

WISCONSIN PRISON PROGRAMS  
AND INMATE CLASSIFICATION

89906

RESEARCH BULLETIN 82-1

Wisconsin Legislative Council Staff  
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State Capitol  
Madison, Wisconsin

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Legislative Council Staff

Madison, Wisconsin  
May 5, 1982

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WISCONSIN PRISON PROGRAMS AND INMATE CLASSIFICATION

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INTRODUCTION

This Research Bulletin was prepared for the Legislative Council's Special Committee on Correctional Services. The Special Committee was established by the Legislative Council on January 28, 1982. The Special Committee is directed to:

(1) Study alternatives to imprisonment for persons convicted of crimes and to examine prison programs, the security classification system and industrial good time [see SEC. 2033 (4), Ch. 20, Laws of 1981].

(2) Examine the relationship between state and local governments regarding corrections responsibilities, including a review of (a) state financial incentives to localities for accepting new correctional facilities; and (b) establishment of facilities to serve both offenders with short sentences and offenders returning to a community from maximum and medium security facilities (requested by Legislative Council's Special Committee on Community Correctional Programs).

This Research Bulletin provides background information on the first study directive relating to the Wisconsin prison system, inmate classification and prison programs. The Research Bulletin is divided into three Parts:

PART I summarizes the deliberations and recommendations of the Special Committee on Community Correctional Programs, which was created by the Legislative Council during the 1979 Legislative Session to study innovative programs in corrections.

PART II describes the Wisconsin prison system and programs for inmates, including an explanation of industrial good time.

PART III discusses the system used for determining the security classification, program assignment and institution assignment of inmates.

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\*This Research Bulletin was prepared by Keith Johnson and Pam Shannon, Staff Attorneys, Legislative Council Staff.

PART I

LEGISLATIVE COUNCIL SPECIAL COMMITTEE ON  
COMMUNITY CORRECTIONAL PROGRAMS

A. INTRODUCTION

The Special Committee on Community Correctional Programs studied and made recommendations on several issues that relate to the study assignment to the Special Committee on Correctional Services. This Part of the Research Bulletin presents a summary of the actions of the Special Committee on Community Correctional Programs.

B. ESTABLISHMENT AND MEMBERSHIP

The 1980-82 Special Committee on Community Correctional Programs was established by the Legislative Council pursuant to SEC. 2033 (2) (a), Ch. 221, Laws of 1979 (the 1980 Budget Review Act). The Committee was directed to "conduct a study of innovative correctional programs including, but not limited to studying the development of community-based correctional facilities in Wisconsin and other states and the provision of parole and probation supervision services."

The Committee held 16 meetings between June 19, 1980 and March 15, 1982. In addition to meetings held at the Capitol in Madison, the Committee toured Arc House (a halfway house) in Madison, Oregon Correctional Camp and Oakhill Correctional Institution at its July 18, 1980 meeting; toured the Men's Metro Center, the Women's Community Center, the Frederick Douglass Center and the House of Correction in Milwaukee during its August 25 and 26, 1980 meetings; held a public hearing in Milwaukee on August 25, 1980; and met in Racine on August 26, 1980.

The Committee established a Subcommittee to Draft a Community Corrections Act which met five times between October 14, 1981 and February 3, 1982. It worked on legislation to transfer responsibility from the state to the local level for dealing with less serious offenders. [Recommendations of the Subcommittee are discussed below.]

The Special Committee on Community Correctional Programs consisted of 18 members -- three Senators, five Representatives and 10 public members. A list of the members is attached to this Research Bulletin as Appendix A. The Chairperson was Senator Warren Braun and the Vice-Chairperson was Representative Dismas Becker.

Membership of the Subcommittee to Draft a Community Corrections Act consisted of three Committee members: Ed Buehler, Alberta Churchill and Austin McClendon.

### C. LEGISLATIVE RECOMMENDATIONS

The Special Committee on Community Correctional Programs recommended seven bill drafts for introduction in the Legislature. Of these seven drafts, four were introduced by the Legislative Council, two failed to receive the necessary votes for introduction by the Legislative Council and one has not yet been scheduled for action by the Legislative Council.

Of the four bills introduced, three were enacted into law. All seven of the bill drafts are described below.

#### 1. Community Advisory Committees (Ch. 72, Laws of 1981)

The Committee recommended legislation that requires an applicant for initial licensure of a child welfare agency, group home or community-based residential facility to make a good faith effort to establish a community advisory committee. The committee must include representatives of the applicant, the neighborhood in which the proposed facility would be located and a local unit of government. The committee must be established prior to licensure to provide a forum for communication with persons interested in the proposed facility.

The Legislative Council introduced the proposal as Senate Bill 213. The Bill passed the Senate on a voice vote and was concurred in by the Assembly on a vote of 94 Ayes and 0 Noes. It was signed into law by the Governor as Ch. 72, Laws of 1981.

#### 2. Community Service Orders (Ch. 88, Laws of 1981)

The Committee recommended legislation that allows community service work to be ordered by a court as a condition of probation or in lieu of part or all of a fine. It also allows a district attorney to order community service work as a condition of a deferred prosecution agreement.

The Legislative Council introduced the proposal as Senate Bill 214. It passed the Senate on a voice vote and was concurred in by the Assembly on a vote of 94 Ayes and 3 Noes. It was signed into law by the Governor as Ch. 88, Laws of 1981.

### 3. Restitution (Ch. 352, Laws of 1981)

The Committee recommended legislation that made several clarifications and changes in the law regarding payment of restitution to victims of crime by probationers. Included in the changes are:

(a) Consolidation of restitution, costs, fines and related payments ordered as a condition of probation in a single court order;

(b) Reduction of the 10% administrative surcharge on restitution payments to 5% of all payments ordered as a condition of probation;

(c) Specification of the priority in which payments by a probationer are applied to the items covered by the court order, with restitution to be paid first, then fines and related payments, then costs other than attorneys fees and, finally, county or state costs for legal representation of the defendant; and

(d) Elimination of the 5% interest charge added to ordered restitution.

The Legislative Council introduced the proposal as Senate Bill 621. The Bill passed the Senate and the Assembly on voice votes. It was signed into law by the Governor as Ch. 352, Laws of 1981.

#### 4. Presentence Investigations (Not Enacted)

The Committee recommended legislation that would require courts to order a presentence investigation after conviction for any felony except first-degree murder. However, if a presentence investigation had been conducted within 180 days prior to the conviction, an update of the report would be adequate.

The legislation would also require that a copy of a presentence investigation report be made available to the defendant's attorney, if any, to the defendant and to the district attorney at least 48 hours prior to sentencing. Correction of inaccuracies in the report would be required, as well as destruction of all known copies containing inaccurate information.

The Legislative Council introduced the proposal as Senate Bill 622. The Bill passed the Senate on a vote of 31 Ayes and 0 Noes, but was not

concurrent in by the Assembly before the end of Floorperiod IV of the legislative session.

The Senate amended the Bill to provide that a court need not order a presentence investigation after conviction of a felony if a determination is made that the presentence investigation is unnecessary. In addition, as passed by the Senate, the Bill would allow updating a presentence investigation report if one was done within two years prior to the felony conviction.

#### 5. Expunction of Arrest and Conviction Records of Certain First Offenders (Not Introduced)

The Committee recommended introduction of legislation that would allow courts to order expunction of conviction and related arrest records for a first offense which is not a "serious crime," as defined in the draft. Expunction would occur only if the court found that the person would benefit and society would not be harmed by expunction and if the ordered sentence is successfully completed. The Department of Justice would keep a list of all persons using the expunction privilege to make sure that it could be used only once by a person.

A motion to introduce the proposal as a bill failed to receive the 10 votes necessary for introduction at the Legislative Council meeting on March 18, 1981. The vote was 9 Ayes, 8 Noes and 2 Absent.

The draft was reconsidered by the Legislative Council at its meeting on October 2, 1981. A motion for introduction again failed on a vote of 6 Ayes, 5 Noes and 8 Absent.

#### 6. Inmate Furloughs (Not Enacted)

The Committee recommended legislation that would add to the circumstances in which minimum security inmates could be granted furloughs by the Division of Corrections (DOC) to leave prisons without an escort. Among the items covered by the draft were the following:

(a) Current law allows granting of furloughs to visit a parent, child, spouse, brother or sister who is seriously ill or to attend the funeral of one of those persons. The legislation would have included in that group grandparents and persons acting as parents (also referred to as persons in loco parentis).

(b) Current law allows granting of furloughs for purposes of contacting a prospective employer who

has requested an interview. The legislation would have allowed furloughs for job hunting purposes regardless of whether a prospective employer has requested an interview.

(c) Current law provides that no more than three furloughs may be granted per calendar year to an inmate and that, under ordinary circumstances, no furlough may exceed three days. The proposed legislation would have exempted furloughs granted for medical purposes or to contact a prospective employer from the annual three leave limit. It would also have allowed inmates to add travel time to the three days allowed for each furlough.

(d) Two new categories for furloughs would have been created by the legislation. Inmates would have been allowed furloughs for purposes of facilitating family reintegration and stability and for screening, diagnosis or treatment of an injury, illness or disease.

The Legislative Council considered introduction of the furlough draft at its October 2, 1981 and January 28, 1982 meetings. Motions to introduce failed to receive the required 10 votes at both meetings. The vote for introduction at the first meeting was 9 Ayes, 4 Noes and 6 Absent. At the second meeting it was 9 Ayes, 8 Noes and 2 Absent.

Following this action by the Legislative Council, the legislation was introduced as Senate Bill 761 by Senators Braun and Thompson, cosponsored by Representatives Becker, Wood, Munts and Miller.

Senate Bill 761 was amended and passed by the Senate on a voice vote but was not concurrent in by the Assembly before the end of Floorperiod IV of the legislative session. As passed by the Senate, the Bill contained only two of the provisions in the original Committee recommendation. Those were (a) and (b), set forth above, relating to furloughs to see grandparents or persons in loco parentis and to seek employment.

#### 7. Huber Facilities (Pending in Council)

The Committee recommended legislation that would authorize counties to establish unlocked facilities for use exclusively for persons sentenced under the "Huber Law" and for persons required to be confined in the county jail between the hours of their employment as a condition of probation.

The Huber Law is set forth in s. 56.08, Stats., and allows a court to sentence a person to the county jail while granting the privilege of leaving the jail for: (a) seeking employment; (b) working at employment; (c) conducting any self-employed occupation, including housekeeping and attending the needs of the person's family; (d) attendance at an educational institution; or (e) medical treatment.

Under the proposed legislation, the sheriff would be authorized to determine whether offenders eligible for placement in the unlocked facility would be placed there or in the locked county jail.

This legislation [WLCS: 3/2] has not yet been scheduled for action by the Legislative Council. If the Legislative Council votes to introduce it as a bill, it will be introduced in the 1983 Legislature.

#### D. NONLEGISLATIVE RECOMMENDATIONS

The Committee made several recommendations that did not require statutory changes. These recommendations, related to budgetary decisions and establishment of programs concerning offenders, are described below.

##### 1. Division of Corrections 4.4% Budget Reduction

In the Summer of 1980, Governor Dreyfus ordered state agencies to reduce their budgets for the 1980-81 fiscal year by 4.4%. Resultant budget cuts in the DOC would have resulted in the closing of the Frederick Douglass Center in Milwaukee (a halfway house used as an alternative to probation revocation); the reduction of staff and inmate capacity at the Women's Community Center in Milwaukee; and the transfer of administration of the community correctional residential centers in the DOC from the Bureau of Community Corrections to the Bureau of Institutions in order to reduce administrative expenses.

In response to these proposed budget reduction actions, the Committee directed a letter to Governor Dreyfus with the following recommendations:

(a) Keep the Frederick Douglass Center open and, if it could not be kept in operation as an alternative to revocation center, use it for some other community correctional purpose;

(b) Provide for flexible staffing at the Women's Community Center to assure that the facility would be able to accommodate a population of up to 25 residents; and

(c) Delay the decision to transfer administration of community correctional centers to allow more time for study of the matter.

The DOC responded to each of the Committee recommendations. State funding for the Frederick Douglass Center was continued. The Center was converted to a halfway house in July 1981 and still serves as an alternative to revocation for offenders on probation and parole.

The proposed staff reductions at the Women's Community Center were distributed among the Center and other community correctional facilities in Milwaukee. This, along with other funding modifications, have allowed the Center to continue in operation and to accommodate a population of up to 25 inmates.

The proposed transfer of administration of the community correctional centers has been studied by the Division. To date, no decision to transfer the centers has been made.

##### 2. 1981-83 Biennial Budget Act Provisions

The Committee made several recommendations to the Joint Committee on Finance relating to items in the 1981-83 Biennial Budget Bill. The recommendations included:

(a) Transfer \$100,000 from the parolee and probationer loan fund to general purpose revenues to be added to the amount appropriated for DOC purchase of services;

(b) Provide additional funds for programs related to employment and job counseling for probationers and parolees; and

(c) Continue DOC attempts to establish additional community correctional facilities for offenders. [The Committee also expressed support for establishing a 32-bed community correctional center in Milwaukee for adult males, as provided in the biennial budget bill submitted by the Governor.]

The \$100,000 from the probation and parolee loan fund was not transferred to the DOC purchase of services fund. Funding for purchase of services was reduced by 20% during the 1981-82 fiscal year, which resulted in a decrease of purchase of services funding for job training, development and placement from \$381,973 during the 1980-81 fiscal year to

\$330,209 during 1981-82, a reduction of 13.6%. Although funding for subsidized employment of parolees increased from \$173,700 during the 1980-81 fiscal year to \$200,000 during 1981-82, it did not reach the \$263,900 allotted to subsidized employment during 1979-80.

The Joint Finance Committee deleted the biennial budget bill provision for the 32-bed community correctional center in Milwaukee and substituted a requirement that the DOC devise a plan for funding 100 additional community correctional center beds. The plan for the 100 additional beds was reviewed and endorsed by the Special Committee at its meeting on January 14, 1982. The plan recommends placement of new community correctional centers in Milwaukee, Racine and Kenosha. However, funding has not been provided to implement the plan.

### 3. Parental Responsibilities of Inmates

The Committee endorsed implementation of a plan developed by the DOC for teaching parenting skills to mothers at Taycheedah Correctional Institution (TCI). Under the plan, a three-phase program is to be implemented. Under the first phase, parenting skills are being taught to participating inmates through a series of educational workshops and group discussions. The final two phases are to consist of day visits by inmates' children at the institution and, finally, weekend visits by inmates' children.

Phase 1 of the program is currently underway at TCI. The Administrator of TCI anticipates that Phase 2 will be implemented in July 1982. There is no currently projected date for commencement of Phase 3 weekend visits, since the start of Phase 3 will depend upon experience gained under Phase 2.

The Committee requested that the DOC assess the feasibility of allowing inmates to keep their children under the age of one or two years with them while in prison. This assessment will be made based on experience gained through implementation of the three-phase program.

### 4. Targeted Jobs Tax Credit Program

The Targeted Jobs Tax Credit Program allows federal tax credits for a portion of the wages paid by an employer to qualifying ex-offenders and other economically disadvantaged groups. The Program was scheduled to expire on December 31, 1981.

The Committee directed a letter to U.S. Senator John Heinz supporting proposed federal legislation extending the Program. Letters expressing the Committee's support for the Program were also sent to Secretary Percy of the Department of Health and Social Services (DHSS) and Secretary Noll

of the Department of Industry, Labor and Human Relations (DILHR). The letter to Secretary Percy was aimed at ensuring that ex-offenders are made aware of the Program. The letter to former Secretary Noll was aimed at ensuring that all public and private employers, as well as ex-offender job service clients, are made aware of the Program.

Federal legislation has since been adopted that will extend the Program through the end of 1982.

### 5. Overcrowding at Correctional Institutions

In response to actions proposed by the DOC and the DHSS regarding early release of inmates and transfer of inmates to Minnesota to deal with overcrowding at correctional institutions, the Committee made the following recommendations to the DOC and the DHSS.

(a) Transfer of inmates to Minnesota should be limited to a maximum of 50 and should be made only if the individual inmate voluntarily agrees to be transferred and if an effort is made to find inmates who come from areas close to the Minnesota Correctional Institution to which the transfer will be made;

(b) The option of contracting with Wisconsin counties for vacant beds in local correctional facilities should be explored;

(c) Inmates who have been nominated by either institutional staff or parole and probation agents should be included in the pool of candidates for early release. Inmates released early to ease overcrowding should be given intensive supervision and programming; and

(d) Institution staff and parole and probation agents should be involved on a continuing basis in selection of inmates for discretionary parole by the parole board.

Secretary Percy of the DHSS responded to the suggestions as follows:

(a) Transfer of inmates to Minnesota will not be limited to a maximum of 50. [As of April 16, 1982, 139 inmates have been transferred to Minnesota institutions.] However, to the extent possible, transfers to Minnesota will be voluntary and



involve inmates whose homes and families are in the western part of Wisconsin;

(b) Use of local facilities to ease overcrowding has been explored in the past and has not proven to be feasible due to the thin distribution of available beds across all of Wisconsin's 72 counties;

(c) The parole board already selects inmates that are promising candidates for early release through the discretionary parole process. Establishment of a similar release procedure outside the parole process would invite litigation. However, any offenders given early release will be given maximum supervision in the field; and

(d) Involvement of institution staff and parole and probation agents in the discretionary parole process has merit and will be expanded in the future.

#### 6. Correctional Services Committee

The Special Committee on Community Correctional Programs submitted recommendations to the Special Committee on Correctional Services regarding subjects in need of further study. The Special Committee on Community Correctional Programs felt it did not have adequate time to satisfactorily examine these items.

One request was included by the Legislative Council in the study assignment to the Special Committee on Correctional Services:

The Special Committee is directed to examine the relationship between state and local governments regarding corrections' responsibilities, including a review of (a) state financial incentives to localities for accepting new correctional facilities; and (b) establishment of facilities to serve both offenders with short sentences and offenders returning to a community from maximum and medium security facilities.

The Special Committee on Community Correctional Programs also requested that the Special Committee on Correctional Services review the Virginia Community Diversion Incentive Act when considering various

methods of providing state funding to local units of government for developing community correctional facilities and programs. The Virginia Community Diversion Incentive Act provides state funding to enable localities to develop community diversion programs for certain nonviolent offenders who do not require imprisonment but need more than probation supervision.

#### 7. Subcommittee to Draft a Community Corrections Act

The Subcommittee to Draft a Community Corrections Act developed draft legislation [WLCS: 402/3] which would transfer responsibility for less serious offenders from the state to the local level. The legislation would have provided state funding for local development of community correctional facilities.

The Special Committee on Community Correctional Services discussed WLCS: 402/3 at its January 14, 1982 meeting. The Committee consensus was that, due to the state financial crisis and other circumstances, it was not an appropriate time to pursue enactment of a community corrections act.

The Subcommittee then met and developed alternative recommendations. These recommendations were submitted to the Committee and resulted in the Committee's action on Huber facilities and the Virginia Community Diversion Incentive Act which are described above. The Committee did not recommend adoption of a community corrections act in Wisconsin.

PART II

OVERVIEW OF WISCONSIN PRISON SYSTEM AND  
PRISON PROGRAMS AVAILABLE TO INMATES

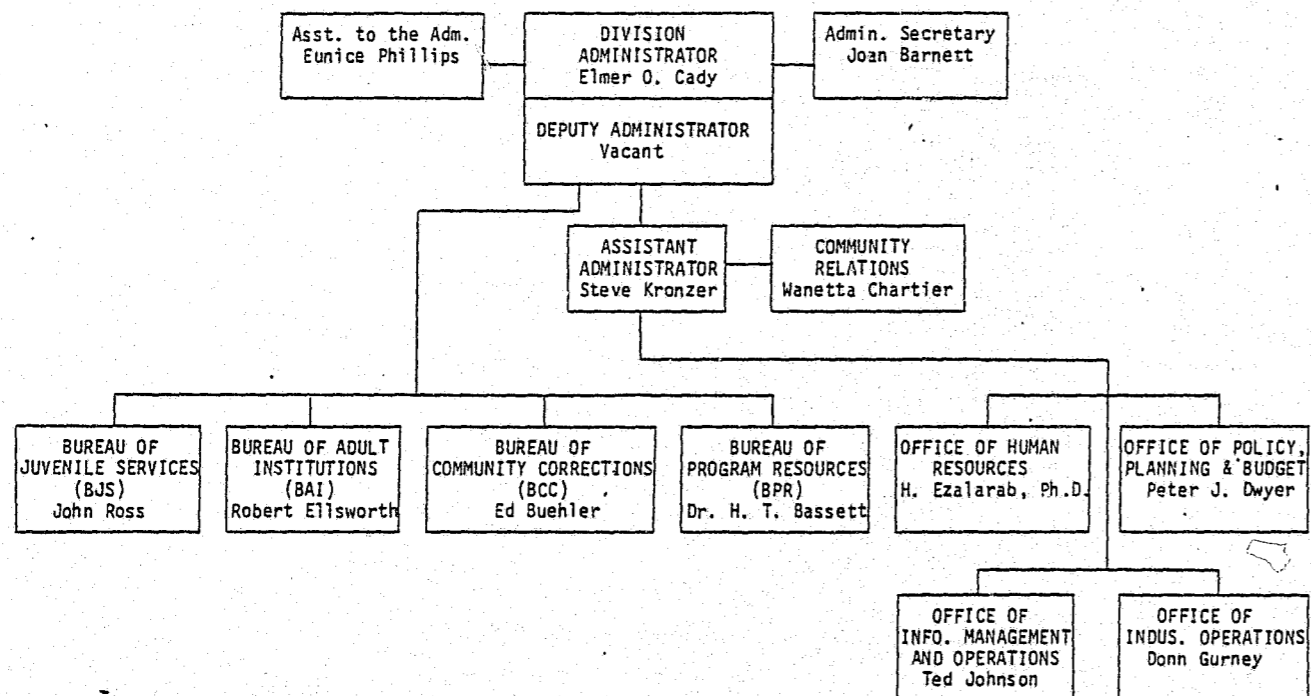
A. ADULT CORRECTIONAL SYSTEM IN WISCONSIN

Wisconsin's prison system is administered by the Division of Corrections (DOC) of the Department of Health and Social Services (DHSS) (Donald Percy, Secretary).

Diagram 1, below, illustrates the components of the DOC.

DIAGRAM 1

DEPARTMENT OF HEALTH AND SOCIAL SERVICES  
DIVISION OF CORRECTIONS



March 26, 1982

The facilities in Wisconsin which are considered prisons are listed in the Wisconsin statutes [s. 53.01, Stats.]. They fall into three categories: correctional institutions for adults (Table 1), correctional camps for adults (Table 2) and community correctional residential centers for adults (Table 3). The adult correctional institutions serve only male offenders, except Taycheedah which serves only female offenders.

All of the adult correctional camps serve only male offenders. The community correctional residential centers serve only males, except the Women's Community Center in Milwaukee.

Tables 1-3 give the name, location, security level, rated bed capacity and population on July 31, 1981, for each institution, camp and community correctional residential center. The correctional institutions will be referred to in the remainder of this Research Bulletin as Waupun, Dodge, Green Bay, Fox Lake, Kettle Moraine, Oakhill and Taycheedah.

TABLE 1  
CORRECTIONAL INSTITUTIONS FOR ADULTS

Name	Location	Security Level	Rated Bed Capacity	Population on July 31, 1981
Waupun Correctional Institution (WCI)	Waupun	Maximum	840	1,047
Waupun Correctional Institution (Bunkhouse)	Waupun	Minimum	82	92
Dodge Correctional Institution (DCI)	Waupun	Maximum	147	145
Green Bay Correctional Institution (GBCI)	Green Bay	Maximum	608	645
Green Bay Correctional Institution (Oneida Farm)	Green Bay	Minimum	30	33
Fox Lake Correctional Institution (FLCI)	Fox Lake	Medium	576	647
Kettle Moraine Correctional Institution (KMCI)	Plymouth	Medium	375	444
Oakhill Correctional Institution (OCI)	Oregon	Minimum	249	244
Taycheedah Correctional Institution (TCI)	Taycheedah	Maximum	126	137
TOTALS			<u>3,033</u>	<u>3,434</u>

SOURCE: DHSS Statistical Bulletin C-59, Report of Wisconsin Corrections Population July 1981.

TABLE 2  
CORRECTIONAL CAMPS FOR ADULTS

Name	Location	Rated Bed Capacity	Population on July 31, 1981
Black River Camp	Black River Falls	50	48
Camp Gordon	Gordon	52	65
Camp McNaughton	Tomahawk	55	60
Oregon Camp	Oregon	48	54
Thompson Camp	Deerfield	32	32
Winnebago Camp	Winnebago	60	60
Camp Flambeau	Hawkins	50*	24*
TOTALS		347	343

\* Camp Flambeau was recently converted from a drug treatment center to an adult correctional camp. The figures shown are for October 30, 1981.

SOURCE: DOC, Friday Report C-302.

TABLE 3  
COMMUNITY CORRECTIONAL RESIDENTIAL CENTERS FOR ADULTS

Name	Location	Rated Bed Capacity	Population on July 31, 1981
Community Correctional Center (also known as Men's Metro Center)	Milwaukee	29	25
Abode Community Correctional Center	Milwaukee	30	28
St. Croix Center	New Richmond	12	12
Baker House	Milwaukee	24	22
St. John's Correctional Center	Milwaukee	30	31
Women's Community Correctional Center	Milwaukee	25	16
TOTALS		150	134

SOURCE: DHSS Statistical Bulletin C-59, Report of Wisconsin Corrections Population July 1981.

B. PRISON PROGRAMS AVAILABLE TO INMATES

Administrative rules of DHSS require that every person sentenced to a prison must participate in an orientation program, receive a security classification and an assignment to an institution and be offered a vocational, job, school or other program assignment. This process is known as Assessment and Evaluation (A & E). The A & E process is discussed in detail in Part III of this Research Bulletin. It should be noted that A & E for all inmates currently takes place at Green Bay, Waupun and Taycheedah. It is anticipated that by June 1982, Green Bay's A & E program will be transferred to the Dodge Correctional Institution.

Prisons offer a variety of programs and services to offenders which may include any or all of the following: educational, vocational, work-related, counseling and treatment, recreational and religious programs. This discussion of prison programs focuses on educational, vocational and work-related programs. There is also a brief description of the various treatment programs and clinical services available to inmates.

Administrative rules of DHSS set forth requirements regarding eligibility for program assignments. Section HSS 302.15 (1) states that every inmate is eligible for every job, school, vocational or other program within the Wisconsin Correctional System, provided the person has a security classification which permits transfer to the institution where the program is available and may otherwise transfer or commute to that institution. Placement in a program is contingent on availability of space as well as the person's qualifications for the program. Section HSS 302.15 (2) states that each inmate shall be offered a program assignment consistent with available resources and security needs. At the maximum security institutions, some inmates are on "idle time," which means that, by their own choice, they are not assigned to any prison program. However, at the other institutions inmates must be assigned to, and participate in, a program of their choosing for which they qualify.

Section HSS 302.16 sets forth the criteria for assigning an inmate to a job, school, vocational or other program. These criteria are described in Part III of this Research Bulletin.

1. Program Needs of Inmates

The Director of the Career Development and Education Program of the Bureau of Program Resources (BPR), estimates that as many as 60% to 70% of all adult male inmates in Wisconsin institutions function at less than a 7th grade educational level and that 90% lack basic employable vocational skills. According to the Assessment and Evaluation Statistical Sheet for Calendar Year 1981 (Statistical Sheet), 217 persons (23.0%) completing A &

E at Waupun in 1981 were functionally illiterate, which is defined as having achievement test scores below the 6th grade level. Of inmates completing A & E at Green Bay, 296 (23.2%) were functionally illiterate. In total, there were 513 persons (23.1%) completing A & E at the two institutions in 1981 who were functionally illiterate.

As noted previously, A & E for all persons entering the correctional institutions and camps currently takes place at Green Bay, Waupun and Taycheedah. The BPR does not have figures available on the number of female inmates who fall into the categories delineated in Tables 4 and 5, below. This is due to the lack of a centralized A & E system at Taycheedah. Consequently, data are only maintained on individual inmates and not for the entire institution. However, the Education Director at Taycheedah estimated in April 1980 that 50% of women inmates were below the 8th grade level and 40% were below the 6th grade level.

The Statistical Sheet also indicates that 614 persons (65.1%) completing A & E at Waupun and 996 (78.3%) at Green Bay are in need of vocational training by virtue of their poor work history or failure to complete vocational training programs prior to their present confinement. In total, there were 1,610 persons (72.6%) completing A & E at the two institutions in 1981 who were in need of vocational training.

Table 4 provides data on academic and vocational program needs identified for inmates completing A & E at Green Bay and Waupun in calendar year 1981. Table 5 provides data on treatment program needs of inmates completing A & E during 1981. Please note that in Tables 4 and 5 inmates are counted in all appropriate program and treatment need categories. Therefore, the percentages shown total more than 100%. Information on the extent of multiple counting is unavailable.

TABLE 4  
PROGRAM NEEDS OF MALE INMATES

Identified Program Needs	Waupun Correctional Inst.		Green Bay Correctional Inst.	
	Number	%	Number	%
Academic				
Adult Basic Education (ABE)	208	22.1	201	15.8
General Educational Development (GED), High School Diploma	185	19.6	576	45.3
College	61	6.5	18	1.4
Vocational	614	65.1	996	78.3
Industries	---	--	1	0.1

SOURCE: Assessment and Evaluation Statistical Sheet for Calendar Year 1981, BPR, DOC.

TABLE 5  
TREATMENT NEEDS OF MALE INMATES

Identified Treatment Needs	Waupun Correc- tional Inst.		Green Bay Correc- tional Inst.	
	Number	%	Number	%
Individual Counseling	427	45.3	741	58.3
Group Counseling	416	44.1	90	7.1
Drug Counseling	205	21.7	430	33.8
Alcoholics Anonymous	370	39.2	215	16.9
Transactional Analysis	6	0.6	3	0.1
Alcohol Education and Treatment Program (AETP)	214	22.7	185	14.5
Substance Abuse Treatment Program (SATP)	139	14.7	32	2.5

SOURCE: Assessment and Evaluation Statistical Sheet for Calendar  
Year 1981, BPR, DOC.

## 2. Academic and Vocational Education Programs

The information that follows is an overview of the various types of educational, vocational, work and treatment programs available to persons incarcerated in Wisconsin institutions and camps. The information is designed to show the scope of prison programs offered.

There are no academic or vocational education courses taught by institution staff at the community correctional residential centers. An individual center will occasionally contract with an outside agency to conduct a course at the center on a topic such as teaching inmates how to survive outside of institutional confines. Most community correctional residential center inmates are either on work release or study release or are assigned to institution jobs.

A list of all the programs offered at the men's prisons is contained in a booklet which is provided to male inmates upon entering A & E at Waupun or Green Bay entitled, Academic, Vocational, Counseling and Work Programs, January 1981. The booklet is reproduced as Appendix B to this

Research Bulletin. The information on Taycheedah comes primarily from a handbook entitled, Adult Institution Program Survey, compiled by the BPR, January 1979. There is no A & E booklet for Taycheedah comparable to that available at the male institutions.

There are several types of academic educational programs offered at the various institutions. The major programs are: Adult Basic Education (ABE), Exceptional Educational Needs Program (EENP), General Educational Development (GED), High School Diploma, College Correspondence, College Courses and Study Release. These programs are described below.

### a. Adult Basic Education Program

The ABE is a remedial education program consisting of courses in reading, writing and mathematics. The program is designed to prepare an inmate for participation in other academic or vocational programs. It is offered at all of the major men's institutions and several of the correctional camps. Taycheedah offers a series of remedial education courses for women which are similar to those offered in ABE.

### b. Exceptional Educational Needs Program

The EENP, established for adult inmates in July 1981, is administered by BPR in cooperation with the Department of Public Instruction (DPI). The Program provides special services to persons 20 years of age and under who exhibit learning or emotional disabilities, speech and language impairment or mental retardation. Persons are screened for possible exceptional educational needs during A & E and those thought to be in need of special services are referred to a special evaluation team for placement in appropriate programs.

The Director of Special Education, BPR, estimates that at least 1/3rd of all inmates in this age category are in need of special services. Of that 1/3rd, approximately 40% receive EENP services in any given month. The other 60% decline to participate in the Program. The EENP services are currently provided by DPI-certified teachers at several institutions: Green Bay, Black River Camp, Dodge and to a lesser extent at Fox Lake and Taycheedah. The exceptional educational services are provided in conjunction with other programs in which the inmate is participating, such as ABE or GED.

### c. General Educational Development

The GED Program provides basic skills and knowledge in preparation for the GED test which enables inmates to earn the High School Equivalency diploma. There were 797 such diplomas awarded to inmates in calendar year

1980. The GED is available at all correctional institutions and camps except Oregon, Thompson and Winnebago Camps.

d. High School Diploma

Occasionally, a high school in the community from which an inmate comes is willing to grant the inmate a high school diploma upon completion of institutional courses equivalent to those required by the school. This is not an ongoing program, but occurs when an inmate has completed most of his or her high school work prior to incarceration and the high school is willing to participate when approached by the institution. It is not limited to any particular correctional institution.

e. College Correspondence Courses

All of the institutions, except Taycheedah and Oakhill, offer college correspondence courses for credit at the institution. Correspondence courses are also available at Oregon and Thompson Camps.

f. College Courses

At Green Bay, Taycheedah and Kettle Moraine, there are two-year college programs at the institutions, sponsored by the local University of Wisconsin Center System campus. They offer freshman and sophomore level college courses for inmates who may later pursue further college studies towards a degree on study release or upon release from incarceration.

g. Vocational Education Courses

In addition to the academic educational programs described above, the men's institutions offer a wide variety of vocational education courses. Most of those courses are taught by institution staff and include over 50 different subjects, such as auto mechanics, drafting, woodworking and welding. A complete list of vocational education courses offered at the male institutions and camps is contained in the A & E booklet attached as Appendix B. There is a much more limited selection of vocational education courses offered at Taycheedah. Courses at Taycheedah include business and clerical education, data processing and cosmetology.

The vocational education courses taught by institution staff include both accredited and nonaccredited courses. Accredited courses are those which are certified by a Vocational, Technical and Adult Education (VTAE) district. The district retains the records on each student and makes periodic inspections of the institution facilities utilized in the course to evaluate course curriculum, equipment and teacher certification. With both accredited and nonaccredited courses, a diploma or certificate of completion is awarded at the end of the course. Course lengths vary with

the complexity of the subject matter, but are rarely longer than one year in length, due to the rapid turnover of inmates in the institutions.

Other vocational education courses are taught in cooperation with the State VTAE System. In those cases, the institution contracts with one of the VTAE centers to teach vocational education courses at the institution. Examples of these courses are: legal assistant program (Waupun); public relations (Taycheedah); and food service (Oakhill).

h. Study Release

Study release is a program in which certain inmates on minimum security status are permitted to attend classes unescorted at a nearby college, university, technical institute or vocational school. About 70% of inmates on study release attend vocational or technical classes, while approximately 30% attend other higher education classes. Some inmates on study release take adult basic education courses through the VTAE campuses.

The prisons at which inmates may go on study release status are Oakhill and Taycheedah. Camps at which inmates may go on study release status are Oregon, Winnebago, McNaughton and Thompson.

3. Employment Programs

a. Institution Work Assignments

There are a number of institutional work assignments in which an inmate may request placement. A list of work assignments at each of the men's institutions is included in the A & E booklet contained in Appendix B. At Taycheedah, female inmates may be placed in the following work assignments: food services, laundry, housekeeping, teacher's aide, grounds maintenance, institution store and miscellaneous institution needs.

In some cases, inmates have received prior training in the subject area of the work assignment. In many cases, however, the particular needs of an institution dictate placement in a work assignment, without prior training, and the inmate receives the requisite training on the job.

b. Apprenticeship and On-The-Job Training Programs

There are a small number of apprenticeships and on-the-job training programs at some of the institutions in which a limited number of people receive vocational training in a work setting. Apprenticeships are governed by rules prescribed by DILHR and persons successfully completing an apprenticeship receive state certification in the subject area. The

apprenticeships currently offered at state correctional institutions are as follows: baker, butcher, industrial painter and metal fabricator (Waupun); baker, butcher, chef (Kettle Moraine); barber (Green Bay); and librarian assistant (Taycheedah).

On-the-job training programs require successful completion of a particular number of hours of work. No certificate is awarded upon completion of the program. The on-the-job training programs currently available are: film development, shoe repair, sign engraver, silk screen printer and welder (Waupun); and business education trainee and keypunch operator (Taycheedah).

#### c. Prison Industries

The DHSS is authorized under s. 56.01, Stats., to establish prison industries for employment of inmates. The articles manufactured may be sold only to the state or its political subdivisions or to nonprofit agencies.

The Corrections Industries Program, established nearly 50 years ago, currently maintains prison industries at Waupun (license plates, metal furniture, sign shop and computers); Green Bay (laundry); Fox Lake (wood furniture); Kettle Moraine (graphics and upholstery); and Oakhill (printing).

Inmates apply to work in a particular industry. In some cases, a person will already have received training in the area, but there is also on-the-job training provided. If a person working in a prison industry needs additional schooling in an academic area, he may take classes on a part-time basis while employed in the industry. Inmates working in the prison industries are paid a salary which is based on incentive and ranges from 20¢ to \$1 per hour. The person's rate of pay is based on monthly evaluation reports by his supervisors.

In calendar year 1980, the total volume of sales for the Corrections Industries Program was approximately \$3.6 million.

#### d. Work Release

Inmates who are classified minimum security may be granted the opportunity of leaving the institution during the day for the purpose of working. In some cases, the inmate is housed away from institution grounds in facilities such as county jails. Inmates on work release status may be employed in either the public or private sector. An inmate who is on work release must reimburse the state out of his or her wages for room, board, transportation and incidental expenses.

#### 4. Treatment Programs and Clinical Services Available to Inmates

Within the BPR, the Assistant Director for Clinical Services is the chief administrator of all psychological, psychiatric and treatment programs for the institutions. There are various types of counseling and treatment programs which are available to inmates. These include: individual and group therapy and counseling, drug and alcohol counseling, and marriage and family counseling. There is a list of the counseling and treatment programs available to male inmates at each institution in the A & E booklet contained in Appendix B.

Counseling and treatment programs and clinical services available to women inmates at Taycheedah are as follows: drug education, Alcoholics Anonymous, social skills counseling, human relations counseling, parenting, group therapy and marriage counseling.

In addition to the programs offered at the various institutions, there is a Substance Abuse and Treatment Program (SATP) at Winnebago Mental Health Institute. The SATP is an eight-week intensive treatment and counseling program for drug abusers who are nearing to release from incarceration. There is also a 25-week program for more serious abusers who may or may not be nearing release.

A treatment program for alcohol abusers, the Alcohol Education and Treatment Program (AETP), formerly at Winnebago, is currently located at Oakhill. This Program services 20 to 25 inmates who are nearing release from incarceration.

In the 1981 Budget Act, the Wisconsin Resource Center was created as a treatment facility for special correctional populations including such persons as educable mentally retarded or high-risk, particularly vulnerable inmates. The facility will be part of the Winnebago Mental Health Institute and will be under the jurisdiction of the Division of Community Services of DHSS. It is anticipated that the Center will be operating by November of 1982.

#### C. CREDITS AGAINST SENTENCE FOR GOOD CONDUCT

##### 1. Good Time

Section 53.11 (1), Stats., provides for reduction of an inmate's sentence if the inmate has conducted himself or herself in a proper manner and has performed all required duties. This diminution of sentence is referred to as "good time."

One month of good time is earned for the first year served, two months for the second year, and so forth, up to the sixth year. For the sixth year and each year served thereafter, six months of good time is earned. Good time is prorated for any fraction of a year.

An inmate who violates any prison regulation or refuses or neglects to perform the duties required of him or her is subject to forfeiture of good time previously earned, at the rate of five days for the first offense, 10 days for the second offense and 20 days for the third or each subsequent offense. Good time so forfeited cannot be restored.

## 2. Industrial Good Time

In addition to earning the credit for good conduct prescribed in s. 53.11, Stats., an inmate "whose diligence in labor or study surpasses the general average" is entitled under s. 53.12, Stats., to a reduction of sentence at the rate of one day for each six days during which he or she exhibits such diligence. This reduction of sentence is referred to as "extra good time" or, more commonly, "industrial good time."

The DHSS has promulgated rules concerning the computation and allocation of industrial good time credit. Section HSS 302.27 (1), Wis. Adm. Code, sets forth the rationale and conditions for earning industrial good time credit. The stated purposes of industrial good time are: (a) to provide an incentive to inmates in approved work and study programs to develop and reinforce positive behavior; and (b) to promote institutional order.

Section HSS 302.27 (1) states that an inmate is eligible for industrial good time credit if he or she is assigned to a vocational, job, school or program assignment and receives a recommendation in favor of extra good time from his or her supervisor. An inmate is also eligible for industrial good time if he or she is involuntarily not assigned due to assignment-related medical or psychological problems or is eligible for, but has not yet been offered, an assignment by the Program Review Committee (described in Part III of this Research Bulletin).

Additionally, an inmate who is in administrative confinement, temporary lockup, correspondence course study, sick call status, a hospital placement or out of the institution for a court appearance or medical examination and who was earning industrial good time credit immediately prior to entering that status, is eligible to earn industrial good time credit.

Section HSS 302.27 (2) sets forth conditions under which industrial good time may not be earned. An inmate who by choice does not participate

in any program or who refuses to accept an offered work or study program or who is in segregation status may not earn industrial good time credit.

Section HSS 302.27 (3) requires that the DOC establish uniform criteria throughout the adult correctional system for awarding industrial good time credit for all vocational, job, school and program assignments which require similar skills and responsibilities. The criteria must include a statement as to what is meant by "the general average diligence in labor or study" for a particular assignment. The term "average" has been interpreted by the DOC not to imply that half the inmates in a particular assignment should fail to earn industrial good time credit each month. Rather, it is expected that most inmates will perform at the required level and earn industrial good time credit [s. HSS 302.27 (1) Note].

A supervisor is required to develop reasonable alternative criteria for an inmate who is physically or mentally incapable of performing his or her assignment at the level of "the general average diligence." Additional criteria must also be developed if a job has unique requirements not covered under the general criteria.

Section HSS 302.27 (4) requires that a supervisor make a monthly examination of each inmate's performance which includes a recommendation as to whether industrial good time credit should be awarded. Reasons for an adverse recommendation must be stated in the evaluation and must be given in writing to the inmate within five working days. An inmate may appeal an adverse decision.

Section HSS 302.27 (5) states that an inmate who is entitled to industrial good time for a fraction of a day is credited with the whole day. It also provides a table to be used in computing earned industrial good time credit for a particular month. Because the DOC anticipates that most inmates will perform adequately in their assignments and will earn industrial good time credit each month, projected credit is granted upon entry, and no monthly administrative computation is normally required. However, monthly computations are required for those inmates who fail to perform adequately to earn the projected extra credit or who spend time in any segregation or other status listed in s. HSS 302.27 (2). As stated earlier, a sentence is reduced by one day for each six days for earned industrial good time credit.



PART III

SECURITY CLASSIFICATION AND PROGRAM ASSIGNMENT

A. INTRODUCTION

When a person is sentenced by a court to a period of imprisonment in the Wisconsin prison system, the person is delivered by the sheriff to the reception center designated by the Division of Corrections (DOC) for assessment and evaluation (A & E) [s. 53.06, Stats.]. If the offender is a male, he is sent to either the reception center at the Waupun Correctional Institution or the center at the Green Bay Correctional Institution. Male offenders under the age of 24 generally go to Green Bay, while older male offenders generally go to Waupun for A & E. Female offenders are sent to the Taycheedah Correctional Institution. Offenders sent to prison after revocation of probation, discretionary parole or mandatory release also must go through A & E.

Men received at the Green Bay and Waupun reception centers are initially separated from other offenders serving time at these institutions. At Waupun, this separation is not absolute, as inmates in A & E are often combined with other inmates for meals and recreation. Data on the capacity and population of the reception centers are presented in Table 6, below.

TABLE 6  
CAPACITY AND POPULATION OF MALE RECEPTION  
CENTERS ON APRIL 30, 1982

<u>Reception Center</u>	<u>Rated Bed Capacity</u>	<u>Population</u>
Green Bay	24	102
Waupun	<u>30</u>	<u>108</u>
TOTALS	54	210

SOURCE: Division of Corrections

The excess population at the men's reception centers is handled, in part, by double celling (placing two offenders in each cell). In addition, the parole board room and hospital rooms have been used at Green Bay to house inmates in A & E. Available cells outside of the reception center at Green Bay are used for some inmates nearing the end of the A & E process.

At Waupun, A & E has taken over cells used for the general inmate population. In addition, some A & E inmates who are to be assigned a specific institution job because of their skills (e.g., cook, barber, typist) are transferred during A & E to a cell block for inmates with that particular job assignment.

Women going through A & E at Taycheedah are not completely separated from the general prison population. Although the DOC does not have a rated bed capacity figure for female A & E, there are six reception rooms at Taycheedah. The average number of women in A & E per month for the first three months of 1982 was 10.

### B. THE ASSESSMENT AND EVALUATION PROCESS

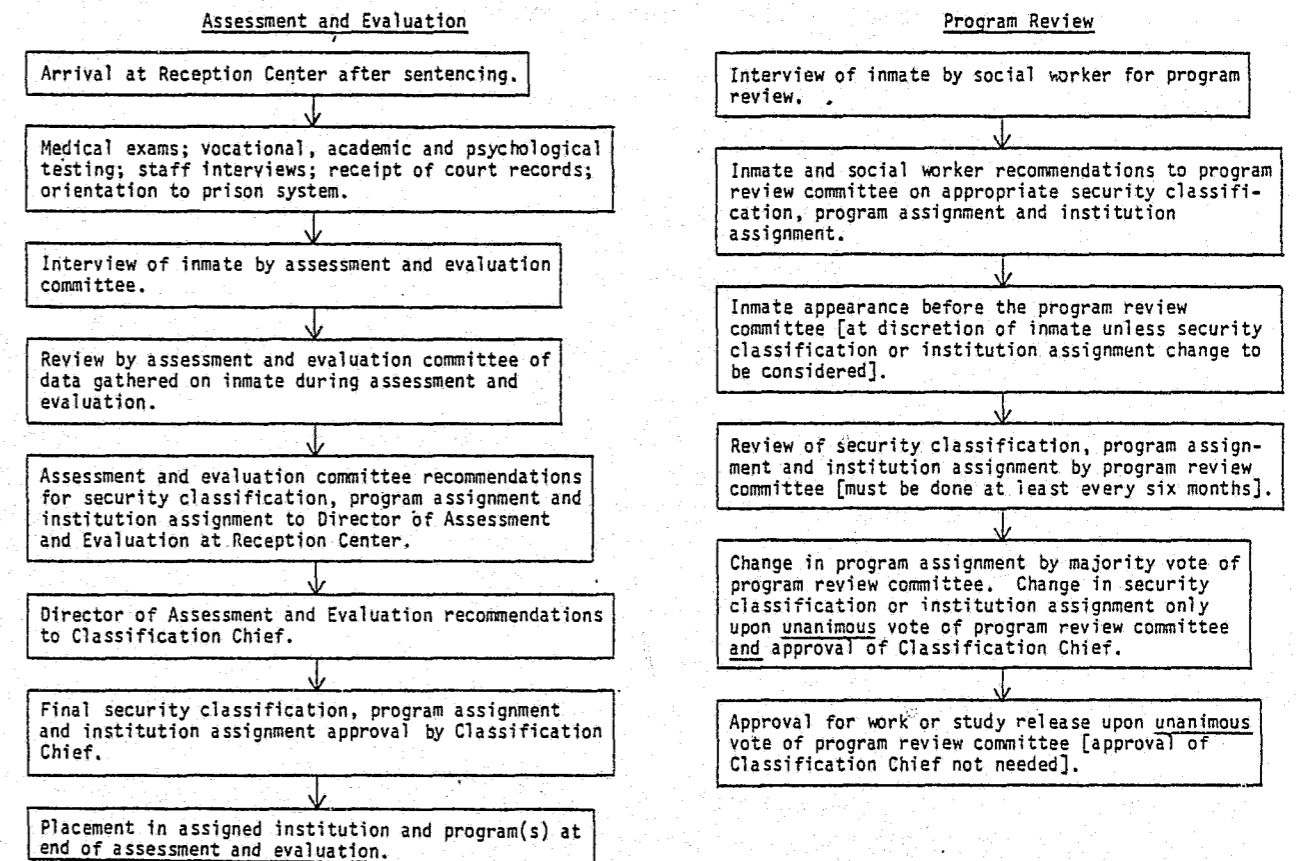
The DOC has promulgated administrative rules to govern the A & E process. Under these rules, every offender sentenced to prison must participate in an orientation program, receive a security classification, be assigned to an institution and be offered a vocational, job, school or program assignment, consistent with existing resources [s. HSS 302.01].

The A & E process must be completed within six weeks of the arrival of the offender at the reception center [s. HSS 302.03]. It usually takes only four weeks.

Male offenders go through A & E in weekly groups. At Taycheedah, female inmates are processed every two weeks. The groups at Waupun generally average 20 to 25 inmates; at Green Bay, 25 to 30 inmates; and at Taycheedah, two to eight inmates.

An overview of the A & E process, as well as the steps in the process for reviewing security classifications and program and institution assignments, is set forth in Diagram 2, page 31.

DIAGRAM 2  
OVERVIEW OF ASSESSMENT AND EVALUATION AND  
PROGRAM REVIEW PROCESS



### 1. Collection of Information

The A & E process involves gathering information on the offender, orientating him or her to the prison system, motivating constructive involvement in the correctional process and giving the offender a security classification and program and institution assignments [s. HSS 302.02].

Information gathering includes medical and dental examinations; a review of court and other records; investigation of the offender's social history; vocational, academic and psychological testing; and interviews by various members of the staff. The tests and interviews may vary from one offender to the other, depending on individual needs and abilities.

The DOC is currently developing a standardized system for identifying needs of inmates during A & E. It is expected that the system will be implemented in June 1982. Under the new system, each inmate will be evaluated in six program areas:

- (a) Emotional and mental health problem needs;
- (b) Alcohol abuse;
- (c) Drug abuse;
- (d) Education needs;
- (e) Vocational needs; and
- (f) Other needs not within the five main categories.

The inmate will be ranked in each program area as having no needs, moderate needs or serious needs. When an inmate is found to have a serious or moderate need in an area, he or she will also be ranked as to priority for programming. Factors used in determining an inmate's priority for programming will be:

- (a) Level of need;
- (b) Motivation or willingness to address the need; and
- (c) Amenability or ability to benefit from programming or intervention.

Each inmate will also be assessed for special placement considerations which could have an impact upon institution assignment. Inmates whose safety is potentially at risk because of physical size, young or old age, emotional state, low intellectual ability or any other similar reason will be identified. Need for separation from other inmates because of threats, adverse community reaction to the inmate and past behavior in the corrections system could also influence the placement decision.

As part of the medical evaluation, each inmate will be given an activity level rating. This will reflect any special medical condition which requires a limitation of the inmate's activities.

A copy of the Staffing Decision Form to be used by staff in evaluating program needs and special placement considerations during A & E

is attached to this Research Bulletin as Appendix C. A chart listing the proposed battery of tests to be given inmates under the new system is also attached to this Research Bulletin as Appendix D.

## 2. Orientation

During A & E, the offender is also provided information on the prison system and available programs. This must be given to the offender in writing, as well as orally. Group presentations are often used.

Orientation includes description of the Wisconsin prison system and available programs, activities and other resources; identification of criteria used in making security classifications and program and institution assignments; explanation of the parole process and the parole eligibility date; description of legal services available to inmates and possible court review of confinement; explanation of mandatory release and projected discharge dates; description of the program review procedure; and explanation of rules of conduct applicable to inmates [s. HSS 302.05 (2)].

## 3. Assessment and Evaluation Committee Recommendations

At the end of the A & E process, an A & E committee recommends a security classification, institution assignment and assignment to a job, school, vocational or other program for each offender; using the information obtained during assessment and evaluation.

Each reception center has its own A & E committee. The committees at Green Bay and Waupun are made up of three permanent members. Under s. HSS 302.17 (3), Wis. Adm. Code, the committee members are:

- (a) The Director of A & E at the reception center or his or her designee;
- (b) A member of the parole board; and
- (c) A member of the A & E staff designated by the Director of A & E.

At Taycheedah, the A & E committee is also made up of at least three permanent members. It must include the following:

- (a) The Superintendent of Taycheedah or a member of the treatment staff designated by the Superintendent;

(b) The Director of A & E for Taycheedah, who is designated by the Classification Chief in Madison; and

(c) A member of the parole board [s. HSS 302.17 (4)].

The recommendations of each A & E committee are made to the Director of A & E at the reception center, who in turn makes recommendations to the Classification Chief in Madison. The Classification Chief has the final authority to decide the security classification and program and institution assignments for each inmate.

Before an A & E committee makes recommendations, it must interview the inmate. At the interview, the committee must explain to the inmate the criteria for its decisions and the specific facts that it is considering. The inmate must be afforded an opportunity to dispute those facts and to indicate what he or she feels would be the appropriate security classification and program and institution assignments. To the extent that the inmate's views differ from the recommendations of the Director of A & E at the reception center, they must be forwarded to the Classification Chief for consideration in making the final decision.

The recommendations of the Director of A & E at the reception center and the reasons for them must be explained to the inmate both in writing and orally. If the decision of the Classification Chief differs from the recommendations of the Director, the Director and the inmate must be informed, in writing, of the facts and reasons underlying the Classification Chief's final decision.

#### C. CRITERIA FOR SECURITY CLASSIFICATION

The criteria which are considered by the A & E committees in determining the security classification in which to place an inmate are set forth in the Administrative Code [s. HSS 302.14]. They are the only factors which may be taken into account in making a security classification and are as follows:

1. The nature of the offense of which the inmate was convicted. Evaluation of the seriousness of the offense may be made and may include consideration of the following:

(a) Physical danger to another by the offense;

(b) Harm done to another in the commission of the offense;

(c) Whether the offender exhibited physical aggressiveness that exposed another to harm;

(d) Whether the crime was a crime against property; and

(e) Mitigating factors.

2. The criminal record of the resident;
3. The length of sentence being served;
4. The motivation for the crime of which the resident was convicted;
5. The resident's attitude toward the offense and sentence;
6. The resident's vulnerability to physical assault by other residents;
7. The resident's prior record of adjustment in a correctional setting, including any record of escape;
8. The length of time the resident has been in a particular security classification and institution;
9. The medical needs of the resident, including the need for physical or psychological treatment;
10. Time already served for the offense;
11. The reaction to the resident in the community where the offense was committed, and where the institution is located;
12. The resident's conduct and adjustment in the general population;
13. The resident's performance in programs; and
14. Detainers filed with respect to the resident.

A detainer, referred to in 14 above, is a document filed by authorities in another state notifying the DOC that there are charges in that jurisdiction pending against an inmate. However, before a security classification decision may be based on a detainer, the inmate's social worker must attempt to determine the basis for the detainer and assist the jurisdiction which filed it in determining whether it should be maintained. In addition, the inmate must be given the opportunity to present his or her own facts relating to the detainer to the A & E

committee. An explanation of the extent to which a detainer is relied on in arriving at a security classification must be given to the inmate in writing.

D. SECURITY LEVELS

There are three general security levels to which an inmate can be assigned: maximum, medium and minimum security. [See Wis. Adm. Code, s. HSS 302.12.] The level of supervision given the inmate decreases from maximum to minimum security. Medium and minimum security inmates may move about within a prison without an escort or pass. Only minimum security inmates are eligible for work or study release or unescorted leave from the institution (furlough).

In addition to the three general classifications, there are two subclassifications: maximum close and medium out. "Maximum close" security requires a greater degree of supervision than general maximum security. A maximum close security inmate may be segregated from other inmates. A "medium out" security classification allows inmates to be assigned work outside of the main security enclosure of a maximum or medium security institution, as long as they are under the supervision of a corrections employee.

An inmate may be assigned to an institution which has a higher security level than the classification in which the inmate is placed. For example, a prisoner with a minimum security classification may be assigned to a minimum, medium or maximum security institution. However, an inmate may not be assigned to an institution with a lower security level than the inmate's classification. Therefore, a maximum security inmate may only be placed in a maximum security institution.

Initial security level assignments for male inmates made at the end of A & E during 1981 are set forth in Table 7. Initial security level assignments for female inmates are set forth in Table 8.

TABLE 7

INITIAL SECURITY RATINGS GIVEN MALE INMATES DURING 1981

<u>Security Level*</u>	<u>Number</u>	<u>Percentage</u>
Maximum	742	33.5%
Medium	827	37.3
Medium Out	1	0.1
Minimum	645	29.1
TOTALS	2,215	100.0%

\* Inmates are rarely given initial medium out or maximum close security assignments.

SOURCE: Division of Corrections, 1981 A & E Statistical Sheet.

TABLE 8

INITIAL SECURITY RATINGS GIVEN FEMALE INMATES: JANUARY - MARCH 1982\*

<u>Security Level</u>	<u>Number</u>	<u>Percentage</u>
Maximum	10	33.3%
Medium	14	46.7
Minimum	6	20.0
TOTALS	30	100.0%

\* Calendar year 1981 data for female inmates is not available.

SOURCE: Division of Corrections

Estimates of the average prisoner population by security classification and institution, November 1981 to April 1982, is set forth in Table 9. It shows that during that time period, an average of 23.1% of the inmates in Wisconsin prisons were classified as minimum security; 34.4% as medium security; and 39.6% as maximum security.

TABLE 9

AVERAGE PRISONER POPULATION BY SECURITY LEVEL: NOVEMBER 1981 TO APRIL 1982\*

<u>Institution</u>	<u>Institution Security Level</u>	<u>% of Institution's Population at</u>				
		<u>Max. Close</u>	<u>Max.</u>	<u>Med.</u>	<u>Med. Out</u>	<u>Min.</u>
Waupun	Maximum	0.7%	85.5%	10.4%	0.5%	2.9%
Green Bay	Maximum	0.3	78.7	10.8	0.6	9.6
Dodge	Maximum	0	38.5	37.5	9.4	14.6
Fox Lake	Medium	0	0	86.0	3.2	10.8
Kettle Moraine	Medium	0	0	87.8	4.2	8.0
Oakhill	Minimum	0	0	0	0	100.0
Taycheedah	Maximum	5.9	49.0	19.6	7.8	17.6
TOTALS**		0.4%	39.6%	34.4%	2.4%	23.1%

\* Estimates based on inmates for which security classification data has been reported within the six-month period preceding April 22, 1982.

\*\* Includes all adult inmates in Wisconsin prisons, including correctional camps and community correctional centers.

SOURCE: Division of Corrections, Computer Printout, dated April 22, 1982.

#### E. CRITERIA FOR PROGRAM AND INSTITUTION ASSIGNMENT

The A & E committees also recommend initial program assignments for each inmate. Every inmate must be offered a vocational, job, school or program assignment, consistent with available resources and security needs.

In making a program recommendation, the A & E committees use the program needs and priorities identified for each inmate by the staff. The factors on which program assignments are made are limited by Wis. Adm. Code s. HSS 302.16 to:

- (1) The medical needs of the inmate;
- (2) The inmate's aptitude, motivation, present and potential vocational and educational needs, interests and ability, institutional adjustment and past performance in programs;
- (3) Physical vulnerability of the inmate;
- (4) Limitations on program participation due to population pressure;
- (5) Needs of the institution; and
- (6) The inmate's security classification.

Because many programs are not available at all of the institutions, the program assignment and institution assignment decisions are often interrelated. In recommending assignment to a specific institution, the A & E committees consider the security classification and program needs of the inmate, his or her preference for a particular placement, population levels at the institutions and any special placement considerations identified during A & E.

#### F. CENTRALIZED ASSESSMENT AND EVALUATION

The DOC is currently developing a facility for centralized A & E at the Dodge Correctional Institution (formerly Central State Hospital). Both the Green Bay and Waupun A & E units will be consolidated at Dodge. The current estimated time for transfer of the Green Bay A & E unit to Dodge is June 1982. Transfer of A & E functions at Waupun should be completed in 1983. Women will continue to be processed through A & E at Taycheedah, but some staff services will be provided from the central unit at Dodge.

The DOC is also currently negotiating with the National Institute of Corrections (NIC) on the terms of a grant the DOC expects to receive to implement an NIC prison classification model program. The model program would attempt to quantify the factors used in making A & E decisions, using mathematically weighted rating scales to assess program needs and security risks for each inmate. It would, in essence, be a refinement of the new A & E procedures scheduled for implementation in June 1982. The extent of financial and technical assistance that will be provided by the NIC under the grant should be determined by June 1982.

#### G. THE PROGRAM REVIEW PROCESS

After the initial security level, program and institution assignments, the assignments are reviewed by the program review committee (PRC) of the institution in which the inmate is placed. Every correctional institution, community correctional center and camp has a PRC. This review must occur at least every six months [s. HSS 302.18].

The initial review date is set by the Director of A & E at the end of the A & E process. However, the PRC may, upon its own direction or at the request of the inmate or a staff member, conduct its review before the previously designated time [s. HSS 302.18 (3)].

At each correctional institution the PRC has four permanent members. They are:

- (1) A member of the security staff at the institution holding the rank of lieutenant or higher, to be designated by the institution superintendent;
- (2) A program review coordinator, to be designated by the Classification Chief in Madison;
- (3) A member of the institution social services staff holding the rank of social services supervisor; and
- (4) An educational representative of the institution in a supervisory class or a guidance counselor [s. HSS 302.18 (4)].

At each of the camps and community correctional centers, the PRC has three permanent members. At least three of the following must be on the PRC:

- (1) The social services specialist or supervisor;
- (2) A social worker at the institution (who also serves as program review coordinator);
- (3) A member of the security staff; or
- (4) The superintendent or his or her designee [s. HSS 302.18 (5)].

The criteria applied by the PRC in reviewing security classifications and program and institution assignments are the same as those used by the A & E committees in making initial determinations. However, disciplinary infractions may also be considered, though only after final disposition of the matter.

Before the PRC conducts its review of an inmate, the inmate's social worker must interview him or her. At the interview, the inmate must be informed of the upcoming PRC review, the criteria for the review and the facts to be considered at it. The social worker must notify the inmate that he or she may appear before the PRC. If a change in security classification or a transfer to a different institution may be made, the resident is required to appear before the PRC [s. HSS 302.19 (1)]. In practice, some inmates have refused to appear before the PRC and the DUC has not forced them to do so.

After the interview with the inmate, but before the PRC review, the social worker must notify the PRC, in writing, of the inmate's view of the appropriate security classification, program assignment and institution assignment. In addition, the social worker must make a written recommendation to the PRC on the appropriate security classification and assignments.

If the inmate appears at the review, he or she must be informed of the facts being considered by the PRC, the criteria used by the PRC and the recommendations submitted by the social worker. The inmate must be afforded an opportunity to present additional facts, dispute facts being considered and give his or her opinion of the appropriate classification and assignments.

Each member of the PRC has one vote. A change in program assignment requires only a majority vote of the PRC. However, recommendation for a security classification change, institution transfer or approval for work or study release requires a unanimous vote of the PRC. The inmate must be notified, in writing, of the recommendations regarding security classification and program assignment, including specification of the facts relied upon and the criteria to which the facts were applied.

Recommendations for a change in security classification or institution assignment must be submitted to the Classification Chief in Madison and may be made only upon his or her approval. To the extent that the Classification Chief's final decision differs from the PRC recommendations, written reasons for the decisions must be provided to the PRC and the inmate [s. HSS 302.19].

An inmate may be transferred to a different institution without recommendation of the PRC in a medical or security emergency. If such a transfer is made, the PRC at the institution from which the inmate was transferred must review the transfer within seven days. The usual criteria and procedures for review of assignments must be followed [s. HSS 302.20 (7)].

KJ:PS:wbs;jc

APPENDIX A  
MEMBERSHIP OF SPECIAL COMMITTEE  
ON COMMUNITY CORRECTIONAL PROGRAMS



3/30/82

COMMUNITY CORRECTIONAL PROGRAMS,  
SPECIAL COMMITTEE ON

This Committee  
has completed  
its assignment.  
3/15/82

OFFICERS

Chairperson  
WARREN BRAUN  
Senator  
4904 West Woodlawn Court  
Milwaukee 53208

Vice-Chairperson  
DISMAS BECKER  
Representative  
1533 North 23rd Street  
Milwaukee 53205

Secretary  
VACANCY

SENATORS

SUSAN ENGELEITER  
21724 Ann Rita Drive  
Brookfield 53005

CARL W. THOMPSON  
31 South, State Capitol  
Madison 53702

REPRESENTATIVES

MIDGE MILLER  
213 Durose Terrace  
Madison 53705

MARY PANZER  
355 Oakdale Street  
Brownsville 53006

MARY LOU MUNTS  
124 West, State Capitol  
Madison 53702

WAYNE WOOD  
2429 Rockport Road  
Janesville 53545

PUBLIC MEMBERS

ED BUEHLER  
Bureau of Community Corrections  
Department of Health and Social  
Services  
One West Wilson Street, Room 920  
Madison 53702

\*SAM HALLOIN  
Mayor  
City Hall  
100 North Jefferson  
Green Bay 54301

ALBERTA P. CHURCHILL  
League of Women Voters  
2515 Crestview  
Appleton 54911

ANN HEIDKAMP  
2673 North 41st  
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JAMES CORROO  
Former Director of the Horseshoe  
Lake Halfway House  
707 Tee Lane Drive  
Merrill 54452

MOLLY KEALY  
Office of State Public  
Defender  
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AUSTIN MC CLENDON  
Wisconsin Council on Criminal  
Justice  
30 West Mifflin, Suite 1000  
Madison 53702

TOM DIETZ  
The Attic  
4117 Dwight Drive  
Madison 53704

WAYNE MIXDORF  
Division of Corrections  
818 West Badger Road  
Suite 200  
Madison 53713

ERNEST FLORSHEIM  
5350 North Sherman Boulevard  
Milwaukee 53209

Study Assignment: Established at the May 30, 1980 Legislative Council meeting, the Committee is directed, pursuant to SEC. 2033 (2) (a) of Ch. 221, Laws of 1979, to study innovative correctional programs, including but not limited to, the development of community-based correctional facilities in Wisconsin and other states and the provisions of parole and probation supervision services. The Committee was originally directed to report to the Legislative Council by December 15, 1980. It submitted a partial report on March 18, 1981.

19 Members: Appointed at the May 30, 1980 and March 18, 1981 Legislative Council meetings: 3 Senators; 5 Representatives; and 11 Public Members.

Legislative Council Staff: Dick Sweet, Senior Staff Attorney; Pam Shannon, Staff Attorney; and Wendy Sadler, Secretarial Staff.

\*Resigned March 24, 1981.

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APPENDIX B

ACADEMIC, VOCATIONAL, COUNSELING  
AND WORK PROGRAMS

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ACADEMIC, VOCATIONAL, COUNSELING

AND

WORK PROGRAMS

WAUPUN CORRECTIONAL INSTITUTION (WCI)

GREEN BAY CORRECTIONAL INSTITUTION (GBCI)

FOX LAKE CORRECTIONAL INSTITUTION (FLCI)

KETTLE MORaine CORRECTIONAL INSTITUTION (KMCI)

DODGE CORRECTIONAL INSTITUTION (DCI)

OAKHILL CORRECTIONAL INSTITUTION (OCI)

WISCONSIN CORRECTIONAL CAMP SYSTEM

COMMUNITY CORRECTIONS CENTERS

ASSESSMENT & EVALUATION CENTERS

WCI - GBCI

JANUARY, 1981

INTRODUCTION

This booklet lists the institutions and programs of the Wisconsin Division of Corrections.

For the next few weeks you will take tests, attend meetings, and be interviewed. After four (4) weeks you will meet with the A & E Staffing Committee. This Committee will make recommendations for your placement and programs while you are incarcerated.

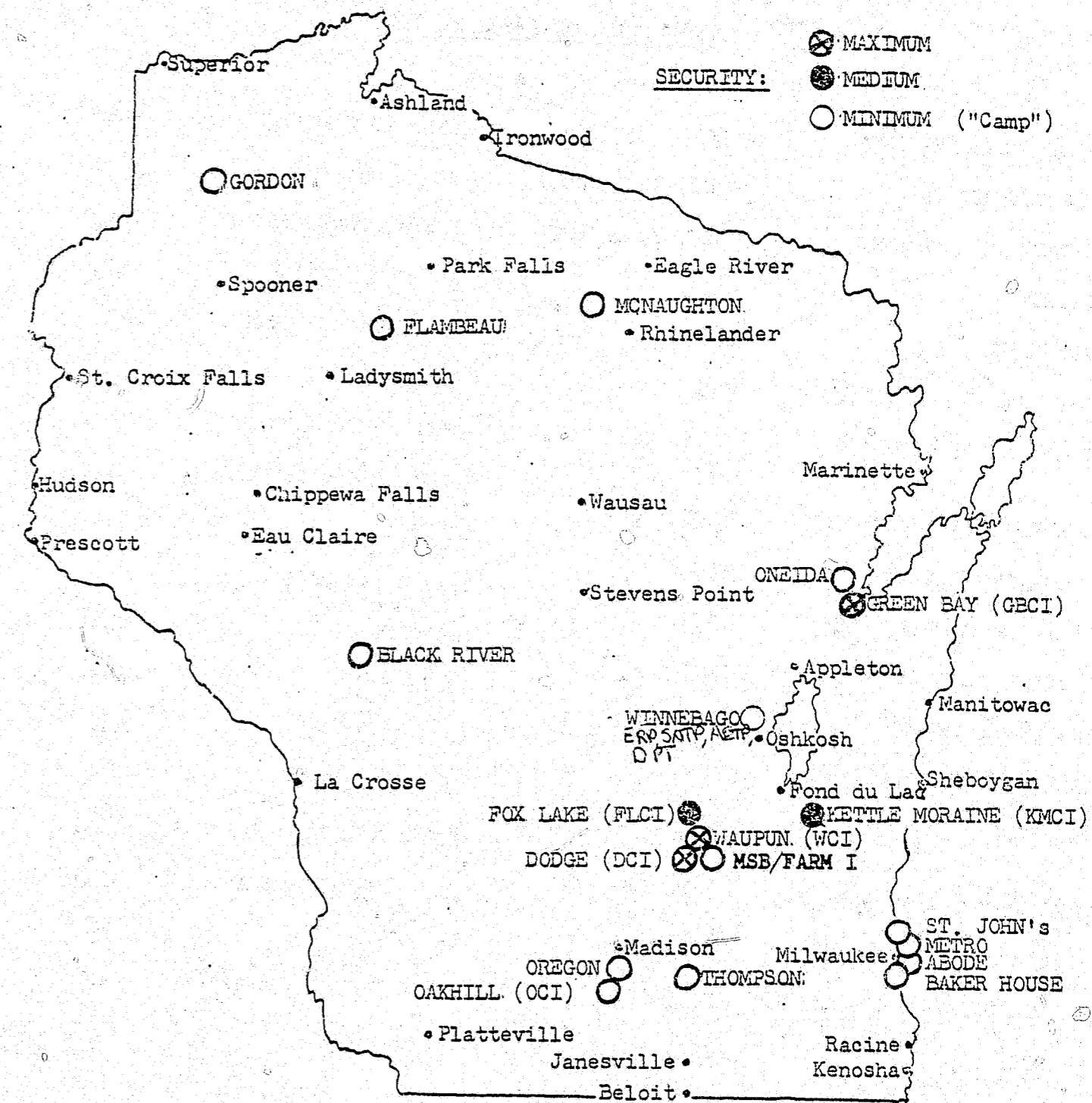
Knowing what you want to do, now and later, will help the Committee to consider your needs. Review this booklet so you know what programs may be available to you.

You should be aware that programs may change, be discontinued, or be added.

There may have been program changes made since the time this booklet was printed. Make sure you check with the A & E Staff about specific programs you are interested in.

dw/20

WISCONSIN CORRECTIONAL INSTITUTIONS



VOCATIONAL TRAINING PROGRAM

APPLIANCE SERVICING	FLCI	MACHINIST (PRODUCTION)	WCI
AUTOBODY REPAIR	GBCI, FLCI, KMCI	MASONRY (BASIC)	FLCI
AUTOMOTIVE MECHANICS	GBCI, FLCI, KMCI	MASONRY (CONSTRUCTION)	FLCI
BAKING	WCI	METAL FABRICATION	WCI, KMCI
BARBERING	GBCI	MOBILE HOME REMODELING	GOR
BRICKLAYING & MASONRY	GBCI	OFFICE MACHINE REPAIR	OCI
BLUEPRINT READING	GBCI, WCI, FLCI KMCI, BRC	PAINTING & DECORATING	GBCI
CABINET MAKING/CARPENTRY	KMCI, GOR	POWER MECHANICS (BASIC)	FLCI
CARPENTRY (BASIC)	FLCI	PRINTER	WCI
CARPENTRY (CONSTRUCTION)	FLCI	PRINTER (SILK SCREEN)	WCI
COOKING (INSTITUTIONAL)	WCI	PRINTING	GBCI, OCI
COOKING & BAKING	GOR	SHEET METAL	GBCI
CUSTODIAL SERVICES	FLCI	SHOE REPAIR	WCI
DRAFTING	WCI, GBCI, FLCI, KMCI	SIGN ENGRAVER	WCI
ELECTRONIC DATA PROCESSING	WCI	SMALL BUSINESS OPERATIONS	FLCI
ELECTRONICS (BASIC)	BRC	SMALL ENGINE & CHASSIS REPAIR.	FLCI, BRC
ELECTRONICS SERVICING	FLCI	TAILORING	OCI
FOUNDRY	GBCI, KMCI	UPHOLSTERY (INDUSTRIES)	KMCI
FOOD SERVICES ASSISTANT	WCI	WELDING (BASIC)	GBCI, KMCI, OCI, GOR
GRAPHIC ARTS (INDUSTRIES)	KMCI	WELDING (COMBINATION)	WCI, FLCI, KMCI
HOME ELECTRICAL REPAIR	FLCI	WELDING (PRODUCTION)	WCI, FLCI
MACHINE SHOP	KMCI	WOODWORKING (GENERAL)	KMCI, OCI, BRC
MACHINE TOOL OPERATION	WCI, GBCI, FLCI	WOOD TECHNICS	GBCI
		XEROX TECHNICIAN	OCI

WAUPUN CORRECTIONAL INSTITUTION

EDUCATIONAL PROGRAMS

- ADULT BASIC EDUCATION (ABE)
- COLLEGE CORRESPONDENCE
- GENERAL EDUCATION DEVELOPMENT (GED)
- REMEDIATION EDUCATION

COUNSELING PROGRAMS

- ALCOHOLICS ANONYMOUS (AA)
- GROUP COUNSELING

VOCATIONAL TRAINING PROGRAM

- BAKING (36 MO)
- COOKING (INSTITUTION) ( 36 MO)
- DEVELOPING (6 MO)
- DRAFTING (12 MO)
- ELECTRONIC DATA PROCESSING
- FOOD SERVICES ASSISTANT (12 MO)
- MACHINE SHOP
- MACHINIST (48 MO)
- MACHINIST (PRODUCTION) (7 MO)
- METAL FABRICATION (48 MO)
- PRINTER (48 MO)
- PRINTER (SILK SCREEN) (6 MO)
- SHOE REPAIR (12 MO)
- SIGN ENGRAVER (6 MO)
- WELDING (COMBINATION) (18 MO)
- WELDING (PRODUCTION) (5 MO)
- WELDING (5 MO)

WORK ASSIGNMENTS

- CLERICAL
- CLOTHING DISTRIBUTION
- CUSTODIAL SERVICES
- ENGINEERING, MAINTENANCE & CARPENTRY
- FOOD SERVICES
- MACHINE SHOP
- METAL FABRICATION
- METAL STAMPING
- PRINT SHOP
- SIGN SHOP
- YARD CREWS

GREEN BAY CORRECTIONAL INSTITUTION

EDUCATIONAL PROGRAMS

ADULT BASIC EDUCATION (ABE)  
COLLEGE AT UW-GB  
COLLEGE CORRESPONDENCE  
GENERAL EDUCATION DEVELOPMENT (GED)  
HIGH SCHOOL DIPLOMA  
REMEDIAL EDUCATION

COUNSELING PROGRAMS

ALCOHOLICS ANONYMOUS (AA)  
DRUG ABUSE COUNSELING  
GROUP COUNSELING  
INDIVIDUAL COUNSELING

VOCATIONAL TRAINING PROGRAM

AUTOBODY (10 MO)  
AUTOMOTIVE MAINTENANCE (10 MO)  
BARBERING (10 MO)  
DRAFTING (10 MO)  
FOUNDRY (10 MO)  
MACHINE TOOL (10 MO)  
BRICKLAYING & MASONRY (10 MO)  
PAINTING & DECORATING (10 MO)  
PRINTING (10 MO)  
SHEET METAL (10 MO)  
WELDING (10 MO)  
WOOD TECHNICS (10 MO)

WORK ASSIGNMENTS

AUTOBODY REPAIR  
CARPENTRY  
CARPENTRY (MAINTENANCE)  
CLERKS  
CUSTODIAL  
FOOD SERVICES  
GENERAL MACHINE  
LAUNDRY  
MAINTENANCE SHOP  
MASON (MAINTENANCE)  
PAINT (MAINTENANCE)  
POWER PLANT  
STORE  
TAILOR SHOP  
YARD CREW

KETTLE MORAINÉ CORRECTIONAL INSTITUTION

EDUCATIONAL PROGRAMS

ADULT BASIC EDUCATION (ABE)  
COLLEGE CORRESPONDENCE  
DRIVER'S TRAINING  
GENERAL EDUCATION DEVELOPMENT (GED)  
HIGH SCHOOL DIPLOMA  
REMEDIAL EDUCATION

COUNSELING PROGRAMS

ALCOHOLICS ANONYMOUS (AA)  
ALCOHOLIC COUNSELING (GROUP AND INDIVIDUAL) WITH AMERICAN INDIAN COUNSEL  
BROTHERHOOD PROGRAM  
DRUG COUNSELING  
GROUP COUNSELING  
INDIVIDUAL COUNSELING  
TRANSACTIONAL ANALYSIS

VOCATIONAL TRAINING PROGRAMS

AUTOBODY  
AUTO MECHANICS  
CABINET MAKING  
CARPENTRY (BASIC)  
DRAFTING  
FOUNDRY (BASIC)  
GRAPHIC ARTS  
MACHINE SHOP (BASIC)  
METAL FABRICATION (BASIC)  
UPHOLSTERY  
WELDING (7 MO)  
WOODWORKING

WORK ASSIGNMENTS

CARPENTRY  
COTTAGE CUSTODIAN  
COTTAGE KITCHEN  
COTTAGE UTILITY  
CUSTODIAL SERVICES  
ELECTRICIAN (MAINTENANCE)  
FOOD SERVICE  
GRAPHIC ARTS (INDUSTRIES)  
LANDSCAPING  
LAUNDRY  
MAINTENANCE  
PAINTER (MAINTENANCE)  
STORE  
TAILORING  
UPHOLSTERY  
UPHOLSTERY (INDUSTRIES)

FOX LAKE CORRECTIONAL INSTITUTION

EDUCATIONAL PROGRAMS

ADULT BASIC EDUCATION (ABE)  
COLLEGE CORRESPONDENCE  
GENERAL EDUCATION DEVELOPMENT (GED)  
LIFE SKILLS  
MINI-ACADEMIC CLASSES (8-12 MO)  
REMEDIAL EDUCATION

COUNSELING PROGRAMS

ALCOHOLICS ANONYMOUS (AA)  
GROUP COUNSELING  
INDIVIDUAL COUNSELING  
MARRIAGE AND FAMILY COUNSELING  
TRANSACTIONAL ANALYSIS FOR ALCOHOLICS

VOCATIONAL TRAINING PROGRAMS

APPLIANCE SERVICING (11 MO)  
AUTOBODY (11 MO)  
AUTOMOTIVE MECHANICS (11 MO)  
BASIC CARPENTRY (6 MO)  
BASIC MASONRY  
CONSTRUCTION CARPENTRY (6 MO)  
CONSTRUCTION TRADE MASONRY (6 MO)  
CUSTODIAL SERVICES (6 MO)  
ELECTRONICS SERVICING (11 MO)  
HOME ELECTRICAL REPAIR (11 MO)  
MACHINE TOOL OPERATION (11 MO)  
MECHANICAL DRAFTING (11 MO)  
POWER MECHANICS (BASIC) (11 MO)  
PRODUCTAION WELDING (6 MO)  
SMALL BUSINESS OPERATIONS  
SM ENGINES & CHASSIS REPAIR (11 MO)

WORK ASSIGNMENTS

BARBERS  
CLERKS  
CLOTHING  
FARM  
FOOD SERVICE  
GARAGE  
MAINTENANCE  
RECREATION  
SANITATION  
STORE  
TUBULAR FURNITURE  
UNIT JANITORS  
WOOD INDUSTRIES  
YARD

DODGE CORRECTIONAL INSTITUTION

EDUCATIONAL PROGRAMS

ADULT BASIC EDUCATION (ABE)  
COLLEGE CORRESPONDENCE  
GED PREPARATION  
REMEDIAL EDUCATION  
SELF-STUDY

COUNSELING PROGRAMS

ALCOHOLICS ANONYMOUS (AA)  
COMMUNITY LIVING UNIT  
GROUP THERAPY  
I CAN  
\*INDIVIDUAL THERAPY  
MARRIAGE SEMINARS  
SOCIAL REHABILITATION UNIT

\*VOCATIONAL TRAINING PROGRAMS

APPLIANCE REPAIR  
COMMUNICATION ELECTRONICS  
DRAFTING  
ELECTRONICS  
PHOTOGRAPHY  
POWER MECHANICS  
PRINTING  
UPHOLSTERY  
WOOD TECHNOLOGY

WORK PROGRAMS

CARPENTER  
CUSTODIAN  
DINING ROOM  
ELECTRICIAN  
LAUNDRY  
MASON  
PAINTER  
PLUMBER  
SCHOOL CLERK  
STORE  
TAILOR  
YARD CREW

\*Programs available now on limited basis as they are shared with CSH.  
Dodge Correctional Institution should not be considered primary academic  
and vocational facility.

OAKHILL CORRECTIONAL INSTITUTION

EDUCATIONAL PROGRAMS

ADULT BASIC EDUCATION (ABE)  
DRIVER'S EDUCATION/RELICENSING  
GENERAL EDUCATION DEVELOPMENT (GED)  
SCHOOL RELEASE - UW-MADISON, MATC  
(Evening courses as available)

VOCATIONAL TRAINING PROGRAMS

BUSINESS EDUCATION  
TAILORING  
WELDING (3 MO)  
WOODWORKING

COUNSELING PROGRAMS

ALCOHOLICS ANONYMOUS (AA)  
GROUP COUNSELING  
INDIVIDUAL COUNSELING  
PSYCHIATRY

WORK ASSIGNMENTS

CLERK  
CUSTODIAL  
DRIVER  
FOOD SERVICE  
NEWSPAPER  
PAINTING  
POWERHOUSE  
WORK RELEASE  
YARD

WISCONSIN CORRECTIONAL FARM/CAMP SYSTEM

BLACK RIVER CAMP (50)

EDUCATIONAL PROGRAMS

BASIC EDUCATION  
DRIVER'S EDUCATION  
GENERAL EDUCATION DEVELOPMENT (GED)

VOCATIONAL PROGRAMS

SMALL ENGINE REPAIR (1 MO)  
WOODWORKING

COUNSELING PROGRAMS

ALCOHOLICS ANONYMOUS (AA)  
DRUG COUNSELING  
GROUP COUNSELING

WORK ASSIGNMENTS

DNR CONSERVATION  
GENERAL CAMP  
WORK RELEASE

GORDON STATE CAMP (60)

EDUCATIONAL PROGRAMS

ADULT BASIC EDUCATION (ABE)  
GENERAL EDUCATION DEVELOPMENT (GED)

VOCATIONAL PROGRAMS

COOKING & BAKING (16 WEEKS)  
MOBILE HOME REMODELING  
WELDING (4 MO)

COUNSELING PROGRAMS

ALCOHOLICS ANONYMOUS (AA)  
DRUG COUNSELING  
GROUP COUNSELING  
INDIVIDUAL COUNSELING

WORK ASSIGNMENTS

DNR CONSERVATION  
GENERAL CAMP  
WORK RELEASE

MC NAUGHTON STATE CAMP (55)

EDUCATIONAL PROGRAMS

DRIVER'S EDUCATION  
GENERAL EDUCATION DEVELOPMENT (GED)  
STUDY RELEASE - NICOLET COLLEGE &  
TECHNICAL INSTITUTE

COUNSELING PROGRAMS

ALCOHOLICS ANONYMOUS (AA)  
DRUG COUNSELING  
GROUP COUNSELING  
INDIVIDUAL COUNSELING

VOCATIONAL PROGRAMS

NONE AVAILABLE

WORK ASSIGNMENTS

DNR CONSERVATION  
GENERAL CAMP  
WORK RELEASE

---

OREGON STATE CAMP (48)

EDUCATIONAL PROGRAMS

COLLEGE CORRESPONDENSE  
DRIVER'S EDUCATION  
SCHOOL RELEASE - UW-MADISON, MATC

COUNSELING PROGRAMS

ALCOHOLICS ANONYMOUS (AA)  
FAITH AT WORK  
GROUP COUNSELING  
INDIVIDUAL COUNSELING

VOCATIONAL PROGRAMS

NONE AVAILABLE

WORK ASSIGNMENTS

DNR CONSERVATION  
GENERAL CAMP  
WORK RELEASE

---

THOMPSON STATE CAMP (32)

EDUCATIONAL PROGRAMS

COLLEGE CORRESPONDENSE  
SCHOOL RELEASE - UW-WHITEWATER &  
FT. ATKINSON VOCATIONAL SCHOOL

COUNSELING PROGRAMS

ALCOHOLICS ANONYMOUS (AA)  
GROUP COUNSELING  
INDIVIDUAL COUNSELING

VOCATIONAL PROGRAMS

NONE AVAILABLE

WORK ASSIGNMENTS

GENERAL CAMP  
WORK RELEASE

---

WINNEBAGO STATE CAMP (60)

EDUCATIONAL PROGRAMS

STUDY RELEASE - FOX VALLEY  
TECHNICAL INSTITUTE  
UW-OSHKOSH  
SCHOOL RELEASE - UW-MADISON, MATC

COUNSELING PROGRAMS

ALCOHOLICS ANONYMOUS (AA)  
DRUG COUNSELING  
GROUP COUNSELING  
INDIVIDUAL COUNSELING

VOCATIONAL PROGRAMS

NONE AVAILABLE

WORK ASSIGNMENTS

FARM  
GENERAL CAMP  
WORK RELEASE

---

dw/20



COMMUNITY CORRECTIONAL CENTERS - MILWAUKEE.

ABODE (3)  
BAKER HOUSE (24)  
METRO (30)  
ST. JOHN'S (31)  
ST. CROIX (12)

The purpose of Community Correctional Centers is to assist men who will soon be released. To qualify for placement, you must (1) be within three to six months of expected release, (2) be eligible for Work or Study Release status, and (3) have an approved Milwaukee parole placement. Work and/or Study Release involvement is emphasized. A wide range of center and community programs and services are available.

HALF-WAY HOUSE FACILITIES - STATEWIDE

Attic	Madison
Bjork	Eau Claire
Fresh Start	Sheboygan
Janal House	Wausau
Shalom	Green Bay
Ryan Community	Appleton
Waybridge House	Kenosha
Meridian	Kenosha
Portage Halfway House	Stevens Point
Wazee	Black River Falls

Halfway House placements, like those at Community Correctional Centers, are possible for men nearing their release date. Other qualifications for placement include (1) an approved parole placement for the city, (2) verified employment, and (3) verified financial arrangements that insure that room and board expenses will be met. Community programs and services are utilized.

COUNTY JAIL PLACEMENTS FOR WORK AND STUDY RELEASE

A number of county jails are receptive to house work and study releases. All placements must be cleared by the parole agent assigned to the case and the sheriff must agree to accept the case. The list of jails is as follows:

Adams	Dane	Iowa	Oconto	Sawyer
Ashland	Dodge	Iron	Outagamie	Sheboygan
Barron	Door	Jackson	Pierce	Vernon
Buffalo	Douglas	Jefferson	Polk	Vilas
Calumet	Dunn	Kewaunee	Portage	Walworth
Chippewa	Eau Claire	La Crosse	Price	Washington
Clark	Fond du Lac	Langlade	Rock	Waushara
Columbia	Grant	Manitowoc	Rusk	Winnebago
Crawford	Green	Monroe	Sauk	Wood

SPECIALIZED TREATMENT PROGRAMS

In addition to counseling programs, the Division of Corrections offers specialized treatment programs for residents who have been experiencing problems in specific areas. These programs are located at the Winnebago Mental Health Institute near Oshkosh. The programs are:

- AETP - The Alcohol Education Treatment Program is a six-week program designed to treat residents with a history of alcohol abuse. Requests to participate and screening for eligibility are handled by Clinical Services staff. Those found eligible will be scheduled to participate as they near their release date.
- SATP - The Substance Abuse Treatment Program is a 32-week program designed to provide treatment for residents with a history of serious drug abuse. Applicants are screened by Clinical Services and SATP staff to determine eligibility. Those found eligible will be scheduled to participate as they near their release date.
- DTP - The Drug Treatment Program is a 12-week program designed to facilitate the reintegration of offenders who have experienced histories of abusive involvement with drugs (usually other than alcohol). Applicants request transfer to this program via their social worker to PRC for placement, usually directly prior to their release.
- ERP - The Earned Release Program is a 12-week program designed to facilitate an inmate's release via discretionary parole at an accelerated rate via successful program participation in reintegration activities. Inmates who are given parole defers between four and ten months are eligible for this program unless they are discluded by the Parole Board or found ineligible for a minimum security classification.

dw/20

APPENDIX C  
STAFFING DECISION FORM

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STAFFING DECISION

INMATE NAME		CASE NUMBER	AGENT NUMBER
TYPE OF ADMISSION <input type="checkbox"/> NEW ADMISSION <input type="checkbox"/> PAROLE VIOLATOR <input type="checkbox"/> OTHER <input type="checkbox"/> ALSO SENTENCE <input type="checkbox"/> MR VIOLATOR		INCARCERATION IS A RESULT OF A PROBATION VIOLATION <input type="checkbox"/> YES <input type="checkbox"/> NO	MR DATE
SENTENCE INFORMATION (OFFENSE, TERM, DATE OF SENTENCE)			

SPECIAL PLACEMENT CONSIDERATIONS HOLDS (OUTSTANDING CHARGES, WARRANTS, DETAINERS, HEARINGS, ETC.)		HEALTH CLASSIFICATION CONDITION CODE    ACTIVITY CODE	
SPECIAL CONSIDERATIONS (REFER TO CRITERIA ON REVERSE SIDE) <input type="checkbox"/> VULNERABLE <input type="checkbox"/> SPECIAL PLACEMENT NEEDS		MEDICAL CLASS CODE    TREATMENT CODE	DENTAL
PLACEMENT RECOMMENDATION (REFER TO CRITERIA ON REVERSE SIDE)			
CLASSIFICATION <input type="checkbox"/> MAXIMUM-CLOSE <input type="checkbox"/> MEDIUM <input type="checkbox"/> MINIMUM <input type="checkbox"/> MAXIMUM <input type="checkbox"/> MEDIUM-OUT		INSTITUTION (ABBREVIATE)	RECALL DATE (MONTH/YEAR)
REASONS FOR RECOMMENDATION			

PROGRAM ASSESSMENT/RECOMMENDATION (REFER TO CRITERIA ON REVERSE SIDE)							
PROGRAM AREA	RECOMMENDED PROGRAM AND REASON	NEED LEVEL			PRIORITY		
		SER	MOD	NONE	HIGH	MED	LOW
EMOTIONAL/ MENTAL HEALTH							
ALCOHOL ABUSE							
DRUG ABUSE							
EDUCATION							
VOCATIONAL							
OTHER							

SUMMARY  
 OVERALL SUMMARY/COMMENTS

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NAMES OF STAFFING COMMITTEE (LAST NAMES ONLY)	DECISION DATE
---	---------------

SPECIAL PLACEMENT CONSIDERATIONS

Vulnerable - Inmate has one or more of the following characteristics that put him potentially at risk: small physical size, young or old age, emotional state, low intellectual ability, etc.

Special Placement Concerns - Inmate has special characteristic(s) that need to be assessed in placement considerations: need for separation from other inmate(s), adverse community reaction, past institution experience, etc.

The Social Worker Report and Staffing Decision will document the specific reason(s) for the Vulnerable or SPC designation in all cases.

CRITERIA FOR ASSIGNING SECURITY CLASSIFICATION:

- (1) The nature of the offense of which the inmate was convicted. Evaluation of the seriousness of the offense may include consideration of the following: physical danger to another by the offense; harm done to another in the commission of the offense, whether the offender exhibited physical aggressiveness that exposed another to harm; whether the crime was a crime against property; mitigating factors.
- (2) The criminal record of the inmate.
- (3) The length of sentence being served.
- (4) The motivation for the crime of which the inmate was convicted.
- (5) The inmate's attitude toward the offense and sentence.
- (6) The inmate's vulnerability to physical assault by other inmates.
- (7) The inmate's prior record of adjustment in a correctional setting, including any record of escape.
- (8) The length of time the inmate has been in a particular security classification and institution.
- (9) The medical needs of the inmate, including the need for physical or psychological treatment.
- (10) Time already served for the offense.
- (11) The reaction to the inmate in the community where the offense was committed, and where the institution is located.
- (12) The inmate's conduct and adjustment in the general population.
- (13) The inmate's performance in programs.
- (14) Detainers filed with respect to the inmate. A detainer shall not by itself bar an inmate from receiving a medium or minimum security classification.

CRITERIA FOR ASSESSING NEED LEVEL AND PRIORITY:

Priority - Priority level (low, medium, high) is a function of the relationship of three factors: Need, Motivation, and Amenability for services. Priority assessment standards are as follows:

High Priority:	Medium Priority:	Low Priority:
Need level - serious	Need level - serious or moderate	Need level - serious or moderate
Motivation - high	Motivation - low, medium, high	Motivation - low, medium
Amenability - high	Amenability - low, medium, high	Amenability - low, medium

Need - Need level (none, moderate, serious) is the assessment of the extent to which a problem area affects an individual's social, personal and legal status or functioning. Need assessment standards are as follows:

- Serious Need: Clearly documented handicap, deficit or problem area.
- Moderate Need: Occasional or symptomatic problem area; deficit areas secondary to others (may be related to other factors).
- None: Not documented or demonstrable.

Motivation - Motivational level (low, medium, high) is the assessment of the inmate's current personal investment or willingness for investment in an identified area. Recognition of the problem or deficit area and investment for resolution are important considerations.

Amenability - Amenability level (low, moderate, high) refers to the anticipated ability of an inmate to benefit from a program or intervention. This may be influenced by factors such as motivation, prior history of services, inmate's capability levels, etc.

APPENDIX D

CENTRAL ASSESSMENT AND EVALUATION BASIC SCREENING BATTERY OF TESTS

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CENTRAL ASSESSMENT AND EVALUATION BASIC SCREENING  
BATTERY OF TESTS

Test Purpose	Test	Test Adm. Resp.	Population	Type of Admin.
Screening for Intelligence Level	Wide-Range Vocabulary	Clinical Services	All Admissions	Group
	Ravens-Progressive Matrices	Clinical Services	All Admissions	Group
Screening for Specific Cognitive Deficits	Oral and Written Language Samples	Exceptional Educational Needs Speech and Language Therapist	Admissions Under age 21	Individual
Screening for Achievement Level	Stanford Achievement Test (selected scales) 30 min.	Vocational Counselor	All Admissions	Group
Screening for Vocational Problems	Vocational Problems Checklist	Vocational Counselor	All Admissions	Group
Screening for Vocational Interests	Wide-Range Interest-Opinion Test (WRIOT) or California Occupational Preference Survey (COPS)	Vocational Counselor	All Admissions	Group
Screening for Personality Adjustment	Minnesota Multiphasic Personality Inventory	Clinical Services	All Admissions	Group
Screening for Emotional Disabilities	Behavioral Questionnaire	Exceptional Educational Needs (Speech/Language Therapist)	Admissions Under age 21	Individual

**END**