

CHIPPEWA VALLEY CORRECTIONAL TREATMENT FACILITY

2909 E Park Avenue
Chippewa Falls WI 54729



FY
24

ANNUAL REPORT

July 1, 2023 to June 30, 2024

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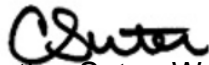
Message from the Warden and Deputy Warden

Welcome to the CVCTF annual report for the fiscal year covering July 1, 2023, through June 30, 2024. As we celebrated 20 years of excellence, we took time to reflect on those who have made our mission possible. We want to thank our staff, both former and present, for their ongoing commitment, teamwork, collaboration and perseverance to continue to support the mission of the Department of Corrections and the goals of CVCTF.

We are proud of the success of our recruitment and retention efforts which has led to a lower vacancy rate from the previous year. We continue to explore alternative schedule options in order to enhance the opportunity for better work-life balance.

Professional communication, teamwork, positive attitudes, and sound security practices have been of primary focus and the main contributors to the many accomplishments and successes over the last year.

As you read this report, you will have an opportunity to learn more about the diverse operations taking place each and every day. CVCTF consistently provides quality programmatic, employment, educational, and an array of other reentry-related services and resources to PIOC. We are honored to be a part of such an incredible team, and am proud to present this report on behalf of all of those who have contributed to the ongoing success of this facility.



Christine Suter, Warden



Jeffrey Moore, Deputy Warden

DOC 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.

CVCTF Purpose Statement

CVCTF is dedicated to the development, implementation, and subsequent modification of a treatment program that will effectively and efficiently address the needs of PIOC in the area of substance abuse and related issues, preparing them for reintegration to their respective communities.

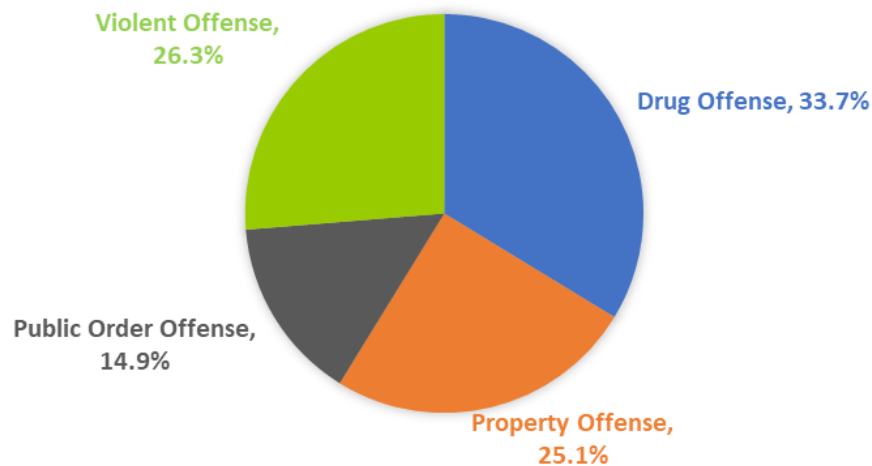
Fast Facts

CVCTF was originally constructed as part of the Northern Colony. Originally the building was named Highview Hall and was dedicated on November 13, 1966. In 1999, WI Act 9 authorized the spending of \$7.3 million to convert the Highview building to a geriatric correctional facility. The 2003-2005 biennial budget called for a mission change and plans for Highview were changed to a substance use disorder treatment facility. In March of 2004, it was renamed “Chippewa Valley Correctional Treatment Facility.”

The programs offered at CVCTF have changed and evolved throughout its history as a treatment facility. The Earned Release Program was added to the programs offered in December of 2007.



OFFENSES



FY24 Facility Accomplishments

- Replacement and upgrades of facility locks and keys
- Renovations on fourth floor living units
- Camera upgrades and installation of new cameras
- Fulltime position allocated to the job center
- Significant investment in library resources, equipment, and supplies
- Upgrades and enhancements of kitchen equipment, infrastructure, and menus
- Implemented virtual job fair opportunities for PIOC prior to release
- Established a Crisis Negotiations Team
- Family friendly upgrades to enhance the visitation experience
- Expansion of work release opportunities
- Supported Agnes' Table by presenting them with a check for \$850.87, donating non-perishable food items, and serving 150 meals to those in need in the Chippewa Valley community
- Sponsored 9 families for the Family Support Center in Chippewa Falls
- Donated supplies in support of veteran's independence within the Housing and Recovery program at Klein Hall
- Donated \$500 to Eau Claire Sober Living
- Participated in community outreach events such as the Northern Wisconsin State Fair and National Night out
- Electronic log book and warning card system initiated
- Purchased chairs and tables for all group rooms and visiting room
- Installed new video server
- Barn project included a new roof, windows, doors, and lighting
- Lower parking lot was repaved and sloped to be ADA compliant; including new sidewalks and handrails
- New radio tower was installed
- New ADA compliant tamper-proof, filtered drinking fountains
- Shelves and ladders added to all bunk beds
- New fencing installed around the gardens

Staffing

Warden's Office

Warden (1)
Deputy Warden (1)
Secretary – Confidential (1)
Institution Complaint Examiner (1)

Security

Security Director (1)
Captains (5)
Lieutenants (2)
Sergeants (28)
Officers (54)
Program Assistant – Confidential (1)

Management Services

Correctional Management Services Director (1)
Office Operations Associate (.75)
Financial Program Supervisor (1)
Financial Specialist – Advanced (1)
Financial Specialist - Senior (1)
Financial Specialist (1)
Buildings & Grounds Superintendent (1)
Facilities Maintenance Specialist – Advanced (3)
Electronics Technician Security – Senior (1)
HVAC/Refrigeration Specialist – Advanced (1)
Food Service Administrator (1)
Corrections Food Service Leader 3 (1)
Corrections Food Service Leader 2 (4.75)

Human Resources (DOA-DPM)

Human Resources Director (1)
Payroll & Benefits Specialist – Confidential (1)

Health Services Unit

Nursing Supervisor (1)
Medical Program Assistant – Associate (1)
Nurse Clinician 2 (3.70)
Physician (1)
Dentist (1)
Dental Assistant (1)
LTE Psychiatrist (1)
LTE Physical Therapist (1)
Contracted Staff – Licensed Practical Nurse (1)

Psychological Services Unit

Psychologist Supervisor (1)
Psychologist-Licensed (1)

Program Services

Corrections Program Supervisor (3)
SUD Social Workers (15)
General Population Social Workers (2)
SUD Treatment Specialist 1 (17)
SUD Treatment Specialist 2 (1)
Chaplain (1)
Librarian (1)
Office Operations Associate (1)

Education

Teacher (1)

Records

Offender Records Supervisor (1)
Corrections Sentencing Associate (1)
Corrections Sentencing Associate – Senior (1)

Internships

CVCTF continues to partner with area universities and technical colleges to offer student internships. As a treatment facility, emphasis is in the field of substance use disorders. Substance use disorder counseling internships provide orientation and exposure in a correctional setting with a focus on the twelve core functions, as they apply to treatment modalities. Social work internships provide students opportunities for social work practice. All internships provide strong foundations in ethical responsibilities and the challenges of the setting with hands-on experience in a correctional environment under staff supervision and exposure to substance use disorders. There were nine internship placements at CVCTF in FY24; three of which resulted in candidates being hired in permanent positions within the DOC. In addition, one intern received the Co-op & Internship Student of the Year award from their university.

Volunteers

Volunteers play an important role in helping provide opportunities and resources to PIOC. Volunteers complete an orientation process prior to working with individuals on-site. CVCTF has volunteers in the following areas: chapel, programs, and reentry.

Departments

Programs

ERP

ERP is provided pursuant to Wisconsin State Statutes, Sec. 302.05 and determined by the judge during sentencing. CVCTF provides a 20-week moderate/high risk and 12-week low risk treatment program. Through ERP, participants complete the core curriculum of CBI-SUA and T4C.

Core Curriculum

Cognitive Behavioral Interventions - Substance Use Adult (CBI-SUA) – CBI-SUA uses a cognitive-behavioral approach to teach participants strategies for avoiding substance use.

Thinking for a Change (T4C) – T4C is a curriculum developed by the National Institute of Corrections that uses: cognitive self-change, social skills and problem-solving skills. Cognitive self-change teaches individuals a concrete process for self-reflection aimed at uncovering anti-social thoughts, feelings, attitudes, and beliefs.

Ancillary Treatment Programs

Participants may also complete ancillary treatment programs such as: Anger Management, Cognitive Behavioral Interventions – Employment Adult, Epictetus, and General Social Skills. Treatment groups are assigned based on individual assessment.

Anger Management – Anger Management for Substance Abuse and Mental Health Clients uses a cognitive behavioral therapy approach that utilizes relaxation, cognitive and communication skills interventions. Participants create individualized anger control plans.

Cognitive Behavioral Interventions – Employment Adult (CBI-EA) – CBI-EA is a curriculum to manage risky behavior and thoughts within the workplace by integrating cognitive-behavioral interventions with more traditional employment approaches.

Epictetus – The Epictetus Self-Mastery Program helps participants break free of criminal thinking. The program focuses on the teachings of Greek philosopher Epictetus.

General Social Skills – Social Skills provides participants with an opportunity to practice a wide range of pro-social skills to help navigate every day high-risk situations.

Due to the length of the program, an individual may enroll in the program during one fiscal year and complete the program during the following fiscal year. Individuals may not complete ERP for a number of reasons, including disciplinary reasons or pending charges that may make them inappropriate for continued participation in the program.

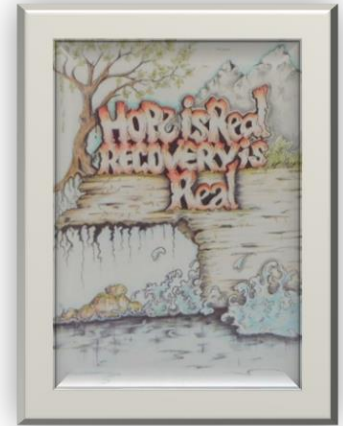
TOTALS	
20-Week Total ENROLLED 7/1/23-6/30/24	538
20-Week Total GRADUATED 7/1/23 - 6/30/24	461
20-Week Terminations/Early Releases 7/1/23-6/30/24	39
12-Week Total ENROLLED 7/1/23-6/30/24	42
12-Week Total GRADUATED 7/1/23-6/30/24	42
12-Week Terminations/Early Releases 7/1/23-6/30/24	0

Program Related Activities

Yoga, Courage to Remain Nicotine Free, National Crime Victims' Rights and domestic violence awareness month, Alcohol Anonymous, crochet, Literacy Link, and recovery month.

During recovery month, a PIOC art and talent show was held. The talents showcased included a puppet show, poetry, juggling, magic show, readings, comedy, and musical performances. The PIOC and staff voted on the best artwork and talent based on the theme *Hope is Real, Recovery is Real*.

Behavior Modification – Provides positive praise when staff have witnessed a PIOC making pro-social choices. The praise is specific and based on each of the individual criminogenic needs to help the PIOC realize the positive changes they are making. Along with the verbal praise, staff may also reward the PIOC with an incentive point, which allows them to earn tangible rewards.



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| ❖ 59 went on a nature walk | ❖ 350 PIOC watched incentive movies |
| ❖ 148 PIOC ordered from food vendor | ❖ 113 PIOC checked out board games |
| ❖ 570 utilized the indoor recreation | ❖ 487 PIOC Photos |

PAWS – Can Do Canines is a non-profit organization that trains and places service dogs at no cost for people living with disabilities such as hearing loss, seizure disorders, diabetes, and autism. CVCTF is the first stage in their training process. PAWS wean 5- to 10-week-old puppies from their mother, providing them with love, support, and basic behavioral skills leading to the successful training of 31 puppies and 6 moms during FY24.

Chapel

The Chapel offers services, studies, and activities for PIOC with Catholic, Eastern, Islamic, Jewish, Native American, Pagan, Humanist/Atheist/Agnostic, and Protestant/Christian religious beliefs. Religious programming continues to offer religious celebratory meals/observances to the recognized religious groups.

The chapel facilitated participation in prison fellowship "Angel Tree" program. This organization allows fathers who are incarcerated to send gifts to their children through the generosity of others, at no charge to themselves. The chapel also provided greeting cards to PIOC for the purpose of encouraging pro-social communication with their family and community members.

The chapel organizes the monarch metamorphosis team. Recognizing the decline of the monarch population, PIOC on the team learn about the monarch life-cycle and tend milkweed in raised garden beds. The team cares for monarch eggs and caterpillars. They harvest milkweed to feed the caterpillars and keep the butterfly cage clean, while recording the progress of each insect. Monarchs are released back into the world with the aim of helping facilitate the growth of the monarch population.

Records

Records staff are responsible for the maintenance of accurate records involving lawful custody and release of PIOC as directed by Wisconsin Statutes, Department policy, and court rulings. This includes calculating and updating of new sentence information, managing legal and social service files, scheduling and monitoring file reviews. Records staff also verify legal documents and serve legal papers, provide notary services, schedule court appearances, and professional calls/visits.

Records office is responsible for reviewing for proper placement in ERP, as well as preparing, mailing, and tracking the ERP documents that are sent to the court. The sentencing court is notified when an individual completes ERP, at which time the sentence is modified to allow release on extended supervision. In FY24 there were 503 PIOC released due to ERP completion.

Security

The mission of the security department is to protect the public, staff, PIOC, and property of the facility. Security staff are responsible for the day to day operation of the facility to include: housing and living conditions, movement and transportation of PIOC, receiving and processing of mail and property, supervising PIOC workers, scheduling and supervision of community service projects, project crews, and coordinating with program staff to assist PIOC in obtaining necessary documents: such as driver's licenses, social security cards, birth certificates, and handling any medical or security emergencies.

The security department conducts investigations on necessary separations between PIOC and alleged violation of institution rules. Investigations may parallel with law enforcement investigations when criminal activity may be present. Investigations are generated by staff incident reports, PIOC information, or outside sources. Penalties can range from warnings and counseling to written conduct reports up to, and including, criminal prosecution. In FY24 there were 3 appeals of the 117 major conduct reports issued and there were 3 appeals of the 366 minor conduct reports issued.

Business Office

The business office provides services to both staff and PIOC. These services include PIOC accounts, payroll, accounts payable, accounts receivable, travel reimbursement, procurement, fiscal duties, and support for the warehouse and canteen. In addition to the above services, the business office also coordinates fundraising efforts including: pizza sales, Girl Scout cookies, and holiday food packages.

Average Bi-weekly Canteen Sales	
Number of PIOC Orders	381
Number of Items Sold	14,856
Dollar Amount Sold	\$19,904.14
Total Funds Collected from PIOC in FY24	
Victim/Witness	\$14,524.44
DNA	\$34,719.22
Medical Co-Payments	\$6,435.00
Child Support	33,150.41
Court Ordered Obligations	44,872.35
Institution Restitution	\$1,365.91
Restitution	\$49,044.89
Total Dollar Amount Collected	\$184,112.22

Food Service

In the past year, food service provided 565,765 meals to PIOC and staff, at an average cost of \$1.44 per meal. The increase in population, shortages from suppliers, substitutions of higher cost of food and spices, and inflation contributed to the increase of cost per meal. Strategic purchasing, minor menu adjustments, and careful planning kept cost increases to a minimum.

The garden raised 5,500 pounds of produce and herbs that was incorporated into the facility's menus. PIOC were able to grow and sample a variety of vegetables and herbs that were new to many of them. Vegetables and herbs that were not able to be used immediately were frozen for later use.

There were many upgrades incorporated in the kitchen throughout FY24 to include, but not limited to a new dough proofer, a dehydrator, dish machine, a replacement freezer, and regrading and replacement of the flooring.

Maintenance

The maintenance department performs carpentry, plumbing, HVAC, and electrical repairs, as well as preventative maintenance work. They are also responsible for groundskeeping and addressing electronics and technology service needs.

Online work orders were implemented during FY24.

Maintenance staff oversee the work of up to 21 PIOC. The goal of the department is to not only conduct repairs and provide quality service, but to also teach usable skills to the PIOC working in the maintenance department.

Psychological Services Unit

Psychological services are located within the health service unit. The psychological services team provide a variety of clinical services, including assessments and treatments to patients. These services include: clinical monitoring of individuals who have a history of psychological concerns, individual psychotherapy, psychological and neuropsychological assessment, and referrals to other services such as psychiatry. The psychological services unit collaborates with other departments for security consultations and they provide feedback in regard to patient medical, psychiatry, mental health and behavioral concerns. In the spirit of collaboration, the psychological services unit also leads the weekly multidisciplinary team meeting.

Health Services Unit

The health services unit is primarily an outpatient treatment clinic, which treats both acute and chronically ill patients. Treatment is available from 6:00 AM to 6:00 PM, Monday through Friday. After hours and weekend on-call coverage is provided by the nursing staff. The health services unit has a part-time physician, one part-time, and three fulltime registered nurses. In addition, the health services unit has a fulltime agency registered nurse for the medication room. Support services are provided by a fulltime medical program assistant. The dental services consist of a fulltime dentist, a fulltime dental assistant, and two part-time dental hygienists. Additional ancillary providers include an LTE physical therapist and psychiatrist. The health services unit is managed by a fulltime health services manager. FY24 completed projects were:

- New procedure chairs and dental pump installed in dental area
- Upgrades to patient waiting area
- Remodeled the cardiology room

Library

The Phoenix Academy library is open five days a week, year-round. Throughout FY24, the library saw an average of 1,400 patron visits each month. The library provides a variety of materials with books, magazines and newspapers being the most popular. Over 23,500 books were checked out in FY24. An array of legal resources is available, including OTIS computers which provide access to West Law and the court websites. PIOC are able to perform legal research, generate court related documents, and to obtain photocopies.

Education/Computer Lab

The Phoenix Academy School and computer lab is a resource available to all PIOC. The primary focus is to assist students in their GED study. Individuals can participate in group classes or individual tutor sessions to help them improve their skills. In FY24, 16 GED Ready exams and 19 GED exams were proctored. Of the GED exams taken, the students passed at a rate of 95%. Four PIOC received GED and two received high school equivalency diploma. It should be noted that school was only in session from July to December 2023 in the FY24.

Another function of the computer lab is to provide a way to prepare for reentry. Individuals are able to search for information for jobs across the State of Wisconsin on JobNet, access information about continuing education opportunities, participate in a self-paced basic computer course, brush up on their typing abilities, or explore a wide variety of areas of interest. The computer lab is a quiet place to work, with a strong focus on personal improvement.

Job Center

In coordination with the Reentry Unit and the Department of Workforce Development, CVCTF operates an on-site Job Center. PIOC nearing release are able to create resumes, gain interviewing skills through Career Cruiser, participate in career assessment, and search for employment. FY24, a Career Cruiser program, which helps PIOC with interviewing skills, was implemented.

Participants have opportunities for direct phone calls and email communication to employers, as coordinated by staff. During FY24, there were 410 PIOC who utilized the job center. Virtual interviews were completed, resulting in 22 accepted job offers and 132 requests for follow-up job interviews upon release. PIOC who participated in a virtual job fair, released with a positive employment outlook.

Community Service

CVCTF has been assisting the community with volunteer services for 20 years. During FY24, 150 PIOC performed a combined total of 240 hours of community service at places and events such as Chippewa Valley Rail Road, Irvine Park, The Past Passed Here, Chippewa Historical Society, Farm Technology Days, and Sturgeon Fest.

Project Crews

Project crew provides services to local governmental agencies and nonprofit organizations. This program assists PIOC in development of strong work ethics and transferable job skills. During FY24, there were 8 PIOC that participated in project crews.

Work Release

The purpose of the work release program is to successfully reintegrate the PIOC into society by helping them develop job skills, a positive work ethic and self-sufficiency skills. Income earned by participants is used to reimburse the State for room, board and transportation. Monies also contribute to obligations such as child support and court ordered obligations such as restitution and victim/witness surcharges. CVCTF was able to provide the opportunity for work release to 19 PIOC during FY24.

Funds Collected from Work Release Program	
Work Release Room and Board	\$23,878.09
Work Release Transportation	\$14,264.44
Total Dollar Amount Collected	\$38,142.53

PIOC Complaints

The complaint department processed 294 complaint submissions during FY24:

- 101 complaints accepted and assigned a number
- 193 submissions returned in accordance with DOC 310
- Total monetary reimbursements this fiscal year: \$77.02

Summary of Complaints Answered

Affirmed: 7

Dismissed: 68

Rejected: 26

Community Relations Board

The Community Relations Board serves as a forum for providing the public information and promoting positive communication regarding areas of mutual interest and concern between the correctional facility and the community in which it is located. The board meets up to two times per year or when needed as concerns arise.

Facility Coordinators

Institution Primary Phone Number: 715-720-2850

Americans with Disabilities Act - CVCTF is committed to assuring compliance with the Americans with Disabilities Act and has been identified as a handicap accessible facility.

K. Lampman, Institution Complaint Examiner

S. Pelehowski, Correctional Management Services Director

Limited English Proficiency - The Wisconsin Department of Corrections' Executive Directive 71 requires it to take reasonable steps to meet the needs of offenders whose primary language is not English.

A. Hagen, SUD Treatment Specialist

K. Lampman, Institution Complaint Examiner

Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) - COMPAS is an actuarial assessment tool being used with other evidence-based practices with the goal of reducing recidivism.

B. Erickson, SUD Social Worker

A. Heitman, Corrections Program Supervisor

Prison Rape Elimination Act (PREA) - The Federal Prison Rape Elimination Act (PREA) of 2003 was enacted to address the problem of sexual abuse and assault in correctional facilities.

J. Wunderlich, Security Director

K. Eslinger, Supervising Officer II

Acronyms

ADA – American with Disabilities Act

CBI-SUA – Cognitive Behavioral Interventions - Substance Use Adult

COMPAS – Correctional Offender Management Profiling for Alternative Sanctions

DNA – Deoxyribonucleic acid

DOA – Department of Administration

DOC – Department of Corrections

DPM – Division of Personnel Management

DWD – Department of Workforce Development

ERP – Earned Release Program

FY24 – Fiscal Year 2024 (July 1, 2023 to June 30, 2024)

GED – General Equivalency Diploma

HVAC – Heating, Ventilation and Air Conditioning

LTE – Limited Term Employment

OTIS – Offender Technological Integrated Services

PIOC – Persons In Our Care

PREA – Prison Rape Elimination Act

SUD – Substance Use Disorder

T4C – Thinking for a Change

WI – Wisconsin