of Staff
WI State Assembly

Honorable Steven Bauer
Dodge County Circuit Court

Angela Hull, City Clerk
City of Waupun

Terri Crisp, President
National Exchange Bank & Trust

ACRONYMS

ABE	Adult Basic Education	ICRS	Inmate Complaint Review System
ACA	American Correctional Association	ICS	Incident Command System
ADA	Americans with Disabilities Act	IMR	Illness Management and Recovery
ADL	Activities of Daily Living	JBCC	John Burke Correctional Center
AED	Automated External Defibrillator	LTE	Limited Term Employee
ANI	American Numeracy Institute	MA	Medical Assistant
BHU	Behavioral Health Unit	MH	Mental Health
BMC	Building Maintenance & Construction	MICA	Mentally Ill and Chemically Addicted
BOCM	Bureau of Classification and Movement	MPTC	Moraine Park Technical College
BSI	Badger State Industries	MUM	Madison Urban Ministries
BTO	Better Treatment Options	OC	Oleoresin Capsicum
CCE	Corrections Complaint Examiner	ORA	Offender Records Assistant
CCI	Columbia Correctional Institution	OSCI	Oshkosh Correctional Institution
CGIP	Cognitive Group Intervention Program	PEO	Program Escort Officer
CGP	Central Generating Plant	PLA	ProLiteracy America
CIP	Crisis Intervention Partner	PMR	Presumptive Mandatory Release
CNU	Crisis Negotiation Unit	POA	Power of Attorney
CPR	Cardio Pulmonary Resuscitation	POS	Purchase of Service
CQI	Continuous Quality Improvement	POSC	Principles of Subject Control
CRB	Community Relations Board	PRC	Program Review Committee
CRO	Central Records Office	PREA	Prison Rape Elimination Act
DBT	Dialectical Behavior Therapy	PSU	Psychological Services Unit
DCC	Division of Community Corrections	PTSD	Post Traumatic Stress Disorder
DCI	Dodge Correctional Institution	RHU	Restrictive Housing Unit (formerly segregation)
DFD	Division of Facilities Development	SMU	Special Management Unit
DOA	Department of Administration	SOT	Sex Offender Treatment
DOC	Department of Corrections	SRT	Special Review Team
DS	Disciplinary Separation	SSD	Social Services Department
ED	Executive Directive	STAR	Student Achievement in Reading
EMC	Engineering, Maintenance, and Construction	STG	Security Threat Group
EOS	Electronic Open Stacks	T4C	Thinking for Change
ERU	Emergency Response Unit	TABE	Test of Adult Basic Education
FLCI	Fox Lake Correctional Institution	TTC	Transitional Treatment Committee
GD	Gender Dysphoria	UAT	User Acceptance Testing
GED	General Education Diploma	UCC	Unified Corrections Coalition
GTF	Gang Task Force	WCI	Waupun Correctional Institution
GP	General Population	WICS	Wisconsin Integrated Corrections System
HACCP	Hazard Analysis Critical Control Point	WILC	Wisconsin Institutions Literacy Council
HIPAA	Health Insurance Portability and Accountability Act	WITS	Wisconsin Inmate Trust System
HS	High School	WPEC	Workplace Enhancement Committee
HSED	High School Equivalency Diploma	WRC	Wisconsin Resource Center
HSU	Health Services Unit	WSPF	Wisconsin Secure Program Facility
HVAC	Heating, Ventilating, and Air Conditioning	WTCS	Wisconsin Technical College System

EDUCATION

Academic

Test of Adult Basic Education (TABE)
Adult Basic Education (ABE)
GED Testing Center

Vocational

MPTC Career and Technical Education (CTE)
Building Maintenance and Construction (BMC)
Correspondence/Distance Learning Courses

Education Department – Marshland School

It is the mission of Marshland School to offer quality adult educational programs that will provide a strong foundation to enable inmates to be productive workers, family members, and citizens while incarcerated and upon release from prison. Through programs at Marshland School, inmates are provided a variety of educational offerings focused on academics, career and technical education, and life skills for successful reentry.

The purpose of the Adult Basic Education Program (ABE) is to assist students in obtaining the knowledge and skills necessary for future success. In order to facilitate more efficient and effective instruction, all inmates complete the Test of Adult Basic Education (TABE) to determine their current functioning levels in math, and reading. They are then placed in the appropriate education level, developing the reading, writing, reasoning, and mathematics skills necessary to pass the four GED examinations (Science, Social Studies, Math, and Reasoning through Language Arts) as well as the Wisconsin State Civics exam. Additional coursework in Health, Civics, Employability Skills, and Career Awareness may lead to a High School Equivalency Diploma (HSED) issued through the Wisconsin Department of Public Instruction.

Marshland School has eight teachers, a guidance counselor, librarian, office operations associate, and an education director. All courses are taught by instructors certified through Wisconsin Technical College System (WTCS) and Moraine Park Technical College (MPTC). In 2019-20, despite being affected adversely by the COVID-19 pandemic, educators at WCI's Marshland School helped twelve students to graduate with their GED/HSED.

Six secondary academic education classes, offered through a partnership with MPTC, are available for students who have completed their high school/equivalency education. A one-year technical diploma in Building Maintenance and Construction (BMC) is available for interested students. In 2019-20, five WCI inmates earned their technical diploma and graduated from the program. Additionally, those students completed a pre-apprenticeship certification through the Wisconsin Department of Workforce Development.

Post-secondary educational opportunities are offered to students by accredited universities and colleges. Qualified students may participate in distance/correspondence courses and degree programs. Educational opportunities and career counseling are offered to inmates having a need or an interest in furthering their education.

Trinity International University

Through a unique partnership between the Department of Corrections and Trinity International University, 55 incarcerated students were enrolled in a Bachelor's Degree program at WCI during 2019-20. Over the course of a four-year period, students will earn 124 college credits leading to a Bachelor's of Arts Degree.

Trinity International University is an accredited liberal arts college located in Deerfield, Illinois, with regional centers in Chicago, Illinois, South Florida, and Southern California. The WCI satellite is staffed by a full-time Dean of Students, additional Trinity staff and adjunct instructors.

2019-20 Highlights

- 221 student enrollment (monthly average).
- 8 students enrolled in BMC (monthly average) with 5 technical diploma completions for the year
- 12 students earned GED/HSED certification

Community Service Program

The community service program is supported by the BMC education class and the Recreation/Hobby Department.

- The Recreation/Hobby Department continues to make crocheted items. Inmate workers are taught to knit and crochet hats and mittens which are donated to the local Head Start program.
- BMC/Wood Shop projects and donations to various non-profit organizations and fund raisers include cutting boards, turkey calls, book shelves, jewelry boxes, step stools, trunks/chests, butterfly houses, tables & chairs, carvings, wood wagons, Noah's Arks, rocking horses, and miscellaneous wood items. These items are also made available to staff and the public when they are displayed in the front lobby.
- This program has a dual purpose. First, it has significant rehabilitative goals. Not only does it keep inmates occupied in a productive manner, but it provides a means of employment for the inmates. Secondly, inmates cultivate skills which may be used upon their reentry into the community. This allows local communities to gain awareness that the DOC promotes a positive and interactive relationship between the community and the institution.
- The projects employed an average of 17 inmate workers and completed over 5,000 hours of community service.
- Donations were given to more than 30 different organizations during fiscal year 2019-20.

BEHAVIORAL HEALTH UNIT

The Behavioral Health Unit's mission is to provide a safe and secure housing location for inmates with serious mental illness. Having a special housing unit increases the efficiency of providing treatment and monitoring to these individuals. The BHU is designed to provide programming targeting a wide range of issues including: psychological disorders combined with behavioral instability and other needs in a "therapeutic community" environment to inmates that have an inability to function adequately within the general population.

Current Statement of Purpose

The BHU is a mental health treatment unit within WCI that provides a safe and secure housing location for inmates with chronic mental health issues. The BHU is designed to provide mental health treatment and programs targeting a wide range of psychological disorders and behavioral instability to inmates with limited abilities to function adequately and safely within a GP environment.

Long-Term BHU Placement

The purpose of Long-Term BHU placement is to provide access to activity-based programming, increased symptom monitoring, and a therapeutic environment for inmates with chronic serious mental illness. This will include on-going collaborative assessment and monitoring of the inmate's capacity to participate in activity-based and treatment-based programming through placement on the unit. Specific areas of concern will be documented, monitored, and adjusted based upon the collaboration of input from BHU Treatment Team

members. The general goal of Long-Term BHU placement is to provide a better match between an inmate with chronic serious mental health concerns and the housing environment in order to better monitor for symptom/behavioral decompensation, improve access to programming, and identify opportunities for re-integration into a less restrictive environment.

PROGRAMS

WCI offered Thinking for a Change (T4C) and Anger Management programming this year through Purchase of Service (POS) providers. Funds for POS were allotted by Office of Program Services (OPS). Six groups of T4C and six groups of Anger Management were provided by Henger Enterprises. Two teams of Social Workers act as liaisons and are responsible for oversight of each of these contracted providers and the groups. All screening and documentation for these groups is done through these liaison teams.

WCI offers additional Social Worker run programming as time allows. WCI had two Social Workers deliver a DV/T4C group during this fiscal cycle. This is a six month long program held twice per week. Two other Social Workers held an Anger Management Group and a Thinking 4 a Change group.

Below is the data related to essential treatment programs provided through the SSD 7/01/18 to 6/30/19:

<u>Program</u>	<u>Enrolled</u>	<u>Terminated/Quit</u>	<u>Completed</u>	<u>% Completed</u>
T4C (POS)	48	30	12	25%
T4C (SW)	12	1	11	91%
T4C/DV (SW)	13	3	10	76%
Anger Management (POS)	78	25	53	68 %
Anger Management (SW)	30	12	18	60%

A Social Worker has facilitated RHU Carey Guide/BITS groups continuously during this fiscal year. The group consists of 5 inmates at a time that are on Administrative Confinement and have persistent mental health concerns. The group utilizes skills learning; modeling; and role plays. The facilitator utilizes motivational interviewing to further enhance participants level of involvement and understanding. Emotional Regulation, Antisocial Thinking, Maximizing Strengths, Anger Management, and Moral Reasoning are the 5 last group session topics. Group members are expected to actively participate and give feedback. Members can hand in the material for the facilitator or PEO to review. Inmates who successfully complete the module are given a certification of completion of that Carey Guide.

OTHER PROGRAMMING:

- Social Workers provide Inmate Orientation and PREA Education to all inmates arriving to WCI, as well as those being discharged from long-term restrictive housing status.
- In partnership with Madison Urban Ministry (MUM), the Reading Connections Program offers the opportunity to record fathers reading books on DVDs to their children. The DVD, book, and a letter (written by the participant) are mailed to the child. MUM conducts community book drives to provide free books and they pay for other supplies and postage. In this fiscal cycle, there has been 52 video tapes of incarcerated fathers reading books to their children at WCI.

RESTORATIVE JUSTICE

Due to COVID-19 recognition of the restorative justice initiative was not held at WCI.

SECURITY

In fiscal year 2019-20, there were 4,276 inmate Conduct Reports processed at WCI. The number of conduct reports increased from the year before. The breakdown below is by type of conduct report:

Minor Contested	1,090	
Minor Uncontested	651	(Total Minors 1,741)
Major Contested	752	
Major Uncontested	1,297	
Major Waiver	486	(Total Majors 2,535)
Total Conduct Reports	4,276	

Conduct Report Appeals

Majors	291
Minors	289

INMATE COMPLAINT REVIEW DEPARTMENT

The WCI Complaint Department processed 6,271 complaint submissions during FY 2018-2019
2,839 were accepted and assigned a complaint number
3,432 were returned to the inmate in accordance with DOC 310

VOLUNTEERS

WCI is extremely fortunate to have the services of many volunteers to assist in the provision of services to inmates. The time and effort they donate is greatly appreciated. Without them, we would not have the ability to offer the variety of programs we have today. All new volunteers are given a thorough orientation to the institution and the DOC's policies and procedures, including PREA training. Pertinent data on each volunteer providing a service to WCI is maintained in a database. This allows the institution to keep a record of individual emergency contacts for each volunteer and to have easy access to each volunteer's address and telephone numbers should an emergency arise. Volunteers provide religious, social service, and education services to WCI. While some volunteers may only be able to provide a few hours of service each year, others provide services several hours each week. No matter what the amount, all volunteer services are valuable and appreciated.

Highlights of 2019-2020

- New recreation equipment was added to the Recreation Department
- Served over 4,320 meals per day with most of those meals prepared for off-line feeding.
- Started the construction project to replace the drain pans under the kettles and the surrounding flooring.
- Over the year, Food Service prepared and served over 46,000 loaves of bread, 252,000 hot dog/hamburger buns, 360,000 dinner rolls, 13,000 loaves of garlic/French bread, 3,000 pans each of cakes and pies, 160,000 cookies and 1,200 pans of brownies or bars.
- Restricted Housing Unit door control and intercom upgrade was completed. Additional work stations for the Visiting Room, Social Services Department, East Gate, and Control are currently being worked on and will also be upgraded soon.
- Trinity vocational classroom was renovated and completed.
- Cell hall camera project was completed. Roughly 160 cameras were added to the 4 main cell halls.
- The installation of the body scanner for the Visiting Room was installed and completed.
- EMC's HVAC computer and program was upgraded.
- New Food Service, Laundry, and plowing/mowing equipment was purchased.
- The design for the Behavioral Health Unit remodel project has been completed. Construction starts October 2020.

Workplace Enhancement Committee (WPEC) Activities

- Brat fry and chili lunch fundraisers
- School supply drive for Dodge County families in need of assistance.
- Clothing drive with Dodge County Sherriff's office.
- Halloween and Valentine's Day cookie events.
- Waupun food pantry food drive.
- 12 days of Christmas. Over \$1,200 in prizes awarded to WCI staff over 12 business days.
- WPEC donated over \$300 to the Special Olympics on behalf of the WCI polar plunge team.
- WCI Merchandise available for purchase.
- 5 memorial donations to staff who had close family pass away.
- Distributed freeze pops to all staff on a 90+ degree day.
- Purchased Pizza for all staff members

WCI Giving Back to the Community

- A Waupun Correctional Institution team of staff/friends/family signed up to participate in the Special Olympics Polar Plunge.

Institution Contacts

Americans with Disabilities Act (ADA)

Primary: Aimee Wilson, Food Service Administrator (920) 324-7273

Alternate: Jeff Berres, Building & Grounds Supervisor (920) 324-5571 ext. 7242

COMPAS

Primary: Kristin Stoiber, Social Worker (920) 324-7211

Alternate:

Limited English Proficiency (LEP)

Primary: Brett Helmer, Education Director (920) 324-5571 ext. 7231

Alternate:

Prison Rape Elimination Act (PREA)

Primary: Yana Pusich, CPS-Litigation Coordinator (920) 324-7232

Alternate: Joseph Falke, Security Director (920) 324-7225