



# Oakhill Correctional Institution

*2005 ANNUAL REPORT*  
*JULY 1<sup>ST</sup>, 2004 – JUNE 30<sup>TH</sup>, 2005*

*Warden Deirdre A. Morgan*

Department of Corrections  
Division of Adult Institutions  
Oakhill Correctional Institution  
5212 County HWY M  
Oregon, Wisconsin 53575-0140

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# Oakhill Correctional Institution

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## A MESSAGE FROM THE WARDEN

Fiscal year 2005 has been a year of significant change at OCI. The Management Team has seen changes in almost every department. On November 1, 2004, I replaced Warden Dick Verhagen. Warden Verhagen had been at Oakhill for three years and assisted in moving it toward reintegration. We will continue to carry on that mission and goal with his help in his new position as Classification Chief.

In December 2004, Deputy Warden Ana Boatwright moved to Taycheedah Correctional Institution as the new warden of all the women's facilities in the state. In April 2005, Mark Severtson was appointed Deputy Warden to replace Deputy Warden Boatwright. Captain Tom Laliberte retired and Janis Mink became the new Administrative Captain, leaving vacant the Social Services Director position. Christine Tanner assumed that position in August. Doug Percy replaced Mark Severtson as the Correctional Management Services Director.

Local 3021 also went through a transformation when President Rodney James left state service and Daniel Andersen was elected the new President. In May 2005, we received our first group of sergeant trainees. A second group will join us in early December.

Year 2005 was not just a year of new faces; Oakhill underwent a new face lift. In July we completed the cottage renovation project. In August we celebrated the opening of the new 10,000 square foot Health Services Unit. The new spacious and well equipped building also assists in our role as the minimum security institution for medically needy inmates. A \$1.2 million renovation of the electrical system was started, and the steam and condensate piping between Cottage 12 and the MARS Building was upgraded. The old drafty windows in the Administration Building were replaced, and a fence installed around the building now provides an upgraded level of security for the institution.

In addition to the staff and physical changes, Oakhill saw a change in a number of inmate services. In January of 2005 Oakhill took over the farm project at Oregon Correctional Center. Twenty-three inmates were hired to work on the dairy farm. In September, inmates began working with the Middleton Public Lands with a supervised crew of 6-8 offenders providing assistance in the Parks Department. In August, Oakhill reinstated the work-release program. UBC (United Building Contractors) and Trachte Corporation hired a total of 23 inmates at entry level positions, paying the inmates market wages. Work Release will assist in preparing offenders for re-entry through work skills and financial management. We are looking forward to expanding the work release program in 2006.

Oakhill hosted a musical concert that included students from the University of Wisconsin. The Oakhill Choir in turn performed for the UW Students.

As we look to fiscal year 2006, we will continue to see staff changes, construction projects, new programs and initiatives. We will continue to rise to the challenge and honor our commitment that Oakhill is a place where all people grow.

In closing, thank you to all staff for their assistance and support in the many changes that have occurred during this fiscal year. I look forward to a safe and successful 2006.

Warden Deirdre A. Morgan

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## **INSTITUTION MISSION AND GOALS**

The mission of Oakhill Correctional Institution (OCI) is to maintain the safe and secure custody of minimum security offenders in a responsive, supportive, equitable and quality environment. Offenders will be provided opportunities for positive cognitive and behavioral development and progress through proven, cultural-competent programming and treatment. Opportunities also will be provided through fair, consistent and objective staff decision-making and performance.

## **INSTITUTION FACTS**

- In 1976, the Wisconsin School for Girls was converted to a minimum-security facility for adult males and named Oakhill Correctional Institution
- Oakhill Correctional Institution is approximately 100 acres and is located two miles from the Village of Oregon, WI, in Dane County.
- Installation of a 6,000 lineal foot Gallagher Stun Fence was completed in December of 1999.
- OCI has been designated the minimum security institution for medically needy inmates.
- Operating Capacity – 300
- Average Daily Population – 602
- Admissions – 1001 – (for detailed release statistics see Records section , pg. 18)
- Personnel – 247
  - Officer/Sergeant Staff – 156
  - Non-officer/sergeant staff - 91
- Inmate to staff ratio – 2.4:1
- Operating Budget – \$17,023,747
- University of Wisconsin Hospitals & Clinics (UWH&C)

Since 1990 OCI has been responsible for the management and operation of the 10 bed Secure Unit and the Outpatient Waiting Area (OPWA) located on UWH&C grounds. The Outpatient Waiting Area (OPWA) opened in April of 1999. These areas provide inpatient and outpatient services to all adult correctional facilities. On occasion, Federal/County and pre-trial offenders have been admitted in the Secure Unit as part of mutual aid.

- **FY05**
- Outpatient Appointments 10,096
- Inpatient Stays 561
- Emergency Room Visits 370

Oakhill Correctional Institution - Medical/Dental Visits – 10,137

- Amount of money collected from inmates for restitution, child support, victim/witness, and medical co-pay.
  - Medical Co-Pay - \$7,200.00
  - Victim Witness Services/DNA - \$35,924.79
  - Court ordered restitution/fines - \$12,404.55
  - Child Support - \$18,751.
- Approximately 129 Volunteers assist with various programs such as library, recreation areas, alcohol & drug treatment programs, parenting programs and adult literacy programs.
- Number of inmate complaints – 1002 – (for detailed report, see Inmate Complaints on page 22).
- Academic Programming – Inmates work toward earning a Wisconsin High School Equivalency Diploma (for details see Pg. 12).

#### **OAKHILL CORRECTIONAL INSTITUTION ACCOMPLISHMENTS FOR FISCAL YEAR 2005**

- February 2005 – OCI recruitment for Correctional Sergeant Trainee Program to fill 19 Correctional Sergeant vacancies. One candidate started for March 7<sup>th</sup> Academy class. Eleven candidates started for May 2<sup>nd</sup> Academy class.
- Work Release – OCI continues to work with construction companies for work release positions.
- \$3.5 million Health Services Unit (HSU) building nearing completion.
- \$7.5 million Cottage Remodeling Project is drawing to a close after 1 ½ years.

## COMMUNITY SERVICE PROJECTS

OCI is always ready to assist our local community when in need.

- Set-up and take-down for Oregon Summerfest
- Clean-up grounds during Fitchburg Days
- Assisted in moving furniture and renovation of State Office Buildings for the Department of Administration
- Audiotape transcription of Madison Area Technical College text books for the visually impaired
- Fourteen inmates per day assist Central Wisconsin Center Laundry & the Department of Administration
- OCI employees sent 65 Easter baskets to underprivileged Dane County Children through the Crazy Community Projects Easter Basket Collection.
- Over 56 flats of assorted perennials and vegetables were donated to the Seventh Annual Children's Benefit Plant Sale in Madison.
- Girl Scout cookie sales to Oakhill's inmates generated a \$672 donation to Southern Oaks Girls School.
- Oakhill inmates donated \$262.00 to the Rape Crisis Center from pizza and ice cream fundraising sales.
- A donation of \$350 to Access To Independence.
- A \$494.75 donation to the American Red Cross for the Tsunami Disaster.
- Fundraising activity honoring National Crime Victims' Rights week.
- American Red Cross "Together We Prepare Project". Offenders stamped and collated a total of 36,000 informational brochures for distribution into the community for "The Day of Caring".
  - Children's Charities of Madison -  
Amount of donation: 74 flats, 10 hanging baskets
  - Allied Drive Community Center -  
Amount of donation: 24 flats

- Promisekids  
Amount of donation: 18 flats, 8 pots
- Kid's Gardening Program –Troy Gardens  
Amount of donation: 33 flats
- Triangle Neighborhood Association  
Amount of donation: 30 flats
- West Madison Christian Community  
Amount of donation: 37 flats
- Community Action Coalition  
Amount of donation: 100 flats
- Holiday Evergreen Wreath Donation  
Amount of donation: 36 wreaths

### **SPECIAL PROJECTS**

Oakhill has inmates employed at a variety of local and/or state government agencies in the local community. These inmates assigned to off-grounds general work crews earn up to \$1.25 per hour, which is paid for by their employer. In Fiscal Year 2005, OCI had inmates placed at the following locations:

- Badger State Industries - Furniture Division
- Badger State Industries – Farm Operations
- Central Wisconsin Center
- Department of Administration
- Madison Area Technical College Reading Project (on-grounds)
- Department of Natural Resources – Chronic Wasting Disease Project (CWD)

## COMMUNITY RELATIONS BOARD

OCI is committed to working closely with neighbors and members of our surrounding communities. As such, we have formed a *Community Relations Board* in collaboration with local community representatives, staff from OCI and the Oregon Correctional Center. The Board meets on a regular basis to discuss issues that are germane to our institutions and locale.

The Community Relations Advisory Board has become a significant link between our correctional operations and the local community. The Board is currently comprised of the following individuals:

**Art Thurmer**  
Regional Chief -  
Division of Community  
Corrections  
2445 Darwin Road  
Madison, WI 53704

**Angie Tipple**  
C/o Richlieu CC Banjos  
900 Market Street  
Oregon, WI 53575

**David Lehmann**  
5003 County Highway M  
Oregon, WI 53575

**Harlyn Buwalda**  
Farm Manager  
Oregon State Farm  
P.O. BOX 25  
Oregon, WI 53575

**Jane Dier-Zimmel**  
Superintendent  
Thompson Correctional  
Center  
434 State Farm Road  
Deerfield, WI. 53531-9562

**Carole McGuire**  
Dane County Board  
Supervisor  
502 Glenview Drive  
Madison, WI 53716

**Douglas Pettit, Chief of Police**  
Oregon Police Department  
1 17 Spring Street  
Oregon, WI. 53575.

**Sandy Pope-Roberts**  
Representative District 79  
State Capital, Room 420  
North  
Madison, WI 53708

**Mayor Tom Clauder**  
City of Fitchburg  
5520 Lacy Road  
Fitchburg, WI 53711

**Tom Blatter, Chief**  
Fitchburg Police Department  
5520 Lacy Road  
Fitchburg, WI 53711

**Ms. Anne Staton**  
Parent Share Group  
456 Orchard Street  
Oregon, WI 53575

**Jon Erpenbach**  
State Senator, District 27  
State Capital, Room 202  
South Madison, WI 53703

**Linda Pollock**  
Oregon Chamber of  
Commerce  
Box 123  
125 North Main Street  
Oregon, WI 53575

**In Memorial – Lyman Anderson past member of Oakhill  
Community Relations Board – passed away October 25<sup>th</sup>, 2005.**

## OAKHILL CORRECTIONAL INSTITUTION STAFF FACT SHEET

### **WARDEN:**

Deirdre A. Morgan, Warden  
Confidential Secretary  
Inmate Complaint Examiner

### **DEPUTY WARDEN:**

Mark Severtson, Deputy Warden  
Confidential Secretary

### **TREATMENT:**

Jan Mink, Social Services Supervisor  
Program Assistants (3)  
Social Workers (8) Offender Registrar  
Offender Records Assistant (1.5)  
Chaplains (2 Half Time)

Jack Rice, Education Director  
Program Assistant (.5)  
Teachers (6)  
Librarians (1 Full Time)  
Recreation Leaders (2 Full Time/2 Half Time)  
Program Review Coordinator

Lawrence Kane, Ph.D., Chief Psychologist  
Psychologist  
Crisis Intervention Worker  
Program Assistant (.5)

Health Services Manager  
Physician  
Nurse Practitioner  
Dentist  
Dental Assistant  
Nurses (5.5)  
Medical Program Assistant Associate

### **PERSONNEL:**

Therese Sundet, Human Resources Director  
Personnel Assistant  
Payroll and Benefits Specialist

### **MANAGEMENT SERVICES:**

Correctional Management Services Director

Teresa Peterson, Financial Program Supervisor  
Program Assistant  
Fiscal (2)  
Stores (3)

Steve Bremer, Food Service Administrator  
Corrections Food Service Leader (6)

Dave Mares, Buildings and Grounds Superintendent  
Maintenance (6)  
Power Plant Operators (5)

### **SECURITY:**

James Parisi - Security Director  
Confidential Secretary  
Program Assistant (2)  
Administrative Captain (1)  
Captains (5) Includes UWH&C  
Lieutenants (6) Correctional Officers 156

## PERSONNEL

The *OCI Personnel Office* has primary responsibility for the administration of the institution's human resources. This office is comprised of three staff positions including the Institution Human Resources Director, Payroll & Benefits Specialist, and the Human Resources Assistant. This office provides a program of complete personnel services including the following:

<i>Staffing</i>	<i>Classification</i>
<i>Employment Relations</i>	<i>Compensation</i>
<i>Fringe Benefits</i>	<i>Labor Contract Administration</i>
<i>Health and Safety</i>	<i>Affirmative Action Programs</i>
<i>Staff Training</i>	<i>Recruitment</i>
<i>Employee Assistance Program (EAP)</i>	<i>Critical Incident Stress Debriefing (CISD)</i>
<i>Other Personnel Related Programs</i>	

### EMPLOYEE ASSISTANCE PROGRAM (EAP)

The EAP is a confidential resource that employees can utilize to deal with personal, work related, behavioral or medical problems. This program is available through self-referral, supervisory referral, or union referral to aid employees and their families in dealing with issues such as alcohol or drug abuse, medical problems, death, financial problems, domestic abuse, emotional problems, etc.

### WORKPLACE ENHANCEMENT AND DIVERSITY DEVELOPMENT (WEDD)

The Affirmative Action Committee at OCI is committed to ensure equal employment opportunity for women, racial/ethnic minorities, and persons with disabilities. OCI is committed to the maintenance of a harassment-free and discrimination-free work environment. In addition to assisting OCI in recruiting/retention, the committee is also involved in training (dignity/respect, the mentorship program, Field Officer Training Program) and other support systems that assist employees in their professional development. It is the committee's goal to aid Oakhill in creating a professional, positive and progressive workplace.

### CRITICAL INCIDENT STRESS DEBRIEFING

The Department of Corrections has long been aware that employees are subjected to stress and danger not normally experienced by other state workers. Although the Employee Assistance Program has been successful in providing counseling and referral for employees' personal problems, the Critical Incident Stress Debriefing (CISD) Program was developed to help employees with traumatic, work-related events which must be managed by rapid, intense and affirmative intervention. This class of events includes a narrow range of job-related incidents, which has the potential for producing sudden psychological trauma sufficient to jeopardize the employee's performance on the job and in other areas of their lives. The CISD Program has been successfully implemented at OCI for several years and

has helped employees cope with the stressful events of a tornado, two inmate suicides, assaults on staff, etc.

## BUSINESS OFFICE

Staffing in the Business Office remained the same this year with 2.0 FTE Financial Specialists, 2.0 FTE Storekeepers, 1.0 FTE Program Assistant and 1.0 FTE Secretary-Confidential. The Corrections Management Services Director received a promotion to Deputy Warden which left the Business Office with that position vacant for several months.

With two large building projects running simultaneously, staff were busy. One of the projects was a cottage remodeling project which included major bathroom renovations to the cottages. The other project was the construction of a new health services building. The institution is anticipating a late-July occupancy date for this new building. The building will include three 24-hour care rooms, three exam rooms, one triage room, and a 3-chair dental suite.

SALARY	FY 2003	FY 2004	FY 2005
	(actual expenditures)	(actual expenditures)	(actual expenditures)
Permanent Salary	10,229,050	10,411,568	10,432,315
LTE/Permanent Project Salary	24,246	30,141	26,746
Fringe Benefits	4,010,064	4,320,331	4,470,736
<b>TOTAL SALARY</b>	<b>14,263,360</b>	<b>14,762,040</b>	<b>14,929,797</b>
<b>NON-SALARY</b>			
Supplies & Services	652,091	748,375	480,381
Permanent Property	0	22,477	30,548
Food	567,400	514,148	530,823
Variable Non-Food	615,400	275,644	253,339
Fuel & Utilities	554,873	542,500	620,626
Maintenance	152,640	152,763	143,144
<b>Purchase of Services</b>	<b>18,900</b>	<b>18,100</b>	<b>21,684</b>
<b>TOTAL NON-SALARY BUDGET</b>	<b>2,561,304</b>	<b>2,274,007</b>	<b>2,080,545</b>

## STORES/CLOTHING/CANTEEN

This was the first year of contracted commissary services. After an initial period with higher than average error rates and items out-of-stock, service improved later in the fiscal year. Total sales during FY05 were \$342,939.32, which averaged \$6,594.80 per week or \$26.75 per order.

## MAINTENANCE

The Building & Grounds Department has three primary areas of responsibility – Maintenance, Powerhouse and Grounds/Gardens.

The Maintenance staff includes four Maintenance Mechanic III's and one Facility Repair Worker IV. They are responsible for the daily maintenance and repair of every item in every building, and the buildings themselves. Utilizing their skills, and supervising the work of 25-30 inmate workers, they maintain the physical and electronic security systems, the interior and exterior lighting and electrical systems, the HVAC systems, the building plumbing systems and the many pieces of movable equipment and furniture. Another major area of responsibility is the food service kitchen.

Under staff instruction and supervision, an inmate appliance repair crew maintains coffee urns, washers and dryers, toasters, fans, vacuum cleaners and other appliances. The inmate carpenter crew is taught to build furniture, repair/rebuild door and window sashes and frames, perform large and small remodeling projects, hang shelves and assist other crews. Inmate painters, under staff guidance keep the historic buildings in very good repair. Along with other staff in the department, they assist in maintaining the institution's vehicle fleet and the numerous lawn and garden pieces of equipment.

The Power House staff runs a twenty-four hour a day operation, from September to May, operating the plant's three high pressure steam boilers, maintaining the institution's two wells and its potable water distribution system, and assisting in supervision of the inmate workers in the Auto Repair Shop. When the boilers shut down for the summer, they are inspected, repaired and readied for the next heating season. Power Plant Operators maintain the steam/condensate distribution system throughout the institution, and assist other maintenance staff in a wide variety of projects through the summer months.

About half of the institution's acreage is wooded – the rest is maintained and mowed. The Utility Crew, approximately twenty inmate workers, supervised by a Correctional Sergeant, mow and trim the lawns, maintain the roads, haul recyclables and trash, shovel and salt sidewalks, and many other tasks.

The Building & Grounds Department operates two produce gardens and three greenhouses/germination stations. The Produce Gardener instructs and supervises a crew of ten to twelve inmate workers in plant generation and production practices. The germination stations annually produce thousands of flowering plants that adorn the institution grounds, are sold to staff and the public, or are donated to local charities and nursing homes. From 7/1/04 to 6/30/05 the produce gardens yielded nearly 19,597

pounds of vegetable produce, of which 92% went to the institution main kitchen. The remaining 1562 pounds of produce were donated to local food pantries.

The institution's mission statement includes the responsibility to provide a secure environment for staff and inmates. The Building & Grounds Department exists to support that mission in the safest and most cost-effective manner possible.

## SECURITY

The Security Department provides a safe and secure setting for the public, staff and inmates. Its goal is to provide a sufficient level of security, which allows productive and positive inmate programs work and leisure activities. A total of 156 correctional officers and 11 supervising officers carry out the mission of the Security Department under the direction of the Security Director with the assistance of the Administrative Captain, Secretary and two Program Assistants. The Security Department is also responsible for the administration of the maximum-security unit at the University of Wisconsin Hospital and Clinics (UWH&C).

## TRAINING

During the Fiscal Year 2005, training provided to staff included: **CPR (AED)**, Single Officer Baton, Tactical Handcuffing, **POSC**, Scott Air Pack, Electronic Control Device Training, UWH&C familiarity, **Emergency Response (ERU)** firearms training, Joint DOC ERU training at NLCI, RIPP Restraints training, Cross Post Training, Personal Empowerment, OCI Emergency Preparedness Plan Training and Supervisory Development.

## HOUSING

Inmates are processed in to the institution through the Reception and Orientation Unit, C-12, where all inmates new to the institution are housed for an orientation process and property inventory.

In **FY 05**: 1001 inmates were processed through the R/O Unit

Inmates are housed in one of thirteen (13) general population housing units. These housing units contain cells of between 70 and 100 square feet. Overcrowding has created the need for significant double celling as indicated below.

In addition, Oakhill provides up to 20 beds in the Reception Unit (C-12) designated to house Division of Community Corrections inmates currently held in the Dane County Jail to alleviate overcrowding at that facility. The Property Department processes inventories (inmates) in and out of Oakhill Correctional Institution.

In **FY 05**: 1997 inmates were processed. In addition, 4,044 packages were received and processed for inmates, while more than 886 packages were processed out for inmates in Fiscal Year 05.

**SEGREGATION UNIT**

This building is utilized not only by Oakhill, but also by Oregon Correctional Center and Thompson Correctional Center. The unit also assists in providing needed segregation bed space for other DOC institutions with overcrowded segregation units.

The unit has 48 cells and two observation cells. Average daily population around 35. It is staffed by three officers on 1<sup>st</sup> and 2<sup>nd</sup> shifts, with two officers on 3<sup>rd</sup> shift.

In addition to housing OCI inmates, the Segregation Unit housed inmates from:

	Oregon Center	Thompson Center	Dane Co. Jail
FY 04/05	47	62	17

**VISITING**

OCI is committed to enhancing/promoting strong family contacts in preparation for return to the community. OCI security provides a safe and secure atmosphere for all visitors. A total of 15,188 visitors saw inmates on visits with a total of 23,603 persons using the visiting room.

**INMATE DISCIPLINE**

In the past year, the Security Department has again successfully faced the challenges of many inmate disciplinary issues. The population has not experienced any notable increases and that has been reflected in the number of conduct reports.

	2000	2001	2002	FY02/03	FY 03/04	FY 04/05
# of Conduct Reports Processed	2057	1901	2028	1888	1541	1756
# of Minor Hearings	1624	1572	1540	1372	1083	1203
# of Major Hearings	433	329	488	516	458	552
# of Conduct Report Appeals	81	80	106	110	77	73

**GANG ACTIVITY**

As with any DOC facility, the issues related to gang activity is a concern. Inmates at OCI are affiliated with various gangs common to the Midwest. The OCI Disruptive Groups Coordinator in conjunction with the Disruptive Groups Unit, monitors gang activity within the institution. They also provide training to OCI staff as well as at other institutions.

## EDUCATION

Academic Programming - OCI has 3 full-time academic instructors providing basic literacy, intermediate and high school equivalency level training. Inmates work toward earning a Wisconsin High School Equivalency Diploma.

Students Tested In FY2005	160
Students Completing In FY2005	68 HSED 2 GED

Vocational Programming OCI has 3 full-time vocational instructors providing inmates with the opportunity to learn entry level job skills in the area of Building Services, Horticulture and Foods Service. These classes are from 15 to 20 weeks in length. As they are all less than a one year certificate programs, we refer to them as completers.

Building Service Completers	35
Horticulture Completers	18
Foods Completers	17

Students in foods and horticulture receive (8 to 9) transcript credits from Madison Area Technical College.

Recreation Programming Recreation facilities at OCI provide opportunities for inmates to participate in several leisure-time activities such as intramural basketball, handball, horseshoe and volleyball leagues; ceramics, hobby craft and music.

Two full-time and two part-time staff provide coordination and supervision.

Library The library is staffed by one full-time Librarian. In fiscal year 2005 over 33,000 books and magazines were checked out of the library. Our current circulation includes over 12,000 books and 175 magazines/newspapers.

Legal References are provided electronically via CD ROM on the Education LAN.

Community Volunteers The Community Connection volunteer group provides many parenting reintegration activities, which help to prepare men for reintegration back into their families, jobs and communities. Programs include:

- Fatherworks
- Fatheread
- Read to Me

- Common Ground
- Love and Logic
- Art Exploration
- Video Discussion Groups

Programs are held in the Family Resource Room, located within the school.

## **TREATMENT**

### **SOCIAL WORK SERVICES**

A variety of social services are provided to inmates at OCI. The Social Services Department consists of 12 staff including the Social Services Director, eight social workers, and three program assistants. A social worker is assigned to the institution's Reception and Orientation (R&O) Unit to assist in the orientation of all inmates received at Oakhill and to help coordinate the transition of new arrivals into the institution's general population. Social workers assist inmates in release planning, communicate with Division of Community Corrections (DCC) agents in an attempt to develop a meaningful parole plan, provide inmate status information to the Parole Commission, and process the large number of inmate releases to community supervision from this minimum security institution. Additionally, social services staff approve and maintain inmate visiting lists, provide crisis intervention as necessary, conduct individual and group counseling for inmates and provide various programs as described in the following context.

### **PRE-RELEASE GROUP**

This group program is designed to assist inmates in their transition from the institution to release under parole supervision in the community. Inmates who are closest to possible release are given priority for program participation. The program includes information concerning parole rules, DVR, living skills, Social Security, Project Return for Milwaukee inmates, job seeking skills, education, community treatment and support resources, stress management, and HIV/AIDS prevention. Inmates in this program follow through on employability assignments and resumes as part of completion.

### **SMART**

#### **(SELF MANAGEMENT AND RECOVERY TRAINING)**

SMART is a psychological approach to recovery that is not 12-step related and does not require any religious affiliations. SMART recovery meetings are open to all who are interested. Participation in the discussion is strictly voluntary, and meetings are confidential. SMART will satisfy chemical dependency support group requirements.

**NO FREE LUNCH (NFL)** is offered through Psychology Services, and is a voluntary, 20-hour motivational program designed to facilitate offenders' successful reintegration into the community. NFL is designed to be inspirational, thought provoking and informational, and provides information on how to be successful to the areas of self-improvement, money and health management, as well as improving one's quality of life.

**OCI READING PROGRAM** - The OCI reading program has been in existence since 1995. This project employs up to four inmates who are able to transcribe textbooks onto audiocassette tapes for print-impaired students from Madison Area Technical College. Oakhill inmates read over 40,000 pages of text for these students during the past academic year.

**FATHERWORKS** - Fatherworks is a discussion and educational group facilitated by a retired UW professor, a current Edgewood professor (both volunteers) and assisted by a Social Worker at Oakhill. Some of the topics that have been addressed in this group are:

- How to re-establish love, trust and respect with children after being gone AND deal with their resentment and anger.
- How to relate to and to establish realistic expectations with the other caregiver
- How to communicate with and show love to the child while you're away
- How to be a role model and develop a sense of responsibility in children
- What it means to be a man and a father in today's society
- Developing a realistic plan for release and attacking some of the barriers that get in the way of being successful

It was developed out of responses generated through an inmate survey done by the Community Connection Program out of Oregon Wisconsin.

#### **ACTIVE PARENTING TODAY VIDEO SERIES**

This is a prepared series of 6 videotapes that were shown on six successive afternoons at OCI. This series is open to anyone and is open entry/open exit. Attendance varies from 6-8 inmates. An OCI Social Service facilitates the showing of the videos for inmates. The videos assist participants in gaining cooperation from their children, teaching responsibility, courage and self esteem. The tapes teach valuable skills used successfully by millions of parents. They feature vignettes illustrating problems faced by families. By realizing the importance of developing courage, responsibility and self-esteem Dads can maintain a closer relationship and guide their children toward positive choices such as abstinence from tobacco, alcohol and other drugs.

#### **NARCOTICS ANONYMOUS**

Narcotics Anonymous provides a recovery process and support network where members share their successes and challenges in overcoming active addiction and living drug-free productive lives

- Meets each Monday night from 6:30pm-7:30pm
- Attendance is voluntary and varies from 2-12 inmates

#### **GENERAL COUNSELING GROUP**

Voluntary group counseling with issues relating to problems concerning family, children or friends. Problems brought on by incarceration such as divorce, maintaining a marriage or

being away from family are also discussed. Adjustment issues with cellmate or the structure of prison life, and dealing with health situations may also be discussed in this group.

- Meets once a week as needed

### **BEAT THE STREETS VIDEO**

Beat the Streets is a 5 part video series on relapse prevention, for those who wish to recover from active addiction, and remain substance free upon release. This is a voluntary program for inmates.

- Meets once a week for 5 weeks with handouts and discussion.
- Attendance is voluntary with 8-10 participants weekly.

### **CGIP (COGNITIVE GROUP INTERVENTION PROGRAM - PHASE I)**

Cognitive Group Intervention Program, Phase I consists of 15 sessions and takes approximately 8 weeks to complete. The group meets for two hours, twice a week. The program assists inmates in addressing their beliefs, thoughts, and feelings, which result in behaviors they choose and the consequences of these choices. They explore their perception of the world, their history of criminal and manipulative behaviors, personal relationships, and control and anger issues.

Each session focuses on different aspects of cognitive reasoning: beliefs, distortions, automatic thoughts, patterns of thinking, cycle of offending, etc. Each participant presents his homework, participates in role-plays and contributes in group discussions. The goal of CGIP is to empower individuals in making pro-social choices, to choose if they wish to change or not, and to plan long and short term goals.

### **PROGRAM REVIEW**

The Program Review staff at OCI consists of a Program Review Coordinator and a Program Assistant. The Program Review Committee consists of four members: the chairperson and one institutional representative from Security, Education, and Treatment Departments. Program Review meets weekly. Each inmate is seen at least once every year in order to review his custody, programming and placement for appropriateness. A face sheet is prepared which notes the status of programming recommendations, which follows the inmate through his/her incarceration until the following committee review.

**DART (DRUG ABUSE REINTEGRATION AND TREATMENT PROGRAM)** The DART Program (now known as the START Program) is a joint effort by the Oakhill Correctional Institution (OCI), the Division of Community Corrections (DCC), and the Division of Program Planning and Movement (DPPM).

DART is a 12 week residential based alcohol and other drug abuse treatment program designed to provide AODA treatment to 25 male inmates who have been identified as having an AODA Level 5B - Cognitive Based programming need. Inmates from the Dane County area are given priority intake consideration because the program includes a 12-week aftercare treatment to inmates released to the Dane County area.

## RECORDS OFFICE

An Offender Registrar, a Parole Clerk and a 50% Offender Records Assistant I staff the Records Office. This area is responsible for preparing inmate files for transfer to other institutions, receiving files from other institutions, completing the Parole Board Process, and coordinating releases from the institution. Also, Inmates can review their legal files and have questions answered.

In addition, the Records Office performs sentence calculations, processes inmate litigation and open records requests, serves detainers and coordinates record retention and destruction. The records office coordinates the I-9 Project and obtains Social Security cards and WI State Photo Identification Cards and WI Driver Licenses for inmates within 12 months of release.

Daily, the Records Office staff represents Oakhill Correctional Institution by working with the public, inmates, institution staff, courts, judges, attorneys, probation and parole agents. The Parole Commission, the Department of Corrections Office of Legal Counsel, the Department of Justice, the Department of Transportation, the Social Security Administration and many other agencies such as child support enforcement agencies or Immigration and Naturalization Services are also served by the Records Office.

Population Capacity                      Average Daily Population  
(Operating capacity is 300)

1999	-	540	1999	-	556
2000	-	564	2000	-	563
2001	-	600	2001	-	573
2002	-	600	2002	-	596
2003	-	600	2003	-	594
FY04	-	600	FY04	-	593
FY05		600	FY05		602

<u>Inmates In</u>		<u>Inmates Out</u>		<u>Total</u>	
1999	-	776	1999	-	758
2000	-	892	2000	-	916
2001	-	814	2001	-	815
2002	-	803	2002	-	870
2003	-	780	2003	-	833
FY04	-	1015	FY04	-	1020
FY05		1001	FY05		996
					1999 - 1534
					2000 - 1808
					2001 - 1629
					2002 - 1673
					2003 - 1613
					FY04 - 2035
					FY05 - 1997

<u>Parole Grants</u>		<u>Mandatory Releases/ES Releases</u>		<u>Discharges</u>	
1999	-	165	1999	-	219
2000	-	285	2000	-	239
2001	-	169	2001	-	326
2002	-	200	2002	-	267
2003	-	164	2003	-	289
FY04	-	168	FY04	-	271
FY05		106	FY05		305
					1999 - 2
					2000 - 19
					2001 - 23
					2002 - 9
					2003 - 10
					FY04 - 5
					FY05 - 13

<u>Escapes:</u>		<u>Deaths</u>	
1998	- 6	FY05	2
1999	- 3		
2000	- 0		
2001	- 0		
2002	- 0		
2003	- 0		
FY04	- 0		
FY05	0		

### INMATE COMPLAINTS

The policy of the Department of Corrections is to afford inmates in an institution a process by which inmate grievances may be expeditiously raised, investigated, and decided. If the decision requires a change in administrative practice, the change will be implemented. Oakhill employs a full-time Inmate Complaint Examiner to implement the complaint process. The ICE processed the following complaints:

COMPLAINT CATEGORY NUMBER OF COMPLAINTS	7/01/2002 – 06/30/2003	7/01/2003 – 6/30/2004	7/01/2004 – 6/30/2005
01 - STAFF	151	110	224
02 - CORRESPONDENCE	72	84	111
03 - DISCIPLINE	87	61	76
04 – MEDICAL	125	170	140
05 – PAROLE	2	4	01
06 - PERSONAL PHYSICAL CONDITIONS	38	26	27
07 – PERSONAL PROPERTY	209	161	189
08 – RULES	51	35	36
09 – RELIGION	3	1	04
10 – WORK AND SCHOOL PROGRAMS	21	23	28
11 – VISITING	14	15	15
12 – OTHER	104	74	51
13 – FOOD	17	23	24
14 – CLASSIFICATION	5	9	04
15 – INMATE COMPLAINT REVIEW SYSTEM	0	6	02
16 - DISCRIMINATION	1	0	05
17 – INMATE ACCOUNTS	83	101	65
18 – BCE	2	1	00
<b>TOTAL</b>	<b>985</b>	<b>904</b>	<b>1002</b>

## MEDICAL/DENTAL

*Health Services* are provided to assist inmates to achieve their maximum level of health, and to control and prevent deterioration from chronic health problems. Health Services staff provide individualized care with attention to the cultural meanings each inmate brings to the Health Care setting.

About 25% of OCI inmates are 40 years of age or older. Many experience chronic health conditions such as diabetes, cardiac problems, hypertension, and cancer. Nurses monitor health status indicators through a system of periodic clinics. Medical monitoring on a case management basis is provided.

Approximately 13% of OCI inmates require treatment for mental illness, including medication. A psychiatrist provides services weekly, and care is coordinated with Psychological Services.

OCI HSU staff provide chronic care clinics to include:

- Diabetes
- Asthma
- Hepatitis
- TB
- HIV
- Hypertension
- Psychiatry

Medical monitoring and education on an individualized basis helps to ensure quality of care, and coordination of services.

Health Service staff consists of:

Health Service Manager

5.5 Registered Nurses

0.5 Physician

1 FTE Nurse Practitioner

Dental Assistant

0.25 Dental Hygienist

Dentist

Program Assistant

Psychiatrist (LTE)

Services also included are PT and Ophthalmology

The Health Service Unit is open 7 days a week. On call staff are available after hours.

## PSYCHOLOGICAL SERVICES

The OCI Psychological Services Unit consists of two full-time psychologists, a crisis intervention worker and one half-time program assistant II. Psychology services are also provided for Thompson Correctional Center and Oregon Correctional Center.

### MISSION STATEMENT:

The mission of Psychological Services at OCI is to help insure a safe, secure, humane and rehabilitative correctional setting by helping inmates with mental health needs successfully adjust to OCI and successfully reintegrate back into their communities.

### OCI PSYCHOLOGICAL SERVICES' GOALS:

**Provide crisis intervention, escape-risk and suicide assessments.** Place and monitor inmates in Observation Status; assess status of inmates placed in restraints and provide follow-up.

Collaborate with OCI Health Services, Social Services, Security staff and other department resources (e.g. WRC) to facilitate the transfer of inmates who have multiple needs and who may be inappropriately placed at OCI.

**Assess mental status and psychological treatment needs of all referred offenders and provide a psychological report documenting the assessment that would include diagnosis and recommendations regarding future treatment.**

**Prompt response to referrals:** Immediately in the event of a crisis or within two weeks if it is not a crisis.

**Continuing assessment of men who are or may need to be on psychotropic medication by conducting an ongoing clinical monitoring group.**

**Provide anger management programming** on an ongoing basis.

**Provide one group of Phase I CGIP programming** on an ongoing basis.

**Coordinate treatment and provide interdisciplinary care** by meeting on a weekly basis with HSU, SSU and Security.

**Facilitate a full range of treatment** by referring offenders to other treatment resources. Screen HSU referrals to the psychiatrist for medication, make referrals to the OCI Social Service's group, make referrals to Wisconsin Resource Center, make referrals to other treatment providers or at least document recommended treatment needs when clients are transferred from OCI.

**Provide staff training** on mental health issues, including suicide assessment and intervention, to facilitate effective psychological treatment and to improve the rehabilitative climate of the institution

**Document the provision of mental health services** by maintaining a database of the number and source of referrals to Psychological Services, referral issues, diagnoses and recommendations.

**Provide ongoing program evaluation** that documents the psychology services provided and the degree of inmate and staff satisfaction with Psychological Services' responses, interventions and programs.

**Provide informational reports** to administrative staff informally at bimonthly Management Team meetings and in the form of a detailed report on an annual basis regarding the need for Psychological Services, satisfaction with services provided, etc.

**Inform new arrivals of the availability of Psychology Services and programs** in the Orientation program for new arrivals.

**Provide 24-hour/day on-call coverage** for emergency services.

**Maintain expertise and professionalism** by participating in continuing education and by meeting licensing or certification requirements.

**Provide more efficient services** by developing and using computer technology to organize, document and analyze psychology services.

**Contribute to Department-wide initiatives** by participating in programs such as the Clinical Psychology Internship, providing reports and testimony for Chapter 980 commitments, etc.

**Collaborate with Department and Institution Administrative staff** by participating in assigned committees and other DOC activities.

