



# **Columbia Correctional Institution**

## **Portage, WI**

### **ANNUAL REPORT**

### **Fiscal Year 2014**

### **(July 1, 2013- June 30, 2014)**

**Date Opened:**

May 1986

**Security Level:**

Maximum

**Staff to Inmate Ratio:**

2.45 Inmates

**Operating Capacity:**

541

**Current Population:**

839

**Number of Acres:**

110

**Number of Uniformed Staff:**

247

**Number of Non-Uniformed Staff:**

95

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## MESSAGE FROM THE WARDEN

In a word "CHANGE" dominated this reporting period for Columbia Correctional Institution and for most of the department. We at CCI have experienced retirements, transfers, and leadership changes. All have had a significant impact on us as staff. Changes in staff and leadership can and will create anxiety and questions often formed by uncertainty. Unfortunately we do not always have the time to effectively prepare for the changes that affect our work environments. That is part of the nature of our business. We identify, assess, and respond. This we are very good at. That fact is evidenced by the consistency reflected in our maintenance of a safe and secure environment for the staff and the inmates at CCI.

Change is not always welcome and sometimes not understood. It is during these times our mettle will be tested. As we move forward into the next year the "Change Express" will have few scheduled layovers. We will be met with challenges in the form of a revised Administrative Code Chapter DOC 303, significant changes that will improve our response to the mentally ill inmate population, and much needed attention to the staffing issues that continue test our ability to maintain the foundation of operational excellence that exists at CCI. These few examples are not all inclusive of the challenges we will face in the upcoming year.

I am confident that we will be a better institution and a better department as a result of the upcoming changes. I am also confident that the challenge that these changes will bring will not be easy, and we will have our mettle again put to the test. History is a great teacher. A review of CCI's proud history of tradition and accomplishment leaves little doubt that we will rise to the upcoming challenges with professional resolve and courage. We will add new chapters to the proud history of CCI. I look forward to standing with you all, the fine staff that make up the solid foundation of CCI, as we with anticipated success work together to meet the challenge of change that is before us.

Michael A. Dittmann  
Warden

## INSTITUTION MISSION STATEMENT & GOALS:

The mission of CCI is to protect the public by detaining adult male felons committed by State Courts to the DOC and readying these men for custody reduction and eventual reintegration into society. Protection of the public is both an immediate and long-range focus, as virtually all inmates will eventually be released. Through a philosophy of strict and constructive treatment, both perspectives are met.

In pursuit of this mission, CCI shall:

- Provide a safe, secure and humane environment for those individuals committed to our custody
- ensure that the basic needs of each individual committed to our custody are met
- Treat all individuals under our custody and supervision with respect and dignity
- Uphold each individual's rights under the laws of the United States and the State of Wisconsin
- Hold accountable all individuals under our custody and supervision to the rules governing their behavior
- Afford meaningful opportunities for positive change to individuals under our custody and supervision through programs and services of treatment, education, and employment training
- Provide assistance to individuals under our supervision to enhance their successful reintegration within the community
- Treat all staff and members of the public with respect, courtesy, and professionalism
- Endeavor to maintain a staff that is culturally and racially diverse and which is representative of the citizens of this state
- Inform the public, governing bodies, and other governmental agencies about the Wisconsin Correctional System and issues pertaining to corrections
- Respond to public and governmental requests for information with honesty and accuracy
- Constantly strive to increase our knowledge about crime and criminal behavior in order to be more effective in accomplishing our mission

In furtherance of this mission, CCI is committed to a correctional system that reflects the progressive ideals rooted in Wisconsin's heritage.

## **HISTORY & DEVELOPMENT:**

CCI is an adult male maximum-security prison located in Columbia County, Wisconsin, on a 110-acre parcel of land at the junction of U.S. Interstate Highway 39 and Wisconsin Highway 127, three miles northwest of downtown Portage and six miles north of U.S. Interstate 90-94. It was built at an initial cost of \$38,600,000 and was the first maximum-security facility to be planned, constructed, and operated in and by the State of Wisconsin in 91 years.

CCI is arranged in a series of living complexes, containing ten separate units, which are set about a secure, open courtyard. In September 1997, an additional barracks-style temporary living unit was built and opened to house 150 inmates. The entire institution within the inner fence perimeter covers over 27 acres, while almost 297,000 square feet are contained within its various building structures. The prison is flanked by five guard towers and surrounded by a double fence with electronic capability.

CCI was originally slated to accommodate 450 offenders in single cells because of the mixture of inmate types ranging from the vulnerable to the violent and from the handicapped to the severely mentally ill. The original capacity of the prison was achieved within months of its opening, and its numbers remained stable for the first several years of its operation. Overcrowding throughout the DOC however precluded CCI from remaining at original capacity. By the end of 1998, the institution's population was nearing 800 inmates. Many single cells were converted to double cells, though the most violent and dangerous inmates continue to be assigned to individual living spaces. The 150-bed barracks, built in 1997, added to the significant population growth.

## **SIGNIFICANT EVENTS & ACCOMPLISHMENTS:**

- Sandra Hautamaki, previously a Unit Manager, became the Deputy Warden the start of July.
- A week-long staff fundraiser in August raised \$850 for two K-9 first aid kits for the Columbia County Sheriff's Department.
- After the death of a staff member's wife post-childbirth in January, a bake sale put on by the Wellness Committee, combined with other monetary donations, generated over \$1,000 for the family.
- In January an Armenian delegation training in Wisconsin visited the institution. During their time here they went a tour augmented by informational sessions with administrative staff about the unit management concept, and conducted a presentation for staff about Armenia and its culture.
- State Representative Janet Bewley of Assembly District 74 visited and toured the institution in February.
- Judicial Visitation Day in March provided visiting judges and court staff a chance to tour the institution, engage with administrative staff, and participate in an inmate panel.
- March saw a change in leadership as Warden Michael A. Dittmann, formerly of RGCI, switched institutions with former CCI Warden Michael Meisner.
- National Crime Victim's Rights week in April was highlighted by guest speaker Linda Kroll, a retired Probation and Parole agent. She presented "Adam's Story"; her account about her son Adam, who suffered from alcohol and drug abuse before taking his own life. Her presentation was well attended by offenders and staff. In addition, a donation of \$1,000 was presented to Portage-based River Haven Homeless Shelter representatives Mike Adberry and Carolyn Adlridge.
- National Correctional Employee Appreciation Week (May 4 to May 10) activities included an Open House for members of the public, staff friends, and family, a coffee/tea day; a baked potato bar, a retiree-hosted brat cookout, and a week-long raffle.
- The Wellness Committee presented a nearly \$500 check from its scholarship program to the daughter of a CCI correctional officer. This marked the first time since 2011 that a financial gift from the scholarship had been made.
- In June DOC Secretary Ed Wall hosted two town hall meetings, allowing staff to ask questions, express concerns, and to learn about events and changes occurring within the department.

## **NATIONAL CORRECTIONAL EMPLOYEE RECOGNITION WEEK**

During National Correctional Employee Recognition Week, we recognized the experience and dedication of employees with 5, 10, 15, 20, 25 and 35 years of service.

This group represents more than 1616 years of service to the State of Wisconsin.

## EMPLOYEE MANAGEMENT COMMUNICATION & COLLABORATION COMMITTEE

This committee meets monthly to actively engage employees at all levels of the organization by facilitating ongoing communication with staff to support the goal of two-way communication with employees, utilizing the knowledge and expertise of staff to problem-solve and plan.

### STAFFING REPORT:

#### Columbia Correctional Institution Position Allocations

# of Positions	Classification	# of Positions	Classification
2	Buildings/Grounds Superintendent & B&G Sup.	1	Institution Human Resources Director – Adv.
2	Chaplain	2	Inventory Control Coordinator
1	Correctional Management Services Director	1	Librarian
233	Correctional Officer/Sergeant	1	Medical Program Assistant (Associate)
6	Corrections Food Service Leader 2	8	Nurse Clinician 2
1	Corrections Program Supervisor	1	Nurse Clinician 4
1	Corrections Security Director	1	Nursing Supervisor
4	Corrections Unit Supervisor	2	Offender Records Assistant 1/3
1	Deputy Warden	1	Offender Records Supervisor
1	Education Director	5	Office Operations Associate
1	Electrician	1	Payroll & Benefits Specialists – Confidential
1	Electronic Technician Security (Senior)	1	Program Assistant –Adv.– Confidential
3	Facilities Maintenance Specialist (Advanced)	8	Psychological Associate (A-B)/Psychologist-Licensed
3	Facilities Repair Worker (Advanced)	1	Psychologist Supervisor
1	Financial Program Supervisor	3	Recreation Leader (A-B)
3	Financial Specialists 2/4	3	Secretary Confidential
2	Food Service Administrator & FS Manager	6	Social Worker (Corrections)
1	Human Resource Assistant	14	Supervising Officer 1 & 2
1	HVAC/Refrigeration Specialist (Advanced)	10	Teacher (Includes 1 Teacher-Guidance Counselor)
2	Institution Complaint Examiner	1	Warden

**Total Positions = 342 Total FTE = 342**

Retirements			
Name	Title	Years of Service	Retirement Date
Alan Rhode	Correctional Officer	25	7/11/2013
Thomas Trimble	Teacher	9	9/2/2013
Susan Peterson	Office Operations Associate	35	12/6/2013
Shelley Rietmann	Office Operations Associate	25	1/3/2014
David Hautamaki	Corrections Unit Supervisor	31	1/10/2014
Philip Kerch	Nurse Clinician 2	19	2/28/2014
Timothy Higbee	Correctional Sergeant	18	4/18/2014

## COMMUNITY RELATIONS BOARD

CCI continues to maintain its partnership with the community through its Community Relations Board. This board functions as a positive link between the institution and the Columbia County community. This board meets annually in the spring and fall and as needed throughout the year. Areas of mutual interest and concern include, but are not limited to, the following:

- Public awareness and education about the operation and mission of the institution, including information regarding offender program activities
- The impact of the institution on the community
- The institution's involvement in community affairs
- Variety of other law enforcement & community-related issues

2014 Community Board Relations Members	
Robert Werlinger Federal Correctional Institution Oxford Warden	Bill Tierney City of Portage Mayor
Elmer Harris Federal Correctional Institution Oxford Associate Warden	Ken Manthey Portage Police Department Police Chief
Christine Hine Federal Correctional Institution Oxford Supervisory Correctional Systems Specialist	Patrick Beghin Columbia County Director of Emergency Management Services
Eric Emmerich Federal Correctional Institution Oxford Captain	Marty Havlovic City of Portage District 8 Alderman
Amy Kangag Federal Correctional Institution Oxford Reentry Coordinator	Sue Trimmer Madison Area Technical College - Portage Campus

### CCI COMMUNITY RELATIONS REPRESENTATIVES:

Michael Meisner, Warden  
Sandra Hautamaki, Deputy Warden  
Lucas Weber, Security Director  
Diana Kiesling, Corr. Mgmt. Serv. Director

Chad Keller, Investigative Captain  
Mel Schueler, Corrections Program Supervisor  
Mark Teslik, Chaplin  
Linda Potenberg, Warden's Secretary-Conf.

### OPERATING COSTS:

**\$27,661,106 YEAR ENDING 06/30/14 (FISCAL YEAR 2014)**

Permanent Salary	\$16,564,413	Food	\$1,014,853
LTE Salary	\$48,961	Variable Non-Food	\$579,104
Fringe Benefits	\$8,032,156	Fuel and Utilities	\$861,679
Supplies and Services	\$339,588	Maintenance	\$158,666
Capital	\$61,686	<b>TOTAL:</b>	<b>\$27,661,106</b>

### Payments made by Inmates for their Obligations and Restitution:

• Child Support	\$ 10,667.89	• DNA	\$ 6,127.04
• Restitution	\$ 7,806.66	• Medical Co-pay	\$ 7,202.90
• Victim/Witness	\$ 18,969.19		

**RECORDS:**

<b>Inmate Movement Out of CCI FY2014</b>	
Transfers Out	442
Releases: Includes Mandatory/Extended Supervision, Max Discharge, and Court Ordered Release	140
Deaths	0
<b>Total</b>	<b>582</b>

<b>Monthly Transfers Into CCI FY2014</b>												
July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
55	48	43	35	43	46	46	53	29	47	48	36	529

<b>Average Monthly Population</b>											
July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
826	829	830	827	829	826	822	833	829	829	840	839

<b>Population Breakdown by Race</b>					
Hispanic	34	4.062%	American Indian	20	2.400%
White Non-Hispanic	350	41.816%	Asian	3	.358%
Black	429	51.255%	Unknown	1	.119%
<b>Total</b>				<b>837</b>	<b>100%</b>

**INMATE COMPLAINTS:**

<b>FY2007</b>	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	<b>FY2014</b>
2523	2913	2177	1762	1809	1598	1947	2052

**INMATE DISCIPLINE:**

<b>Year</b>	<b>Major Conduct</b>	<b>Minor Conduct</b>	<b>Total Appeals</b>
<b>2007-08</b>	1483	619	323
<b>2008-09</b>	1680	363	298
<b>2009-10</b>	1460	537	293
<b>2010-11</b>	1636	623	317
<b>2011-12</b>	1170	512	237
<b>2012-13</b>	1310	550	294
<b>2013-14</b>	1300	500	326

## RECLASSIFICATION:

The Reclassification Department monitors and manages all phases of an inmate's life during his stay in the DOC. An inmate is initially classified at DCI A&E; this provides him with a custody level, institutional placement, and program assignment upon his entry into the correctional system. Reclassification staff reviews his progress while he is incarcerated, and provides recommendations and makes decisions regarding his movement through the system. Recommendations and decisions are made by the Reclassification Committee, which is comprised of the Classification Specialist and representatives from the Education, Social Services, and Security Departments. Reclassification is staffed by two full-time positions, an Offender Classification Specialist and an Operations Program Associate, who are employees of DOC's Bureau of Offender Classification and Movement.

### Reclassification Office Statistics for FY2014:

- 1012 Reclassification Hearings Conducted
- 523 Written Inmate Correspondence Addressed
- 98 Early PRC Hearing Requests processed

## VISITING:

Visiting is offered seven days per week, eight hours per day, with afternoon and evening hours Monday through Friday and morning and afternoon hours on weekends and holidays. Visiting staff also supervise pastoral visits and other small bible studies. Approximately 16,000 friends and family visit inmates per year at CCI.

## HOUSING UNIT MANAGEMENT:

General population maximum-security inmates are housed in four separate complexes, each made up of two units. These units include an Education Complex, a Vocational Complex, a Special Management Unit Complex, and a Work Complex. The Barracks-style housing unit provides temporary housing for up to 150 minimum and medium security inmates. There are also two segregation units, which though separated by geography, comprise a single complex for restricted-status inmates. A 13-cell R&O unit houses incoming general population inmates. The individual units are self-contained. The lives of the inmates revolve around the activities of the unit, as it is where they sleep, eat, and pursue program activities. Activities outside these living areas are also managed by unit groupings, a procedure that allows for more effective control of the population and reduces the potential for disruption. CCI administration attempts to place inmates in units according to the program in which they are enrolled or the institution job to which they are assigned.

Each decentralized complex is administered by a unit manager, who is assisted by a team composed of security staff, a social worker, a psychologist, and in certain cases, one or more teachers or work area supervisors. Each complex also has liaison contacts with HSU and designated members of the security supervisor ranks. These parties form a multi-disciplinary team, which is able to develop a more thorough and long-term knowledge of the character, abilities, needs, strengths and deficiencies of each of the inmates in their respective units. This non-departmental approach to inmate management allows for a systematic, individual, and positive approach to inmates and enhances the institution's capability to insure public safety with respect to confinement and rehabilitation.

## SPECIAL MANAGEMENT UNIT:

The goal of CCI's SMU Complex is to provide activity-based programming and enhanced mental health monitoring within a separate housing facility committed to the needs of the serious mentally ill/impaired inmate population at CCI. The most prominent diagnoses on both units are psychotic spectrum disorders and/or inmates with cognitive impairment such that concerns of vulnerability are foregrounded. The SMU houses a large number of the institution's offenders who are court-ordered for psychiatric medication as well as serious mentally ill offenders in segregation, AC, and/or PC status.

During FY2014 Psychological Services on Housing Unit 7 included several unique and evidence-based groups including Illness Management Recovery, Collaborative Assessment and Management of Suicide, and Social Skills Training for Schizophrenia.

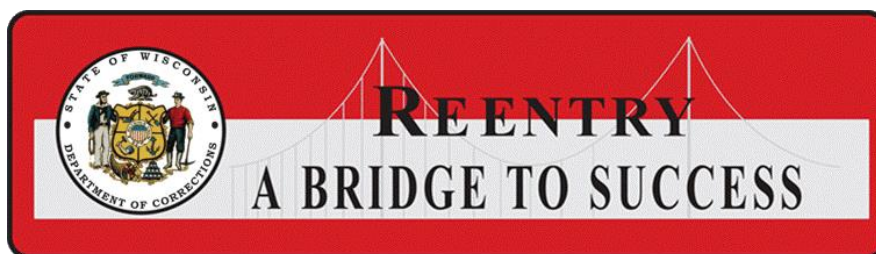
IMR is a program developed in collaboration with the United States Substance Abuse and Mental Health Services Administration. IMR is recognized an evidence-based program specifically for the serious mentally ill defined in general terms to include diagnoses along the psychotic spectrum and bipolar disorders. IMR within the prison setting is a novel application and was originally done in collaboration with Wisconsin DHS staff specializing in IMR community



programming. At this time the CCI program does not partner with DHS IMR specialists but operates the program under the principles of the program. Currently two IMR groups are offered, one targeting offenders in general population with serious mental illness and the other for offenders in segregation or administrative confinement who are also diagnosed with a serious mental illness. The IMR group is facilitated collaboratively with the SMU social worker, SMU PSU staff member, and the program escort officers. IMR is a manualized program which covers a series of topics associated with recovery from a serious mental illness.

CAMS is an evidence-based assessment and intervention with suicidal individuals. The original application of CAMS to the prison environment was done with guidance and feedback from the developer of CAMS, Dr. Jobes and his associate Dr. Koon, Chief of Psychological Services with the Georgia Department of Juvenile Justice. This group is offered based upon a level of need as determined by PSU staff and the SMU Treatment Team. The program emphasizes treatment-specific interventions targeting suicidal thinking and utilizes the clinical literature related to theories of suicide, assessment, and intervention.

Social Skills Training for Schizophrenia is based upon the published work of Dr. Bellack, Social Skills Training for Schizophrenia, second edition. This group targets the lowest of cognitive-functioning as evidence is gross impairment in the basic of social skills. This is a population which is often isolative, vulnerable, and very limited in basic introspection. The group offers training, role-playing, and support in the development of these skills. This group continues and is a collaborative effort with SMU social services, psychological services, and the program escort officers.



## PRE-RELEASE CURRICULUM & UNIT:

CCI curriculum provides inmates with the necessary tools and resources to help them address some of the common personal challenges and responsibilities they will likely face upon release. The goal is to enhance the ability of inmates to successfully re-enter into their communities, and assist inmates in recognizing their personal steps to becoming successful citizens in the community. The target population is inmates with ten years or less to release and priority is given to inmates with closer release dates. In addition, inmates receive re-entry portfolios to track and organize their progress through the pre-release curriculum.

Module	Participants	Completion Rate	Module	Participants	Completion Rate
Employment	12	42%	Housing	24	70%
Wellness	0	0%	Personal Development	0+	0+
Family Support	23	74%	Health	0+	0+
Transportation	24	70%	Education*	-----	Varies††
Financial Literacy	15	73%	Transitional Prep**	-----	Varies††

## Notes:

\*Education: All inmates at CCI who have an educational or vocational need are required to attend Bluff View School. Inmates who have not obtained a high school diploma/GED/HSED are enrolled in proper programming to help them obtain these certificates prior to their release. Bluff View School also offers three vocational programs, which are Printing, Building Services, and Custodial Services. The offered programs meet most of the competencies of the Education Module. The school will also assist inmates in obtaining copies of their High School diploma, GED/HSED, or Vocational Certificates and transcripts.

\*\*Transitional Prep: Social workers complete this module with inmates prior to release. Inmates are responsible for initiating completion of competencies with social workers facilitating. Degree of completion varies from inmate to inmate with the ideal being 100% completion of all tasks.

†Modules with zero participants are due to no facilitators being available during FY2014.

††Many inmates start the modules, but then due to the "temporary" status of barracks inmates, many will transfer out of CCI before completion. This makes the completion rate smaller than it would be otherwise. CCI also offers some self-study curriculum. Participants are not able to complete an entire module in this manner, but are able to complete many competencies. Approximately 90 inmates participated in self-study curriculum FY2014.

## Release Clothes Project:

Clothing for indigent inmates (those who have no money and/or family/friends to purchase clothing) is donated by St. Vincent de Paul's to wear upon their release to the community, which aids them in their reentry efforts.

## EDUCATION DEPARTMENT:

### Program Statement:

The primary emphasis of the Education Department and Bluff View School is ensure that each inmate will have the opportunity to develop educational and vocational skills, consistent with identified needs, which will allow him to become a productive member of the institution as well as society upon his release into the community.

### Department Composition:

CCI's Education Department is composed of one Education Director overseeing ten teachers, one Librarian, and one Office Operations Associate.

### Enrollment/Completions:

Approximately 204 students can be accommodated in Adult Basic Education programs at any time. 48 can be accommodated in vocational lab programs and 51 in accompanying vocational classes at any time.

Bluff View School Graduates	
GED/HSED	56
Custodial Services	46
Building Services	18
Printing	5

### TABE:

The Tests of Adult Basic Education are used by the DOC to measure achievement of basic skills. The content areas tested are reading, language and math. TABE scores are used to ensure proper placement into educational programs.

### HSED:

The High School Equivalent Diploma is awarded to those individuals that pass standardized national tests in math, literature, writing, social studies, science, employability skills, civics, and health. The HSED is required to complete the Academic need given to inmates.

## **Correspondence Courses:**

Inmates who are interested in working toward an advanced degree can pursue their education through correspondence courses choosing from a list of approved accredited colleges. Students are required to pay all expenses for the courses. During FY2014, CCI had six inmates participating in correspondence courses.

## **Pro Literacy America Tutor Program:**

The training methods and standards of the Pro Literacy America Tutor Program have been on hold, but classes will be offered in FY2015. This training provides students with supplementary and peer tutors experiences that allow them to gain employment within the institution as classroom tutors. The tutors are intensively trained over a five day period for a total of 30 hours. Tutor positions are paid and usually work with staff helping ABE and Vocational students in a teacher's classroom six hours per day. CCI's Education Department employed 12 different tutors in the school during FY2014.

## **Vocational Programming:**

CCI offers three vocational programs: Custodial Services, Building Services and Printing. The vocational courses are designed for inmates who have already completed their academic primary need or have received their high school diploma or HSED elsewhere.

Custodial Services and Building Services are technical college courses through MATC. Printing is a technical college course through Fox Valley Technical College. Upon completion of all components of these courses, students are awarded a technical college diploma. Printing students are also involved in a six-week internship with BSI.

## **Library Programs:**

CCI maintains a law library that has ten computer workstations for inmates to access Lexis Nexis, as well as printed reference sources and a database of court forms. Each inmate has at least one opportunity per week to work in this area, and more time if required for pending litigation. A general library with a general collection of books is provided for all inmates. The library is open seven days a week from 7:30 am until 9:00 pm which provides multiple opportunities for inmates to use the library in a given week.

## **CORRECTIONAL PROGRAMS & SERVICES:**

### **Cognitive Intervention:**

The Cognitive Intervention Program is a 30-lesson program that is delivered in two two-hour classes per week. CGIP may take four to six months to complete the program once an inmate has enrolled. Phase One of CGIP teaches participants the skills to identify their thinking patterns. Phase Two of CGIP focuses on current situations and making plans for the future. CCI social workers work together to stagger active groups to ensure completion throughout the year of several inmates. Each class is approximately 12 inmates so that each inmate has the opportunity to work with the social workers as well as other inmates.

### **Anger Management:**

Anger Management is comprised of an introductory individual meeting, nine group lessons, a midterm individual meeting, nine additional lessons, and a final individual meeting. Each group lesson is approximately 90 minutes and includes instruction, role plays, educational videos, group activities, and group and individual presentations. Lessons focus on the following concepts: knowing our feelings and recognizing the feelings of others, identifying underlying feelings masked by anger, recognizing triggers, choosing the right time to address concerns, identifying who should "own" a problem, practicing assertive communication, learning about stress reduction techniques, using the "anger map" to decide if holding onto anger is an appropriate response, and developing and maintaining healthy relationships. Participants identify thought patterns leading to negative consequences with anger, and develop a plan to address these issues in the future. Two Anger Management groups ran during FY2014, each composed of eight to ten inmates.

### **Chapel Programming:**

The CCI chapel has a full range of programs addressing the spiritual needs of inmates. CCI has one full-time chaplain, and one part-time chaplain. Services that are new to CCI are Mindfulness Group and Spiritual Discipline. The chapel utilizes over 100 volunteers in providing programs (including worship services, study groups and prayer) for the seven religious groups (Buddhist, Catholic, Islam, Jewish, Native American, Pagan, and Protestant). These volunteers are

required to take an orientation once every two years to stay current with changing policies. Volunteers are key in all the groups, services, and programs that are offered at CCI and inmates are appreciative of their time spent at the institution.

### **Dog Therapy:**

In May 2014, CCI partnered with three teams of volunteers from Dogs On Call to begin providing SMU inmates, who have physical and mental health disabilities, with an hour and a half long opportunity for positive human-animal interaction once per month. Dog therapy promotes positive mental health through visitation and social interaction for some severely socially isolative inmates. The interaction consists of a one-on-one conversation with the inmate and dog handlers while the inmate is able to pet and engage with the dog for ten minutes. Upon completion, the inmate receives a bookmark or "business card" of the dog they visited with to take back to the unit and keep in cell. Approximately 18 inmates participate once a month.

### **Mindfulness Meditation:**

Mindfulness was started at CCI in January 2014 and began in Segregation units DS1 and DS2. Since its introduction the program has expanded quickly to our SMU inmates, with all groups being held twice monthly. Mindfulness is the state of being fully present to the experience of each moment, as opposed to being carried away by thoughts and emotions that aren't directly related to the present moment. The benefits of Mindfulness and meditation have been documented in many peer-reviewed studies, including many conducted at UW-M and some specifically done with incarcerated individuals. These studies show a reduced rate of recidivism by inmates who participate in Mindfulness programs while in prison, with the benefits including the development of skills for acting thoughtfully rather than impulsively, an increased ability to cope productively with stressful situations, and relief from that stress.

### **SMU Recreation Therapy:**

This special recreation program continues to be offered on the SMU Complex with activities structured to maximize inmate participation. Group size is limited to ten and is supervised by a Recreation Leader. This programming is designed to engage mentally ill inmates into physical activities and provides incentives for participation.

### **RECREATION:**

CCI offers both indoor and outdoor recreation opportunities. Recreation leaders are always looking for new ways through structured recreation for inmates to stay involved and to maintain or improve their physical fitness. Activities such as basketball, volleyball, weight lifting, horseshoes, handball, and a cardiovascular area that consists of treadmills and recumbent bikes are offered or available for use. Recently, seven pieces of outdoor equipment were purchased through inmate funding that will withstand the Wisconsin winters and provide inmates with more equipment when outdoors. Tournaments provide seasonal excitement during softball and basketball seasons.

### **Music:**

CCI's Music Department is an opportunity for inmates to play instruments under the supervision of a Music Recreation Leader. Due to property allowance and space, inmates are not allowed to play in-cell. At times, the Recreation Leader will schedule small groups of inmates together to allow for more of a band-style of session. CCI also offers donated instruments to inmates in the event that they do not have money to purchase their own instrument. Approximately 60 inmates were enrolled in the music program.

### **Hobby:**

CCI's Hobby Department offers a wide variety of in-cell hobbies from which inmates can choose. All hobby materials are pre-approved by the Hobby Recreation Leader and come directly from a retail store. CCI inmates are allowed to purchase once a month, up to \$100. Some allowable hobbies include painting, drawing, crocheting, cross-stitching, and beadwork. Inmates have the opportunity to sell their completed projects in the visiting room or send their completed project home to family or friends. CCI has approximately 300 inmates enrolled in the hobby program at this time.

## COMMUNITY SERVICES:

These areas employ about 15 full-time inmates.

### Crochet/Sewing:

The inmates who participate in crochet/sewing have created many handmade items such as hats, mittens, scarf sets, and lap afghans. CCI works with the Hope Lutheran Church in Portage for an annual donation of yard, and in turn, donate the crocheted items back to the church.

### Lions Club Eyeglass Project:

CCI has been fortunate enough to have the recycled eyeglass project for several years. Inmates work with recycled eyeglass, read prescriptions, and do minor repair work to refurbish the eyewear. Finished eyeglasses are then returned to the Lion's Club and donated to those in need. Last year, approximately 23,000 eyeglasses were repaired by inmate workers.

### Land's End Coat Project:

Last year CCI was able to donate approximately 150 winter/spring coats to local areas such as Columbia County Health and Human Services, Coats for Kids and the homeless shelter. Land's End donates coats that have a company logo in which they didn't use. The logo and the inside label is removed, repaired, and then donated.

## HEALTH SERVICES:

CCI's Health Services Unit is staffed seven days weekly. Hours of operation are Monday through Friday, 5:45 am to 10:30 pm. Saturday, Sunday, and holiday hours are 5:30 am to 5:30 pm. A nurse is on-call during off hours with an on-call physician available 24/7.

HSU is comprised of one Health Services Unit Manager, one full-time physician, six Nurse Clinicians, three agency LPNs, and one Medical Program Associate Assistant. In addition, one dentist, one Dental Assistant, and one Hygienist staff an onsite dental clinic.

Each inmate is seen a minimum of once yearly for an annual screening. Ancillary services include: Physical therapy, x-ray, ultra sound services, optical. Dental services are provided to the inmate population as well.

Routine appointments for health maintenance were handled through chronic condition clinics, as well as a weekly blood pressure clinic. Patients were referred for surgical interventions, cancer treatments, and to specialty clinics ranging from orthopedics and infectious disease to MRI scans. UW-M, Divine Savior Hospital, and Waupun Memorial Hospital were all utilized. We strove to meet our patients' needs while being cognizant of health care costs.

## MENTAL HEALTH SERVICES:

The Psychological Services Unit is responsible for assessing, monitoring, supporting, and treating inmates with identified mental health needs. PSU staff are unit-based at CCI, with the department comprised of one Psychological Services Supervisor, one Office Operations Associate, six full-time and one half-time doctorate level Psychologists or Psychological Associates. In addition to PSU staff, three Psychiatrists provide services to CCI inmates. PSU provide on-call services at night, and consult with institution staff or report as needed to address inmates' mental health needs.

### Inmate Mental Health Needs:

The inmate population at CCI changes weekly as inmates transfer in and out of the facility. A "snap shot" of the inmates at CCI on June 30, 2014 indicated there were 452 inmates with identified mental health needs at CCI: 120 inmates have been identified as having serious mental illnesses (MH-2A), 36 have severe personality disorders (MH-2B), 278 had identified mental health needs but were not considered to be mentally ill (MH-1), and 18 had intellectual disability disorders (DD). Overall, 54.3% of the total CCI population had identified mental health needs. The percentages of inmates with identified mental health needs were examined in relation to the two inmate populations at CCI, general population and barracks/minimum inmates. Over half (59.8 %) of general population inmates had mental health needs, but only 27.5% of barracks inmates had such needs. Serious mental illness afflicts 16.2% of the general population, while 5.6% of barracks inmates had serious mental illnesses. Similarly, 4.9% of general population inmates had severe

personality disorders, but only 1.4% of the minimum inmates had such disorders. In summary, over half of all inmates at CCI had identified mental health needs, and nearly six out of every ten general population inmates had such needs.

The length of incarceration at CCI differed among the four groups with identified mental health needs: DD inmates had the longest average incarceration, 6.3 years, and MH-2B inmates had the shortest, 1.7 years. MH-2A and MH-1 inmates were imprisoned at CCI for 3.5 and 3.0 years, respectively. The differences in length of stay may not be significant, but are nonetheless important in terms of how long inmates required services.

Per DAI Policy, inmates with MH-1 and MH-2 mental health codes must be seen periodically for clinical monitoring. Inmates classified as MH-1 must be seen at least every six months, and MH-2 inmates must be seen at least every three months. As indicated above, there were 120 MH-2A inmates at CCI on June 30, 2014. A retrospective survey of how often they were seen for monitoring and treatment was conducted. Inmates whose MH classification had changed were eliminated from the survey as were inmates who were no longer at CCI. In all, the records of 82 of the original 120 MH-2A inmates were examined. Those 82 inmates were seen 520 times during the past fiscal year. On average, MH-2A inmates at CCI were seen for clinical monitoring or treatment 6.3 times in the past year. Most MH-2A inmates, 47 of the 82, were seen five or more times. Twelve inmates were seen less than four times, however: Six were seen twice, and six were seen three times. For those seen three times, one was not seen four times because of the survey's time limits. The inmate in question was seen on August 1, 2013, but his fourth monitoring contact did not occur during FY2014. He was seen four times within a year, but not four times within the fiscal year. Six of the 12 inmates were in restrictive status, and were seen during weekly rounds, but individual monitoring notes were not written.

Most of the lapses in monitoring of inmates seemed to occur in the first half of FY2014, when PSU at CCI was significantly understaffed. Whatever the reasons, however, it is an area in which we will examine how we track monitoring to ensure we are meeting the established minimum standards.

In addition to clinical monitoring, CCI clinicians were involved in responding to serious crises. Crises at CCI most often involve threats of self-harm, actual self-harm, threats of suicide, or suicidal attempts. Sixty-six percent of CCI's general population inmates have histories of self-injurious or suicidal behavior. No inmates successfully committed suicide at CCI in FY2014.

### **Inmate Services Offered:**

Not all services provided by PSU staff are in response to crises. In addition to individual crisis management and clinical monitoring, PSU staff at CCI also:

- Triaged inmates' needs for psychiatric evaluation to ensure the most efficient and effective use of limited and expensive psychiatry time
- Provided group therapy for targeted psychological problems such as groups addressing mental illness management, depression, adjustment, social skills training, and release preparation
- Provided psychological evaluation of inmates medical condition or compliance with recommended treatment is affected by their psychological needs
- Evaluated inmates' competence to give informed consent for their own health care
- Evaluated inmates' competence to refuse to eat or drink
- Responded to offender requests for support, evaluation, and mental health concerns
- Monitored all inmates in segregation through at least weekly clinical rounds
- Performed initial file screening of all new transfers to the institution
- Completed mental health evaluations of residents regarding potential transfers to WSPF, WRC, or dual diagnosis programs such as MICA or STAR
- Assessed inmates' needs for offense specific treatment (e.g., sex offense specific treatment)
- Assessed all inmates on psychotropic medications who were considered for transfer to minimum custody or minimum community custody

### **Teaching/Training Future Psychologists:**

CCI PSU supervised a DOC psychology intern. Under supervision by licensed psychologists, the intern co-led a treatment group, provided individual therapy, completed psychological assessments, evaluated inmates for their regularly scheduled mental health monitoring, and, on a limited basis, provided crisis intervention services.



## **MAINTENANCE DEPARTMENT:**

The Maintenance Department operates Monday through Friday 6:45 am to 4:15 pm and responds to emergencies as needed. Under the general direction of the Buildings and Grounds Superintendent and Buildings and Grounds Manager, the department employs 11 fulltime maintenance staff, five Correctional Officers, and up to 23 inmates.

The Maintenance Department uses a computerized work order system to track all of the work order requests. Staff submit work order requests using the standard DOC-776 (Repair Work Order) form to the Maintenance Department. Work orders are then assigned by the Buildings and Grounds Superintendent or Buildings and Grounds Supervisor to the appropriate maintenance staff. Most work orders are completed within the same day, any orders that require replacement parts or other needs are completed as soon as possible and as time permits. Work orders that require modifications or changes to the physical plant or grounds require approval from the appropriate department supervisor, and depending on the scope of the project, may need to move up the chain of command for approval.

The Maintenance Department is responsible for all physical plant maintenance including plumbing, electrical, electronic technical services, HVAC, welding, wood working, painting, food service and laundry equipment repair, and grounds keeping.

Maintenance accomplishments in FY2014:

- Completed 6,213 work orders
- The CCI garden harvested a total of 13,508 lbs. of produce, reducing food vendor costs
- Replaced and refurbished all high voltage breakers and replaced switch gears.
- Replaced BSI Printing Building chiller system
- Completed the Security Enhancement Project, which included replacing and installing new stainless steel fixtures and shower doors, cell anti-flood valves, and food pass door locks.
- Continued progress on Roofing Project, replacing the roofing of housing unit entrances, parapet walkways, and building S3 courtyard side roof.
- Neared completion of Security Camera Upgrade Project, replacing all existing cameras, installed additional cameras, launched new camera system operating system, and replaced the DVR system.
- Replaced main sewer vent lines in building S1 basement.

## **FOOD SERVICE:**

The Food Service Department operates seven days per week. The Main Kitchen is in operation from 4:00 am to 6:00 pm. Under the supervision of the Food Service Administrator and a Food Production Manager, Food Service employs six full-time Correctional Food Service Leaders, one Correctional Officer, and approximately 30 directly supervised inmate workers. Approximately 2,682 meals are served per day with an average cost of \$1.04 per meal.

## **BADGER STATE INDUSTRIES:**

### **Print Shop 927:**

The BSI print shop has been in operation since the 1930's and is currently housed at Columbia Correctional Institution.

Under the supervision of the Industries Supervisor, the print shop's operations are performed by two Industries Specialists and approximately 16 inmates. The staff and supervisor combined have over 100 years of experience in the printing field. This knowledge is what is channeled to teach and train the inmate workers so they can become a contributing member of society once they are released. One inmate is currently working towards his printing apprenticeship.

The print shop printed over 2,000 jobs and recorded \$646,953.00 in invoiced sales. Some of the items the shop produces are envelopes, flyers, brochures, business cards, perfect bound books, saddle stitch books, training binders, laminated posters, and raffle tickets. In addition, the print shop is currently printing temporary license plates for the DOT.

## ADA COORDINATORS:

**Primary:** Pam Schmidt, ABE/Special Education Teacher (608) 742-9100, Ext. 9299

**Alternate:** Gwen Schultz, Unit Manager (608) 742-9100, Ext. 9583

To request consideration for an accommodation under the Americans with Disabilities Act, forms are available in the Library or inmates may contact an ADA Coordinator for a form. Please refer to DAI Policy & Procedure 300.00.32 for further information.

## COMPAS COORDINATORS:

**Primary:** David Melby, Unit Manager (608) 742-9100, Ext. 9317

**Alternate:** Lindsay Walker, Social Worker (608) 742-9100, Ext. 9300

## LEP COORDINATOR:

**Primary:** Randy Scott, Education Director (608) 742-9100, Ext. 9232

## PREA INVESTIGATORS:

**Primary:** Chad Keller, Investigations Captain (608) 742-9100, Ext. 9353

**Alternate:** Michael Morrison, Segregation Lieutenant (608) 742-9100, Ext. 9365

## ACRONYMS:

A&E	Assessment & Evaluation	SMART	Self-Management and Recovery Training
AC	Administrative Confinement	SSTS	Social Skills Training for Schizophrenia
ABE	Adult Basic Education	STAR	Successful Treatment and Recovery
ADA	Americans Disability Act	TABE	Tests of Adult Basic Education
BOCM	Bureau of Offender Classification and Movement	UW-M	University of Wisconsin-Madison
BSI	Badger State Industries	WRC	Wisconsin Resource Center
CAMS	Collaborative Assessment and Management of Suicide	WSPF	Wisconsin Secure Program Facility
CCI	Columbia Correctional Institution		
CGIP	Cognitive Intervention Program		
DAI	Division of Adult Institutions		
DCI	Dodge Correctional Institution		
DHS	Department of Health Services		
DOC	Department of Corrections		
DOT	Department of Transportation		
FY	Fiscal Year		
GED	General Education Development		
HSED	High School Equivalency Degree		
HSU	Health Service Unit		
HVAC	Heating, Ventilation, and Air Conditioning		
ICE	Institution Complaint Examiner		
IMR	Illness Management Recovery		
LEP	Limited English Proficiency		
LPN	Licensed Practical Nurse		
LTE	Limited Term Employee		
MATC	Madison Area Technical College		
MICA	Mental Illness Chemical Abuse		
MRI	Magnetic Resonance Imaging		
PC	Program Confinement		
PRC	Program Review Committee		
PREA	Prison Rape Elimination Act		
PSU	Psychological Services Unit		
R&O	Reception & Orientation		
RGCI	Red Granite Correctional Institution		
SAMHSA	Substance Abuse and Mental Health Services Administration		
SMU	Special Management Unit		