



COLORADO

Department of Corrections

FREMONT CORRECTIONAL FACILITY

MANAGEMENT PLAN/QUARTERLY REPORT

FISCAL YEAR

2021-2022

QUARTER: []1ST []2ND []3RD [x]4TH

JARED POLIS
GOVERNOR

DEAN WILLIAMS
EXECUTIVE DIRECTOR

MOSES STANCIL
DEPUTY EXECUTIVE DIRECTOR

MATTHEW HANSEN
DIRECTOR OF PRISONS

SIOBHAN BURTLOW, WARDEN
FREMONT CORRECTIONAL FACILITY

A handwritten signature in blue ink, likely belonging to Siobhan Burtlow, is written over the text of her name and title.

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EXECUTIVE SUMMARY

Fremont Correctional Facility (FCF) is a mixed custody, Level III institution located in the East Canon Complex in Fremont County, Colorado. We are the second largest state facility with 1,620 offenders with classifications ranging from minimum to close custody. The facility encompasses approximately 51 acres with 545,605 square feet in 48 buildings. FCF is operated and managed by over 500 dedicated employees. FCF strives to create a culture to meet the Department's mission and vision. The goal is to ensure a safe living and working environment for offenders, staff, and volunteers. The facility provides all offenders the opportunity to progress toward an incentive-based living unit.

FCF offers a Drug and Alcohol Program in a Therapeutic Community (TC) setting. FCF maintains a capacity of up to 144 offenders to complete this program. Certified clinicians provide therapeutic services through work and programming which assists in offender accountability in a structured environment.

Offenders have the opportunity to learn specific job skills in one of the Correctional Industries Programs (Metal Products and Furniture Shop). The offenders that participate in one of these programs have the opportunity to save money for restitution, child support, and their release. Each of these program opportunities provides them with marketable job skills to increase their chance of employment for successful re-entry into society.

In 2015, FCF implemented one of the first Re-Entry units in the Department. Initially, starting with general population, FCF initiated and currently maintains the only close custody Re-Entry unit in the state. Services provided to the offenders are Pre-Release classes; OSHA and Flaggers certificate opportunities, Parents on a Mission, T4C, MRT, and the chance to interact with guest speakers. Outside agencies and volunteers address topics ranging from medical, employment, education, family reunification and possible re-entry barriers. FCF is the only facility in the state where Case Managers complete Supplemental Nutrition Assistance Program (SNAP) applications for offenders to be prepared when they are released.

Sex Offender Treatment and Monitoring Program (SOTMP) is also offered at FCF. Offenders who successfully complete the program may continue with treatment; however, the goal is to successfully prepare them for reentry.

FCF recognizes the importance of academic and vocational training in reducing recidivism and increasing educational proficiency and to allow for successful reintegration into society. As well, FCF recognizes the importance of providing offenders with training in marketable skills that are relevant and in demand in the workforce. Through FCF Education, offenders are provided opportunities to address academic, cognitive, and vocational needs through GED instruction, Cognitive Education, and Career and Technical Education (CTE) courses. College and graduate curricula are also available through partner colleges. Additionally, FCF hosts the Juveniles and Young Adults Convicted as Adults Program (JYACAP).

The professionalism and diversity of FCF staff members fosters an environment which role models for offender success while promoting courtesy and mutual respect. FCF offers a wide variety of opportunities for staff enrichment, professional development and personal growth. FCF was the

first facility to offer 7 Habits of Highly Effective People to staff. FCF continues to make the 7 Habits of Highly Effective People program available to staff members and encourages attendance. Seventeen classes totaling 234 staff have successfully completed the 7 Habits program.

Since 1957, the facility has undergone twenty-five changes in administration, from Captain Clarence Tipton to the current Warden, Siobhan Burtlow. Fremont Correctional Facility has a proud history of efficient and effective offender management. FCF continues this tradition as innovative programming to increase the success rate of offenders returning to the community and reduce recidivism is developed and implemented.

FACILITY DESCRIPTION

Offender Custody Level/Mix:

Close	14.2%
Medium	84.2%
Minimum R	1.6%
Minimum	0.1%

Offender population mix:

Black	20.1%
White	46.1%
Hisp.	29.0%
Indn.	3.1%
Asian	1.5%
Other	0.1%

Total Offender capacity: 1620

Physical Plant

FCF was originally two separate facilities that were combined and are now operated as one. The physical plant consists of many older buildings and systems with 545,605 square feet of building space on approximately 51 acres.

Offender Assignments

Sex Offenders	556
Sex Offenders currently in treatment	182
Alcohol and Drug treatment	77
Living Unit Workers	252
Laundry	26
Volunteer Programs	2
Law Library	2
Library	12

Inmate Rep	2
Maintenance	113
Recreation	41
Housekeeping	36
Food Service	227
OCA	20
Close Custody Jobs/Assignments	32
TC Jobs	80
JYACAP	11
DU PAI Newspaper	5

Total 938
Correctional Industries

Furniture Shop	4
Metal Products	64

Total 68
Academic / Vocational

ABE / GED (Average)	96
CAD (Average)	10
Customer Service (Average)	12
Custodial Training (Average)	13
Construction Technology (Average)	0(Teacher Vacancy)
Machine Shop (Average)	14
Welding (Average)	0(Teacher Vacancy)
TRP (Average)	24
T4C paid (Average)	18
T4C Close Custody (Average)	0
MRT (Average)	11
Why Try	11
Why Try (Close)	5
Computer Information Systems (CIS)	17
Work Skills (CIs)	5

CCCS Courses: (Average)

Pueblo Community College Oil & Gas Technology	0
Adams State University Small Business	9
Trinidad State Junior College(Second Chance Pell	14

Total 264
Unassigned

Una Available	255
Una RP	0
Medically Unassigned	7

Total 262

Industries

Colorado Correctional Industries is a division of the Colorado Department of Corrections. Fremont currently has the Metals and Manufacturing Program. During the 4th quarter of year 21-22, the CI Furniture Shop discontinued operations.

The Division of Correctional Industries strives to reduce offender idleness and the demand for general-funded programs by providing work opportunities for as many offenders as possible in self-supporting and productive industries. CCI trains offenders in meaningful skills, work ethics and quality standards which better enable them to secure long-term employment after release from prison. CCI operates in a business-like manner so that enough revenues are realized each year by the Division to meet the ongoing capital equipment, working inventories and operating cash needs of the Division.

Academic/Vocational

Fremont Correctional Facility Academic and Career and Technical Education Programs provide a comprehensive, competency-based education that addresses academic and vocational skills.

FCF accomplishes this through many diverse and unique programming opportunities, such as Introduction to Carpentry, Foundations of Career and Technical Education (FCTE), Computer Aided Drafting, Networking, Computer Information Systems, Machining Technology, Custodial Training, Customer Service Specialist, and Welding Technology. College and graduate courses like, Small Business, Oil and Gas Technology, Electrical, and HVAC are offered through partner colleges in the evening, through condensed curriculum, mobile learning labs, and through independent study programming. FCF participates in the Second Chance Pell Grant through Trinidad State Junior College.

Social and Behavioral Science (SBS) Programs offer a cognitive education resource for offenders. Moral Recognition Therapy (MRT) and Thinking for a Change (T4C) are two SBS Education Programs offered through FCF Education designed to engage offenders in identifying criminal thinking and behavioral patterns by dealing with societal and personal awareness. Parents on a Mission (POM) is a program designed to develop parent leadership in our neighborhoods which is key to raising happy, healthy children that contribute to safe communities. An additional SBS Program, 7 Habits on the Inside, is a modified version of Stephen Covey's 7 Habits for Highly Effective People. Fremont was the first CDOC facility to engage in 7 Habits on the Inside and has been successful in improving offender management and improving offender and staff relationships. 7 Habits on the Inside is now offered at all CDOC facilities and has become a national corrections model for addressing criminogenic thinking and behavior.

The Juveniles and Young Adults Convicted as Adults Program is a multi-phase, 3-year program whereby offenders participate in life skills instruction that prepares them for real-world activities, receives training in Career and Technical Education, and hold jobs in Correctional Industries. Each offender has a unique case plan that addresses particular programming needs through curriculum that utilizes industry standards in a technology-rich environment that includes, in part, Virtual Reality (VR) and Driving Simulation tools. The goal of JYACAP is to prepare offenders to successfully reintegrate into society.

Clinical Services/Treatment

Clinical services are provided on an outpatient basis including medical, dental, and behavioral health care. Nursing care is provided 24 hours a day.

Mental Health services available include individual sessions, crisis contacts, mental health groups, drug and alcohol counseling/groups, referral, and coordination of follow-up services with community mental health providers. Offenders with psychological needs will be scheduled for Psychiatric clinic when warranted. Mental Health evaluation and necessary treatment are conducted by psychiatrists, psychologists, and clinicians.

SOTMP is actively following the Risk Need Responsively Principle. Offenders are placed in treatment based upon their risk level. SOTMP Phase I CORE is the initial group where offenders develop a comprehensive plan to effectively manage their risk factors. These groups assist offenders in taking responsibility for their sexually abusive behaviors, identifying problem areas that need to be addressed, and developing positive coping skills. Transition groups are designed to help offenders decrease their risk levels and increase their protective factors by applying the material learned.

Therapeutic Community provides substance abuse treatment for 144 offenders which is based on work and accountability as the foundation. This unit includes 30 beds that are dedicated for dually diagnosed offenders and 20 beds for Aftercare (graduates). TC added 30 additional beds as pre-cursor to TC participation. FCF TC offers Offender's a variety of groups to include but not limited to Relapse Prevention, Rational Emotive Behavior Therapy (REBT), Anger Management, Victim Impact, Healthy Relationships and Alcoholics Anonymous. Offenders in TC are assigned jobs within the milieu, as well as in Food Service. Some offenders in the program attend ABE/GED as well as work in Correctional Industries.

Food Service	Regular	Therapeutic Diets	Religious Meals
	4900	70	300

FCF also provides CSP with bread products that equate to an annual savings of approximately \$34,000.

Laundry

Laundry serves the facility populations of FCF and CCI laundry needs. Laundry also provides many special laundering and tailoring services to assist the facility with physical plant requests, custody control projects, and volunteer and faith program's needs.

GOALS AND STRATEGIES

FY 21-22

(Established at the beginning of the fiscal year. Items should remain on the list throughout the year. If completed, document as such under status. New items may be added with appropriate dates.)

Goals and Strategies: A table listing measurable performance goals and strategies. Each goal has strategies that are action steps to improve a specific portion of a facility or subprogram. Goals and strategies must have a specific outcome, must be measurable, and include a time frame for completion. Sources are the performance plan, subprogram, and/or facility goals and strategies. An update of goals and strategies are documented quarterly. Goals and strategies are retained in this section until the end of each fiscal year. New goals or strategies may be added at any time during the year.

Goal #	Action Step	Strategies	Priority	Lead Person	Start Date	End Date	Resources Required Contingency Yes/No	Status
CDOC Strategic Policy Initiatives (WIGS)								
Decrease Recidivism Rate								
Strategy #1								
	A.	Develop and initiate a plan for implementing the Milestone Mentoring Program to include all aspects of education, selection and measurement of engagement.		Major McBride Lt. Courtney Lt. Archuleta CMII Garcia				1st Qtr: Multiple meetings were conducted this quarter. The initial group of fifteen offender mentors have been identified. 2nd Qtr: At present time we have 9 mentors and continue to conduct virtual meetings/training sessions with SCF to ready our mentors to begin working with mentees. A joint in-person training was postponed due to COVID and will be conducted virtually once programming resumes. 3rd Qtr: Continued training and in-person meetings are being held to prepare the mentors. At this time, no mentees

							have been identified, however the mentors are practicing their skills during informal sessions. 4 th Qtr: 9 offenders and 2 staff members participated in the Milestone Export/NCPS training.
	B.	Continued participation and involvement in the Transformative Justice Program training. Continue working with DU PAI to facilitate training and potentially develop internal instructors / facilitators.		Major McBride C. Pritt			1 st Qtr: A two day workshop was conducted by Ashley Hamilton from DU-PAI. Staff from FCF, SCCF and TCF attended. 2 nd Qtr: No additional progress this quarter due to COVID mitigation and staffing challenges. 3 rd Qtr: No additional progress this quarter due to COVID mitigation and staffing challenges. 4 th Qtr: No additional progress this quarter due to COVID mitigation and staffing challenges.
	C.	Develop opportunities to participate in Restorative Justice Programs training and educational opportunities.		Major Warner Shinofield Major McBride			1 st Qtr: FCF has been in contact with Monica Chambers to organize a Restorative Justice event. 2 nd Qtr: No additional progress this quarter due to COVID mitigation and staffing challenges. 3 rd Qtr: Continued work is being completed with

								Monica Chambers to organize a Restorative Justice event. This is now an option due to modification in COVID-19 mitigation protocols. 4th Qtr: No additional progress this quarter due to COVID mitigation and staffing challenges.
	D.	Identify topics and opportunities to engage offenders in effective planning and dynamic conversations that aid in offenders navigating challenging situations for more pro-social responses and development.		Major Sutton Cpt. Kyle West Cm III Moore Cpt. Londenberg JD Scollard				1st Qtr: Dynamic Security Training for staff has been implemented. Training will continue and tracking of conversations has started. 2nd Qtr: FCF made a concerted effort to complete training amongst staff of all classifications. FCF Custody staff have been tasked with a minimum number of dynamic security contacts monthly (this number is impacted due to COVID mitigation and associated staffing challenges) 3rd Qtr: FCF Management has continued to follow up with staff and track the number of Dynamic security contacts. FCF staff are becoming proficient with the process and are doing an excellent job. 4th Qtr: FCF

								Management has continued off Dynamic Security training to all staff members and to follow up with staff and track the number of Dynamic security contacts. FCF staff are becoming proficient with the process and are doing an excellent job.
	E.	Develop opportunities for staff and offender-led courses.		Major Warner Major McBride Shinofield Lt. Feldhacker				1st Qtr: FCF has utilized staff & offender instructors in 7 habits and in Transformative Justice this quarter. FCF is evaluating other opportunities. 2nd Qtr: Development of Milestone Mentors has been active this quarter. FCF maintains 7 Habits and Redemption Road Cross Fit offender-led programs. FCF also completed a re-certification and a new certification of 16 Peer Support individuals. 3rd Qtr: FCF continues to be involved with Milestone Mentoring and RF2 crossfit. Additional offender-led programs are slated to begin in Close Custody in the 4th quarter. 4th Qtr: FCF is in the planning

								process and acquiring materials to deliver Dave Ramsey's Financial Wellness University class. This class will be taught as a staff and offender led class.
	F.	Educate staff in roll calls and newsletters on Take Two opportunities that can be reinforced through dynamic security interactions. Track the number of offenders being referred to Take Two and Swift programs.		Major Warner CM III Moore Lt. Feldhacker CM II Simmons				1st Qtr: SWIFT-3 offenders, TAKE 2-7 offenders 2nd Qtr: SWIFT-1 referred, Take Two- 2 offenders referred 3rd Qtr: SWIFT-1 offender, Take Two-1 offender 4th Qtr: FCF continues to track those referred specifically to Take-Two and SWIFT programs and we ensure the Take-Two concept and SWIFT initiatives are communicated to staff through facility communications.

	G.	Explore opportunities to adjust or support RESTORE / Re-Entry and Pre-release services to reduce the TVP rate and future needs releasing offenders.		Major Warner Jan Yunker Sondra Ballegeer Jacqueline Witte				1st Qtr: Started tracking database, reached out to DW for In-Reach contacts 2nd Qtr: FCF has continued to track contacts and engage in virtual in-reach programs with 5 conducted this quarter. 3rd Qtr: 56 offenders released that were tracked in RESTORE, 49 Completed TRP, 0 in Reach events. Officially RESTORE will start on 5/1/22, but FCF has been tracking information since 10/1/21. Multiple meetings were conducted with the RESTORE Team. Plans are being developed for Living Unit improvements. 4th Qtr: Two Restore Events with community partners were held in the fourth quarter. 98 offenders participated along with 12 community partners.
	H.	Conduct two job fairs.		CM III Moore Shinofield				1st Qtr: Working with DW and Pre-Release for resources 2nd Qtr: There were no job fairs during 2nd quarter. 3rd Qtr: No Job Fairs. Working with RESTORE CMs and TRP staff to get set up. Database was established.

								4 th Qtr: FCF has continued to work though RESTORE to present employment
	I.	Expand the use of offender councils		Major Sutton Cpt. Smith Cpt. Dashner Cpt. Londenberg				1st Qtr: FCF Housing Captains are conducting structured meetings with offender councils. FCF Management has the following offender councils: Peer Support, 7 Habits Core Group, Numerous DU-PAI Groups, JCAP, Veterans Group. 2nd Qtr: COVID mitigation has limited further development of these councils, however structured meetings continue. Various management team members met with the Veteran's Group, 7 Habits, FIT team, Cross-Fit, DU-PAI 3rd Qtr: FCF has implemented a tracking form to better note progress, closure and document source of suggestions, improvements and concerns presented by our offender councils. 4th Qtr: The Management Team has implemented a Close Custody offender council and has met on at least a monthly basis with all

							councils.
Strategy #2 Tele-medicine							
	A.	Identify and ensure all newly assigned staff / providers receive training. (All current staff have been trained as of 8/19/21)		HSA Zade Lt. Feldhacker			1st Qtr: 2 staff trained on system, 1 appointment completed. 2nd Qtr: All assigned staff as appropriate have been trained, in addition, a "superuser" has been identified to train and then train all incoming needed staff. 3rd Qtr: All staff continue to be trained as needed. 4th Qtr: FCF is utilizing telemedicine in mental health daily and medical weekly. We are continuing to train staff as needed. The utilization and metrics are being tracked by clinical services.

	B.	Provide educational materials for staff to better understand the services being provided, equipment and locations.		HSA Zade Lt. Feldhacker Capt. Sherwood				1st Qtr: Photo manual and use of each piece completed and placed with equipment. 2nd Qtr: Photo manual remains in place as well as the training for the new "superuser" is underway. 3rd Qtr: "Superuser" has been identified and will receive specialty training for Train the Trainer related to the components to utilize Tele-Health for additional specialties. 4th Qtr: Tele-health is fully operational and ongoing.
	C.	Explore opportunities to expand the program to include VA appointments and referrals.		HSA Zade Lt. Feldhacker				1st Qtr: On-Going. 2nd Qtr: We have reached out to the VA as well as other specialties and made the tele-health system available if needed and desired. 3rd Qtr: Program has been reviewed and approved for expansion related to multiple areas where tele-health is appropriate such as VA, cardiology, certain follow-up and initial intake exams for preps and surgeries. 4th Qtr: FCF is utilizing telemedicine in mental health daily and medical weekly. We are continuing to train staff as needed.

								The utilization and metrics are being tracked by clinical services.
Wig #3 Decrease Staff Turnover								
	A.	Encourage staff to engage in departmental surveys that impact recruitment and retention and the value of work being performed.		Warden Burtlow AW Bergman T. Walter Capt. Smith Capt. Dashner Capt. C. West Major McBride				1st Qtr: Survey participation has been encouraged through roll call announcements. 2nd Qtr: FCF hasn't ran any independent survey's but encourages survey participation when they're available. 3rd Qtr: Roll call announcements, talked with staff members regarding incentives for referring new staff members. Aesthetic improvements to staff gathering areas were completed with additional plans for future projects. 4th Qtr: Roll call announcements, talked with staff members regarding incentives for referring new staff members. Aesthetic improvements to staff gathering areas were completed with additional plans for future projects.
	B.	Examine the utilization of the FTO Program on all three shifts.		Major Sutton Capt. Artichoker				1st Qtr: Capt. Artichoker has presented a developed plan that will be implemented in the 2nd Quarter.

								2nd Qtr: No additional progress has been made with this WIG formally with staff turnover and COVID mitigation concerns high. 3rd Qtr: No additional progress has been made with this WIG formally with staff turnover and COVID mitigation concerns high this quarter. 4th Qtr: With the return of the FCF Training Coordinator, involved parties are actively reviewing appropriate candidates to fill vacant FTO positions of all shifts.
	C.	Evaluate the process for how staff are being assigned to a specific shift.		Major Sutton Capt. Artichoker				1st Qtr: Actively evaluating the continuation of the 3rd Shift training shift. 2nd Qtr: No additional progress has been made with this WIG formally with staff turnover and COVID mitigation concerns high. 3rd Qtr: No additional progress has been made with this WIG formally with staff vacancies, turnover and COVID mitigation concerns high. 4th Qtr: Due to multiple vacancies throughout the facility, new staff

								members have been placed in positions that best meets the needs for adequate staffing coverage.
	D.	Explore opportunities to further acknowledge the contributions of staff.		Management Team				1st Qtr: Announcements during roll calls regarding positive recognition for performance. Warden Burtlow presented the facility COVID response coin to all staff at FCF. 2nd Qtr: Breakfast and holiday recognition meals were supplied for staff and weekly we are identifying stand out staff contributions and ensuring roll call and facility publication recognition. The FCF Roll Call Room renovations began during this quarter. 3rd Qtr: Continued efforts are being made to recognize staff performance, to include promotions, area of the week and performance above and beyond expectations during roll calls. Emails have been shared to facility staff regarding FCF's progress in meeting Department initiatives. Free popcorn was provided to staff in recognition of their contributions. 4th Qtr: Warden

								Burtlow initiated “cotton candy with the Warden”. This gesture gives staff members the opportunity to communicate with the Warden directly and for the Warden to recognize the contributions the staff members have made to the facility.
Wig #4 Facility Specific Goals and Strategies								
	A.	Develop a Google folder with specific facility information for all staff to view: council information, staff resources and departmental definitions		Major Warner S. Smelser L. Witte M. Shipley				1st Qtr: Still in planning phase. A folder is being developed to capture the information for staff review and use. 2nd Qtr: The Google dashboard has been created and now includes links for operational needs. Additional updates for general staff information are pending 3rd Qtr: Roll Call TV's installed to share up to date facility and Department information. 4th Qtr: FCF continues to utilize the TVs that were installed in the Roll Call room. Information is updated on an on-going basis. Additional information is delivered through the monthly FCF newsletter.
	B.	Encourage increased staff		Major Warner				1st Qtr:

		engagement in the Employee Council from all functional work units and departments.		Facility Captains				Information has been disseminated through roll calls and supervisor meetings to encourage additional involvement. New CM has joined Employee Council. 2 nd Qtr: FCF has increased representation with Physical Plant and 3 rd shift. 3 rd Qtr: One new member has joined this quarter. 4 th Qtr: FCF continues to foster engagement. Representation has been inconsistent due to staff vacancies.
	C.	Look at opportunities to create outdoor staff break areas on both sides of the facility.		Major Maroney Capt. C West Capt. Artichoker			Project Directive	1 st Qtr: Physical Plant is working on a plan to double the size of the staff resource center. 2 nd Qtr: Waiting on vendors to get quotes for materials for shade covers and possible heaters. ADA project poses a west side delay. 3 rd Qtr: Sun shades are being planned for outdoor seating areas. 4 th Qtr: Two areas have been identified to place shade covers.
	D.	Evaluate a list of potential physical plant improvements aimed at staff moral and wellness.		Warden Burtlow AW Bergman Major Maroney Capt. C West			Project Directive Approved	1 st Qtr: The facility is working on shade covers and parking lot improvements, for staff safety. 2 nd Qtr: The facility is currently

							remodeling the Roll Call room. 3 rd Qtr: FCF's Rollcall Room was remodeled to make it more functional. Two murals were added, the first one was in honor of Sgt. Joshua Voth and all fallen officers. The second mural represents team unity. A Project Directive has been sent to FMS for the approval of remodeling the staff lounge. 4 th Qtr: The Project Directive was approved to remodel the staff lounge. This should be completed by July 15th.
	E.	Continue efforts to remodel Main Entry to ensure more effective and efficient processing of all individuals entering and exiting the facility.		Major Maroney Major Sutton Capt. Witt			Project Directive Approved 1 st Qtr: The facility is working on security concerns with this project 2 nd Qtr: The facility continues to work on security concerns with this project but has found a functional use of the e-Scan machine which has enhanced security. 3 rd Qtr: No progress this quarter. The costs of remodel are currently out of reach, 4 th Qtr: No progress this quarter. The costs of remodel are currently out of reach.
	F.	Examine a replacement plan		Major Sutton			1 st Qtr: Discussed

		for furniture and office equipment in staff offices and Control Centers.		Capt. Smith Capt. Dashner Capt. Hager				with the LU supervisors and developing a process. 2 nd Qtr: The facility has received quotes from CI furniture shop to replace living unit's furniture that is over 40 years old. 3 rd Qtr: Due to the closure of the Correctional Industries Furniture Shop; new vendors are currently being identified. 4 th Qtr: Due to fiscal constraints, and sourcing of vendors, no additional progress was made.
	G.	Develop and implement a "Way to Shine" award that immediately acknowledges staff through the use of a voucher card from the coffee cart, shoe shine or council cart.		Warden Burtlow AW Bergman				1 st Qtr: Suspended until COVID protocols allow for the shoe shine and coffee cart reopens. 2 nd Qtr: Suspended until COVID protocols allow for the shoe shine and coffee cart reopens. 3 rd Qtr: Suspended until COVID protocols allow for the shoe shine and coffee cart reopens. 4 th Qtr: Suspended until COVID protocols allow for the shoe shine and coffee cart reopens.

Priority Guidelines

1. Urgent - Impacts major DOC systems and carries a sense of urgency with management.
2. High - Has a high impact on DOC systems and will result in improvements in efficiency, effectiveness, or personnel morale.

3. Medium - Will have a moderate impact on system efficiency and effectiveness.
4. Low - Would be valuable to Department but could be delayed for higher priority issues.

OPERATIONS

1. MAJOR DEVELOPMENTS/ACCOMPLISHMENTS

CUSTODY / CONTROL

- An asbestos spill was suspected after observation of broken tiles was made by Life Safety Brian Braden during a routine inspection. Testing commenced immediately and results were received the same day. The testing confirmed the presence of asbestos. Immediately upon identification that the materials may be asbestos related, staff were evacuated from the area and all items (with the exception of staff personal belongings) were left in place. The area was restricted until all asbestos abatement was complete and FCF was given approval to re-occupy the office area. This incident did not affect the offender's living environment. The possible exposure was limited to potentially affecting approximately 28 staff members and four offenders who'd worked in the area. FCF worked with FMS to contract for the asbestos abatement. The project was completed and staff re-occupied the area on 4.28.2022.
- FCF conducted a search of Living Unit One. 192 cells were searched in a combined effort of Custody and Control, Case Management, Education, Maintenance, and Programs. We were able to capture several items of dangerous contraband, purge the unit of nuisance items and bring offenders into property compliance.
- FCF Custody/Control Manager attended the St. Thomas Moore Hospital Community Outreach meeting.
- FCF conducted a joint training operation with the Canon City Fire Department. was placed on modified operations to facilitate a search of Living Unit 1 on June 25, 2020.

PHYSICAL PLANT

- Trent Sosnowski was promoted to FCF's Electronics Specialist III.
- Corbin Aune from FCF promoted from a CO I to a CSTS I Boiler Operator.
- Sgt Nathan Feron was promoted from CTCF to FCF as an Electronics Specialist II.

ADA Project updates

- The sidewalks on the west side of the facility were completed during the fourth quarter. This is part of the ongoing ADA Project.
 - A complete remodel of Living Unit 4 was initiated during the fourth quarter. The lower tier showers and three cells in each pod are being remodeled to meet current ADA standards. In each cell the scope of work for this phase includes, the demolition of existing doors and frames, the removal of bunk beds, desks, seats, wall mounted water closets, and wall-hung lavatories. All new 3'-0" door frames, grab bars, wall mounted detention desks, bunk beds, ADA mirror's and security combination water closet/lavatories will be installed in each new ADA cell. Demolition to all lower tier showers will include all walls, floor tile, curbs, elevated shower slab, shower faucets, floor drains, and mop basin. All new ADA transfer type 36" X 36" showers, ADA grab bars, tile on both shower walls and floor, shower enclosures and shower faucets with a 5' x 5' drying area will be installed. The current estimated completion of this phase is September of 2022 and will give FCF 9 new ADA cells.
 - On May 26 The Office of State Architect and FMS toured FCF to discuss the needed electrical updates and to view the progress of the ADA project.
- FCF is fortunate to have Lt Kohl and offenders like William Otto that are very skilled in electronics, circuitry, and equipment design. FCF's Kitchen Repair staff and offenders

redesigned one of the Cleveland ovens in FCF food service. Staff re-engineered the systems that were problematic and added several to eliminate past issues, including failure to clean the oven after operation. In the redesign, if the operators fail to run the clean cycle after operation, it will automatically clean itself at midnight. They uninstalled the oven from the kitchen and took it to the electrical shop, working on it intermittently between other projects and work orders. They completely disassembled it, removing all the proprietary control panel and components including circuit boards, wiring, switches, relays, motors, and components. They then cleaned all calcium, grease and grime from all the stripped down components. The process of stripping down and cleaning the oven and all the components took many hours of labor.

The new operating interface was designed to utilize simple and easy-to-use controls that are readily available. The control panel base plate was drafted for the new controls then laser cut at metal products. After being completely disassembled, the entire oven and all components that were being re-used were thoroughly cleaned using de-scaling acid, boiling, and sanding. Then all re-used components were individually tested and re-built as necessary. A sequence of operations was developed for both the cooking and cleaning systems on the oven. Programmable Logic Controllers (PLCs) were used to interlock both systems and allow for easy interface of the operator controls. This also provided for adaptability and easily making any requested modifications. The main temperature control was modified slightly to precisely match the design requirements and parameters of our oven. A readily available pulse-width modulation control was designed to interface with the original burner combustion blower motor. Status and fault indicators were designed for self-diagnostics and easy trouble shooting of any problems with the oven. Saving the facility over **\$50,000**.

- FCF went on water restriction beginning Thursday, June 16th, in support of the sanitary sewer repair located under the Arkansas river. This project was completed ahead of schedule and without any additional impacts to the facility. We appreciated the communication and planning from FMS.
- FCF's Front Gate was repaired after waiting 3 weeks for replacement parts.
- Between April 1, 2022 and June 30, 2022 658 work orders were opened; 615 were closed. There are 34 that are 30+ days old, 16-Electrical, 12-Grounds, and 6-Key Control
- Through the use of the 7 water fountain/filling stations located in the facility, 13,402 plastic bottles have been saved between April 01, 2022 and June 30, 2022.
- Nunn Construction completed the concrete sidewalks portion of the ADA project. The project will now move into Living Unit 4 as the next phase begins.
- FCF Maintenance has begun the process of replacing existing cell sinks and toilets with more efficient combo units. Lighting in the unit is being updated to LED. This is part of the energy savings program ahead of the pending ADA remodel and was timed to capitalize on the bed reduction necessary for the ADA project.
- Due to multiple on-going contractor projects, FCF Maintenance staff members have been assigned as escorts. At times, as many as five Maintenance staff are being assigned to provide escorts. This has created challenges where Maintenance staff are unable to perform their regular scheduled duties. FCF Management is working together to ensure that routine maintenance does not suffer during the construction project.
- On May 26 The Office of State Architect and FMS toured FCF to discuss the needed electrical updates and to view the progress of the ADA project.

ADMINISTRATIVE SERVICES

- The 9 News team in conjunction with DU PAI visited the Inside Report to interview offenders for a story on April 25th. The story covered DU PAI professor John Moore. John spoke with 9 News about the journalism class that he has been teaching at FCF. The story aired on April 26th.
- CCI Management Team and FCF Management Team met with the staff and offenders assigned to the Furniture Shop. The offenders were given information regarding their current employment and future plans when Canteen is established in the Furniture Shop building. The meeting was very informative and the offenders were given ample time to ask questions.
- FCF Management met with the JYACAP offenders to discuss possible programs and normalization principles that could be afforded to the offender population.
- DMV2GO staff met with FCF Management Staff in the visiting room to determine the process that would be utilized to get offenders their state ID's. FCF in conjunction with DMV2GO completed the first event where an employee of the Department of Motor Vehicles set up a mobile Drivers License/State ID booth in the visiting room. Fourteen offenders were scheduled to attend the event.
- Daliah Singer, Freelance Journalist, toured the JYACAP classroom and spoke with the offenders about the Virtual Reality technology that is being utilized in JYACAP. Daliah was able to observe the JYACAP offenders working with the VR and she even put the goggles on to complete one of the scenarios. Dahlia recently contacted FCF and CDOC PIO Annie Skinner to inform us that her story has been accepted by a publisher and she will move forward.
- FCF participated in the first CDOC Circus held at the Canon Complex Visitor Center. This was an excellent opportunity for staff to enjoy games and experiences. FCF had Virtual Reality scenarios to include walking with dinosaurs and riding roller coasters. In addition to the VR, FCF provided popcorn and cotton candy.
- Major Warner has been working with the physical plant on installation of the CapTel phone and access for offenders through ViaPath. Currently FCF has one offender registered for use of the phone.

PROGRAMS

- In an effort to maintain minimum staffing on Custody/Control posts, all Program staff are authorized to volunteer to work days off and receive overtime for additional shifts assisting Custody/Control. Several teachers have volunteered to work days off to assist.
- All scheduled offender programs that were suspended due to Covid-19 IAP protocol have resumed; this includes Academic, Vocational Cognitive Education, Volunteer Services and all DU PAI activities.
- DU PAI *Inside Report* completed several interviews this quarter to include: State Senator Pete Lee (twice), Jaime Horsfall of the Brain Injury Alliance, Charlotte West of Open Campus Media, Alexandra Arriaga from The Marshall Project, Gale Sanders of Destination Freedom, Rick Dryer of The Fair Chance Alliance and with Jessica Warren (CCI Director).
- DU-PAI celebrated the Journalism Class graduation.

- FCF collected several pieces of offender art submissions for the DU-PAI - Chained Voices Art show.
- 9 Milestone Mentors and two staff members completed the Milestone export/NCPS training.
- On March 9, 2022, Warden Burtlow and the FCF Management Team held an Offender Council meeting with core group members from all areas. This meeting was held in support of the facility being "reset" back into a more normalized operation and sharing COVID, operational and facility information.
- On March 11, 2022, FCF Hosted personnel associated with the RESTORE Initiative. This group included two representatives from the Latino Coalition.
- Pathway Home Fair conducted in Academics, Heith Jackson present for the fair.
- Redemption Road CrossFit is currently participating in a CrossFit open.
- With the observances of Ramadan and Passover coinciding, significant modifications to operations were created to ensure accessibility by participating offenders.
- FCF Vocational Education classes are limited. This is due to a vacant welding instructor position. Additionally, the CTE Carpentry Instructor position has been reallocated to a Liason position that will have responsibility for Peer Support programs and offender councils.
- 7 Habits Graduation was held recognizing 20 offender graduates. Guest speaker Jane Gasko addressed the graduates and the incoming class of 24 offenders.
- FCF Library completed the ILD Virtual Summit on 5/25/22.
- FCF Academic / Vocational instructors attended two days of Professional Development Training at Colorado State University Pueblo.

NUMBER OF STUDENTS ENROLLED IN EACH CLASS

Program	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
HSE	263	238	266	281
Thinking for a Change/ Aftercare	27	24	71	51
Moral Recognition Therapy	21	20	28	31
Why Try	68	1	35	51
Intro To Computer Info Systems	40	36	31	43
CAD	21	14	23	32
JYACAP	21	4	9	13
Carpentry	0	0	0	0
Janitorial	28	4	18	45
Machine Shop	33	30	43	42

Welding	29	30	15	0
Customer Service	27	18	42	39
Work Skills (WIN CR)	20	22	39	31
Pre-release	154	52	47	56
7Habits	104	34	0	42
Flagger Certification	0	0	0	0

2. TRENDS/ISSUES AND ACTIONS TAKEN

CUSTODY / CONTROL

- Policy for Close Custody General Population is not applicable under Administrative Regulation 600-09 Special Management. This has been addressed with management. FCF has prepared a proposed policy for this population.
- FCF Supervisors continue to work with the FCF Training Department to obtain weapons and Armed Transport Certifications for additional staff in an effort to assist FCF with ongoing transports and hospital watches.
- This quarter ends with a consistently large number of CO I vacancies and staff on FMLA. FCF routinely assists with the screening/hiring process and would be willing to assist with recruitment strategies.
- FCF continues to see an influx of suspected drugs through the mail. We continue to copy all incoming personal mail at the order of OIG Daigle. Additional strategies are needed to further prevent this avenue and FCF is committed to working with others to find feasible solutions.
- Custody & Control continues to work with area facilities and CTU to ensure necessary staffing is met. This is primarily in the coverage or assistance of transports/hospital supervisions and the best use of staff with firearms credentials.
- FCF is currently on a Modified Courtesy Mark system in order to reduce the utilization of 16-hour shifts. This system also allows for the decompression of third shift doing the majority of overtime by distributing the hours needed to first and second shift. Vacancies, COVID, Military Activations, FMLA, Hospital Supervision and Transports drive the majority of the daily shortages on each Custody and Control shift.

PHYSICAL PLANT

- Upgrades to the cell windows and observation cells began in the fourth quarter. FCF Maintenance is replacing the damaged (scratched) door windows in the RH cells. The Lexan windows and door barriers are being replaced in the observation cells.
- In April, FCF Maintenance began the process of replacing existing cell sinks and toilets with more efficient combo units. The new combo units will save approximately 200,000 gallons of drinkable water per month.
- Fluorescent Lighting in the living units continued to be updated to LED. This is part of the energy savings program ahead of the pending ADA remodel.
- Following the asbestos abatement in Living Unit 2 office area, the floor has been ground down and sealed. The area was painted prior to being reoccupied by staff. The office area returned to normal operation on April 28th.

- The main camera system for Living Unit 2 is now on a Bosch DVR. Living Unit 2 control centers have all 16 cameras displayed on their Security Monitor at all times

ADMINISTRATIVE SERVICES

- FCF has filled the WebEx position. This position is working with the courts to ensure WebEx capability is available for court hearings at FCF. With the return to in-person visiting, FCF is encouraging attorneys to visit their clients in-person. FCF has encountered some difficulty with this due to the attorneys liking the virtual visits. FCF is working with attorneys that show a need to continue the virtual visits.
- JYACAP is expanded during this quarter due to legislation that was passed. Additional equipment and resources are being purchased. An additional teacher has been hired and is currently in the CTA.
- FCF participated in the necessary eOMIS testing, thankfully with very few additional concerns identified and with the additional constraints we have, we are thankful for the opportunity to test this process prior to implementation as it will aid in long term management and program success.
- RESTORE is new to FCF and some offenders and staff were uncertain of the benefits that the offenders could gain by participating in RESTORE. Our RESTORE team came up with a great info graphic for our population (and staff) to have a visual of how and why this important program is being implemented. So far our team is doing a great job with implementation steps and in-reach planning.

PROGRAMS

- DU PAI continues to provide offenders with opportunities to grow in the Arts. Continued collaboration with DU

3. SECURITY

INCIDENT ALERT DRILLS

Quarter	# of Functional Exercises	# of Table Top Exercises	# of Full Scale Exercises	Corrective Measures
1 st	5	0	1	None
2 nd	2	0	1	None
3 rd	2	0	2	None
4 th	2	1	2	None

REPORTABLE INCIDENTS

Incident Type	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
TOTALS				
ALCOHOL	16	51	25	30
ASLT STAFF - HAZ LIQUID	1	0	2	0
ASLT STAFF WOUT SERIOUS INJ	6	1	2	1

Incident Type	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
ATTEMPTED SEXUAL ACT	1	0	0	0
BELOW MINIMUM STAFFING	4	8	9	2
CELL EXTRACTION (OC USED)	0	0	0	0
CLIMATE CONTROL DEVICES	1	1	0	1
COMMUNICATION DEVICE	3	0	1	4
DAMAGE TO BUILDINGS/PROPERTY	2	1	2	0
DRUGS/DRUG PARAPHERNALIA	29	30	18	25
DRY CELL OBSERVATION	3	5	3	3
EMERGENCY TRANSPORTS (MEDICAL)	81	70	57	65
EMERGENCY TRANSPORTS (SECURITY)	2	0	1	0
EMERGENT NEED ENTRY	3	2	3	0
ESCAPE PARAPHERNALIA	3	0	3	1
EVACUATION	0	0	0	1
FACILITY SEARCH/LOCKDOWN	4	5	2	1
FIGHT	16	14	13	12
FIRE	0	0	0	0
FIREARM, KNIFE, BLUDGEON	5	7	6	10
FORCE TEAM ACTIVATED (NO UOF)	0	0	0	0
GROUP DISTURBANCE	2	0	0	1
HARD INTERMEDIATE CONTROL	1	1	0	0
HEALTH INCIDENT (MULT INMATES)	0	0	0	0
HUNGER STRIKE (SINGLE INMATE)	1	2	7	4
ID/UNIFORM/CIVILIAN CLOTH	1	1	6	2
IMPLEMENT SPECIAL CONTROLS	5	3	9	1
INCIDENT ALERT DRILL	6	1	0	3
INJURY/ILL REQ OFF GRD TRANSPORT	1	0	2	5
INMATE ASLT WITH SERIOUS INJ	1	2	1	4
INMATE ASLT W/OUT SER INJURY	2	9	8	1
INMATE ASLT HAZARDOUS LIQUID	0	0	0	1
KEYS(PERSONAL/FACILITY)	0	0	0	1
MEDICALLY ATTENDED	0	0	0	0
MEDICALLY UNATTENDED	0	0	0	0
POTABLE WATER DEVICE	0	0	0	0
SECURITY DEVICE	24	7	5	11
SECURITY EQUIPMENT	0	0	0	1
SECURITY MONITORING EXERCISE	9	8	11	4
SELF-INFLICTED INJURY	6	2	6	0
SEXUAL ACT	1	2	3	0
SEXUAL CONTACT	1	1	1	3
SEXUAL HARASSMENT	7	9	14	9
SOFT EMPTY HAND CONTROL	13	15	27	9
SOFT INTERMEDIATE CONTROL	7	1	7	4

Incident Type	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
STAFF INJURY	19	9	32	17
SUICIDE	0	0	0	0
SUICIDE ATTEMPT (MH ASSESSMENT)	2	1	0	0
TOBACCO	0	51	0	1
TOOLS (CLASS A & B)	0	0	0	0
UNKNOWN	0	1	0	0
UTILITY SERVICE	3	0	5	1
OUTSIDE SECURITY THREAT	0	1	0	0
ASLT STAFF - SPITTING	0	0	1	0
ASLT STAFF WITH SERIOUS INJ	0	0	1	0
CELL EXTRACTION (OC USED)	0	0	1	0
COMMUNICATIONS	0	0	2	0
HEALTH INCIDENT (MULT INMATES)	0	0	1	0
RESTRAINT CHAIR	0	0	3	1

PERFORMANCE MEASURES

SEARCHES	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
# of cell searches	1246	2467	1363	1477
# of common area searches	687	697	684	633
TRANSPORTS	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Transports done by facility transport personnel	51	42	39	34
# of offenders	70	49	52	77
# of miles	1747	1951	1098	1725
# of personnel hours	140	192	153	189
Transports done by non-transport facility personnel	79	85	54	63
# of offenders	94	87	58	69
# of miles	2009	1947	1573	2747
# of personnel hours	272	231.5	251	347
Hospital Supervision	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
# of offenders	14	13	14	8
# of personnel hours	2697	3496	2500	1508
Special Teams: # of Active Members	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
ERT	15	14	10	9
SORT	1	1	1	1
ESCAPE	9	9	9	9

Crisis Negotiation	1	1	1	1
Critical Incident Response	4	4	4	4
Honor Guard	1	1	1	1

COPD CHARGES/CONVICTIONS

Class 1 COPDs	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Charges	16	46	22	36
Convictions	16	45	22	29
Charges to Convictions	100%	97.83%	100%	81%

Class 2 COPDs	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Charges	118	138	96	101
Convictions	114	141	76	92
Charges to Convictions	96.61%	97.87%	79.17%	91%

HISTORICAL COPD DATA			
FISCAL YEAR	CLASS I CONVICTIONS	CLASS II CONVICTIONS	IARPs
2020 thru 2021	89	269	80
2019 thru 2020	45	225	28
2018 thru 2019	37	265	19
2017 thru 2018	37	176	36
2016 thru 2017	164	534	115
2015 thru 2016	216	595	215
2014 thru 2015	206	445	234
2013 thru 2014	165	925	0
2012 thru 2013	165	1059	3
2011 thru 2012	185	144	3

4. PERSONNEL

STAFFING	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Requests for Transfers In	5	4	3	0
Requests for Transfers Out	12	20	12	53
# Transferred In	5	4	2	0
# Transferred Out	8	9	7	2
Overtime Hours	20,120.83	21,538.25	20,518	23,021.40
12/16 Hour Shifts	689/793	1010 / 1160	1921 / 1083	2118/986
# of Staff on Flex Schedules	0	0	0	0
FMLA Hours	7,735.6	8,369.6	10,443.93	8453.51

Turnover Rate	1.93%	1.66%	2.64%	1.62%
Times under Minimum Staffing	5	8	8	2

VACANCY REPORT	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
# Authorized FTEs	420	420	420	420
# Vacancies	24	35	56	54
% Vacancies	5.71%	8.33%	13.33%	12.86%

EMPLOYEE GRIEVANCES	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Step I	1	0	0	0
Step II	1	0	0	0

TRAINING HOURS

FY: 20-21	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Class Originated Within Facility/Agency: CDOC: Outside Agency / Vendor:	31 / 1	44 / 0	29 / 0	14/0
Participant Source Distribution CDOC Personnel Outside Agency Personnel	443 / 1	568 / 3	373 / 0	351/2
Participant Gender Distribution Female Male	282 / 162	383 / 188	224 / 149	211/142
Participant Ethnic Distribution Caucasian Non-Hispanic Hispanic/Spanish/Latin African American Asian American Native American Other	288 / 112 / 25 / 7 / 10 / 0	361 / 152 / 25 / 8 / 19 / 0	257 / 87 / 12 / 7 / 8 / 0	234/80/20/ 6/9/0/4
Participant Job Assignment Distribution Administration Case Management Clerical Support Clinical Services Correctional Industries Custody Control Food Service / Maint Support Programs Parole/Community	1 / 23 / 14 / 55 / 0 / 286 / 45 / 9 / 0	1 / 30 / 13 / 45 / 0 / 400 / 62 / 3 / 0	1 / 21 / 15 / 25 / 0 / 230 / 48 / 17 / 0	1/21/13/33 /0/206/53/ 14/0

5. OFFENDER POPULATION

Population Figures by Scored Custody Level	Quarter 1	Quarter 2	Quarter 3	Quarter 4
CLOSE	9.43%	12.10%	12.67%	14.2%
MEDIUM	88.27%	86.33%	85.83%	84.2%
MINIMUM	.10%	.17%	.23%	0.1%
MINIMUM RESTRICTIVE	2.13%	1.43%	1.27%	1.6%

Population Figures by Ethnicity	Quarter	Quarter 2	Quarter 3	Quarter 4
AM. INDIAN	3.2%	3.1%	3.37%	3.1%
ASIAN	1.4%	1.27%	1.33%	1.5%
BLACK	19.5%	19.63%	20.30%	20.1%
HISPANIC	29.1%	29.13%	29.63%	29.0%
WHITE	45.8%	45.17%	45.10%	46.1%

Subject Step 1 Grievances	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Total	425	368	491	291
Account	7	8	8	5
Assignment Discrimination	0	0	0	0
Canteen	62	24	30	39
Case Management	5	5	6	9
Dental	4	7	9	12
Disagree with accommodations	0	1	2	1
Equal Access	0	0	0	0
Earned Time	2	1	3	0
Food Service	15	8	3	5
Housing Conditions	5	5	3	5
Jobs	20	15	21	14
Laundry	10	10	7	7
Legal Access	1	1	4	3
Mail room	22	39	24	29
Medical	117	103	132	111
Mental Health	16	9	32	23
Other	43	44	78	60
Privileges	3	1	0	0
PREA	1	3	1	2
Programs	4	2	2	5

Subject Step 1 Grievances	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Property	85	47	94	55
Publications	1	0	0	1
Recreation	2	0	1	1
Religion	4	1	2	3
Safety	1	0	0	1
Staff Conduct	34	34	26	38
Visitation	2	0	1	2
Physical access compl/Housing	0	0	1	0
Staff Issues	0	0	1	10

Subject: Step 2 Grievances	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Total	163	111	143	107
Account	2	2	3	2
Canteen	9	10	8	8
Case Management	4	1	1	1
Dental	2	2	2	6
Earned Time	1	1	1	0
Food Service	4	0	1	2
Housing Conditions	4	1	2	0
Jobs	9	3	8	5
Laundry	5	4	2	4
Legal Access	3	0	3	0
Mail room	12	9	12	7
Medical	47	30	42	40
Mental Health	10	6	17	18
Other	25	16	22	27
PREA	1	0	0	1
Privileges	3	1	0	0
Programs	2	1	0	1
Property	27	19	15	31
Publications	2	0	0	1
Recreation	1	0	0	1
Religion	1	0	0	0
Searches	0	0	0	1
Staff Conduct	3	5	3	13
Visitation	1	0	1	1

6. PROGRAMS

RECREATION	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
# of offenders, who participate in programs that are structured, implemented, supervised and coordinated by Recreational Programs. (include hair activities)	3656	2077	1735	2913
# of offenders that enter recreation areas for	42,954	37876	12995	26532
# of structured programs offered at the facility; programs facilitated and coordinated by Recreational Programs	19	15	9	20
# of disciplinary reports written by Recreational Programs for altercations occurring in the recreational area.	0	0	0	0
# of individual community volunteers involved in the facility recreation program	24	4	4	16
VOLUNTEER PROGRAMS	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
# of Formal Religious Services	148	156	22	158
# of Other Religious Programs (regularly scheduled faith group programs; not services)	31	37	8	54
# of Seminars (special events; count as event not # of days)	10	21	0	31
# of Non-Religious Programs (AA, GED Tutors etc)	3	10	1	16
# of Offender Participants (Total number in each event, 1 offender may attend numerous events and counted each time)	3991	8896	894	5621
# of Offenders Served (do not count offenders more than once)	1020	2105	330	1302
# of Volunteers (each volunteer is counted only once)	5	20	6	49
# of Volunteer Hours Served (Total hours of all volunteers)	22	103	55.30	206.50
Chaplain Hours	577:15	452:15	107	717
# of Emergency Notifications by Chaplains	3	11	6	8

OFFENDER LABOR CREWS	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
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Offender Labor Hours Worked	6720	4550	4466	3960
Offender Labor Projects Completed	2	2	4	2
# of Agencies Served	1	1	1	1
TOURS				
	Date	Group Name	# in Group	Areas Visited
1 st Quarter	09/13/2021	National ACA Auditors Representatives from Deputy Executive Kaufman's office interviewed offenders that had recently been returned from parole.	3	Entire Facility Visiting Room
	07/09/2021		2	
2 nd Quarter	10/20/2021	Robert Cleveland	1	Religious Programs
3 rd Quarter	2/18/2022	RESTORE Tour	6	Tour LU 2, Pre-Release for transition to RESTORE
	2/15/2022	Furniture/Canteen Building Tour	10	Furniture Shop
	3/3-4/22	PREA National Auditors	3	Entire Facility
4 th Quarter	4/19/22	CCi Management Team	5	Furniture Shop
	4/25/22	9 News	4	Education Hallway
	5/3/22	DMV2GO	1	Visiting
	5/26/22	FMS & Office of State Architect	6	Tunnels and Living Unit 4
	6/17/22	Executive Team, CCi & FMS, outside partners from New Horizons Ministry	12	Vocational Education, JYACAP, Furniture Shop
	6/22/22	Rick Thompkins & Dept. of Labor	3	Facility Tour

7. TESTING AND INSPECTIONS

LIFE SAFETY

Quarterly Testing	1 st Quarter	2 nd Quarter	3rd Quarter	4 th Quarter
SCBA	N/A	N/A	N/A	N/A
Fire Stand Pipe System	Checked monthly	Checked monthly	Checked monthly	Checked monthly
Emergency Exit Lighting	Completed Monthly	Completed Monthly	Completed Monthly	Completed Monthly
Emergency Generator	Completed Quarterly	Completed Quarterly	Completed Quarterly	Completed Quarterly
FIRE DRILLS				

1 st Quarter Dates	Locations	After Action Report
Postponed due to COVID		
2 nd Quarter Dates	Locations	After Action Report
12/24/21	Living Unit 7	IR#1504480
12/24/21	Living Unit 8	IR#1504481
12/23/21	Living Unit 4	IR#1504184
12/28/21	Living Unit 2	IR#1505551
12/28/21	Living Unit 8	IR#1505548
12/24/21	Living Unit 6 Upper / Lower	IR#1504478
12/23/21	Living Unit 2	IR#1504181
12/23/21	Living Unit 3	IR#1504182
11/5/2021	Case Management	IR# 1490549
11/5/2021	West Maintenance	IR#1490636
11/24/2021	Vocational Education	IR#1495837
11/11/2021	Furniture Shop	IR#1492195
11/11/2021	Metal Products	IR#1492197
11/29/2021	Food Service	IR#1496970
3rd Quarter Dates	Postponed due to COVID-19	
4th Quarter Dates	Postponed due to COVID-19	

ANNUAL EQUIPMENT TESTING

	Fire Alarms	Sprinkler System	Smoke Detection System	Fire Hydrant
Date	9/1/2021	9/1/2021	9/1/2021	7/29/21
Performed By	Rocchi/ Kessler	Rocchi/Kessler	Rocchi/ Kessler	M.Byrd/ J. Trujillo

ANNUAL CDPHE INSPECTION (INCLUDE FOOD SERVICE)

Note: add to data dictionary that this includes annual inspection, not mid-year

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Date of Inspection	September 20th & 21, 2021	-	-	-
# of Violations	42	-	-	-
Violations Corrected	42	-	-	-
Violations Pending	0	-	-	-

Comments if necessary: Three repairs are pending completion due to being part of an ongoing project.

ANNUAL FIRE INSPECTION				
	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Date of Inspection	May 5, 2021 Annual Fire Inspection Completed	-	-	-
# of Violations	-6	-	-	-
Violations Corrected	-6	-	-	-
Violations Pending	-0	-	-	-

Comments if necessary: