



Oakhill Correctional Institution

Department of Corrections
Division of Adult Institutions
Oakhill Correctional Institution
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ANNUAL REPORT
JULY 1, 2005— JUNE 30, 2006

Oakhill Correctional Institution

A MESSAGE FROM THE WARDEN

Fiscal year 2006 (7/1/2005 to 6/30/2006) was my first full year as Warden at OCI. It was a year of significant growth and challenges.

- In July, we completed the cottage renovation project. This included renovating the kitchens, bathrooms/showers and standardizing the housing unit layout. Each unit was also made ADA accessible with the addition of a ramp and an electric door for inmates with adaptive mobility.
- In August, we celebrated the opening of the new 10,000 square foot Health Services Unit. The spacious and well equipped building assists us in fulfilling our role as the minimum security institution for medically needy inmates. A \$1.2 million renovation of the electrical system began, and the steam and condensate piping between Cottage 12 and the MARS Building was redone. The windows in the Administration Building were replaced, and a fence previously used for the HSU project was installed around the building to provide improved security for the institution. Recreation field cameras were installed and the TV distribution system was installed.
- In December we received the news that a new food service building had been approved and planning efforts were initiated.

One of my major goals for the year was to work towards filling vacant positions. We had just initiated the Sergeant Trainee program with the first graduate coming on board in May, 2005. During the year, 23 Trainees were either hired and started their training at CTC, or their employment began at the institution. My commitment was to fill all uniformed vacancies. We accomplished this in priority sequence by contractual transfers, promotions, permissive transfers and then finally, use of the Sergeant Trainee Program. Great strides were also made in filling non-uniformed positions. These positions include Administrative Support, Food Service, Maintenance, Nurses, Social Workers, Security Supervisors, and Teachers.

Another major goal was to address inmate idleness. In September, inmates began working with the Middleton Public Works Department with a supervised crew of 4-6 inmates providing assistance to the Parks Department. We also expanded the Work Release Program by increasing the number of work sites and inmates involved. In October, United Building Contractors (UBC) and Trachte Corporation hired a total of 23 inmates at entry level positions, paying the inmates market wages. Work Release assists inmates in preparing for re-entry through the development of good work and financial management skills. As part of the DOC Re-Entry Initiative, OCI continues to need more offender programming. It is hoped that funding for this programming will come in part from Work Release inmate charges for room, board and transportation. We continue to look forward to expanding these opportunities for inmates.

Additionally, my 2006 goals were to build on the existing staff training initiatives to include, Professionalism and Ethics, CPR-AED, Bloodborne Pathogen, Suicide Prevention, and Weapons Re-qualification.

This was also the year there were allegations of staff sexual misconduct that eventually resulted in staff being charged with felony 2nd Degree Sexual Assault by a Correctional Employee in Dane County Circuit Court. The staff were later convicted. Just as the positive events listed above have had an impact, these events have also had a significant impact on the institution, especially staff.

As we look to the upcoming year, we will continue to see staff changes, construction projects, and new programs and initiatives. I am confident that we will meet head on the challenges and opportunities that we can expect, as well as honor our commitment to ensure that Oakhill is a place where all have opportunities for growth.

A big thank you to all staff for your continued assistance and support. I look forward to a safe and successful 2007.

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 – 627
- Admissions – 1041 – (for detailed release statistics see Records section , pg. 15)
- Personnel – 247.50
 - Officer/Sergeant Staff – 158
 - Non-officer/sergeant staff - 89.50
- Inmate to staff ratio – 2.5:1
- Operating Budget – \$18,709,151.66
- 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.

<u>FY06</u>	<u>DOC</u>
• Outpatient Appointments	10,591
• Emergency Room Visits	369
• Inpatient Stays	505 (301—On Unit Admissions, Average stay roughly 5 days. Off Unit Admissions, Average stay roughly 4 days.)

Oakhill Correctional Institution

- HSU Medical/Dental Visits — 11,991
- Off Site Medical Appointments — 1,071
- UWH&C — Emergency Room Visits — 130
- Amount of money collected from inmates for restitution, child support, victim/witness, and medical co-pay.
 - Medical Co-Pay - \$4,822.50
 - Victim Witness Services/DNA - \$24,851.15
 - Court ordered restitution/fines - \$21,273.02
 - Child Support - \$22,679.60
- 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 – 1063 – (for detailed report, see Inmate Complaints on page 16).
- Academic Programming—Inmates work toward earning a Wisconsin High School Equivalency Diploma

OAKHILL CORRECTIONAL INSTITUTION ACCOMPLISHMENTS FOR FISCAL YEAR 2006

\$3.5 million Health Services Unit (HSU) building completed July 05.

\$7.5 million Cottage Remodeling Project completed September 05.

October 17, 2005 and May 1, 2006 continued recruitment for Correctional Sergeant Trainee Program to fill all vacancies.

Summer Pre-Release Series and Job Fair assisted over 200 inmates with reintegration planning efforts.

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
- Assist with Stoughton Tornado Relief
- Set-up and take-down of Oregon Community Halloween Party
- Audiotape transcription of Madison Area Technical College text books for the visually impaired
- Fourteen inmates per day assist Central Wisconsin Center Laundry & four inmates at the Department of Administration
- OCI employees/inmates sent 97 Easter baskets to underprivileged Dane County Children through the Crazy Community Projects Easter Basket Collection.
- Inmates donated \$51 for Easter basket supplies.
- MDA (Muscular Dystrophy Association) donation of \$493.09
- Girl Scout cookie sales to Oakhill's inmates generated a \$630 donation to Southern Oaks Girls School.
- Oakhill inmates donated \$262.00 to the Rape Crisis Center from pizza and ice cream fundraising sales.
- Nanyuki Spinners & Weavers in Africa donation from pizza sales \$371.05.
- Donation to the American Red Cross Hurricane Katrina Fund \$609.15.
- Community Action Coalition – Amount of donation: 40 flats of flower starts and 20 flats of vegetable starts.
- Second Harvest Foodbank – 2,160 lbs of vegetables donated from OCI's garden.

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 2006, 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) (on grounds)

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 Cor-
rections
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 Cen-
ter
434 State Farm Road
Deerfield, WI. 53531-9562

Carole McGuire
Dane County Board Supervi-
sor
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 Com-
merce
Box 123
125 North Main Street
Oregon, WI 53575

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:

Christine Tanner, Social Services Supervisor
Program Assistants (3)
Social Workers (8)
Record Office (2.5)
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)
Lon Becher, Health Services Nursing Supervisor
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:

Doug Percy, Correctional Management Services Director
Teresa Peterson, Financial Program Supervisor
Office Operations Associate
Fiscal (2)
Stores (1)
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 (7) Correctional Officers 158

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/Payroll</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 utilized at OCI for several years and has helped employees cope with the stressful events that come with working in the correctional setting.

HEALTH AND SAFETY COMMITTEE

The OCI Health and Safety Committee promote health and safety awareness and safe work practices to all employees of OCI. It is active in minimizing the risk of occupational injuries and illnesses by the use of recommended loss prevention and control techniques.

BUSINESS OFFICE

Oakhill's business office is one of the most leanly staffed throughout DAI. With continued inmate population increases, we operate with two Financial Specialist II's, one Office Operations Associate, and one Storekeeper. Our commissary operation is contracted out and the Clothing Department is staffed with a correctional officer.

SALARY	FY 2003	FY 2004	FY 2005	FY 06
	(actual expenditures)	(actual expenditures)	(actual expenditures)	(actual expenditures)
Permanent Salary	10,229,050	10,411,568	10,432,315	11,366,346
LTE/Permanent Project Salary	24,246	30,141	26,746	42,146
Fringe Benefits	4,010,064	4,320,331	4,470,736	4,810,321
TOTAL SALARY	14,263,360	14,762,040	14,929,797	16,218,813
NON-SALARY				
Supplies & Services	652,091	748,375	480,381	504,671
Permanent Property	0	22,477	30,548	37,264
Food	567,400	514,148	530,823	578,905
Variable Non-Food	615,400	275,644	253,339	251,616
Fuel & Utilities	554,873	542,500	620,626	901,649
Maintenance	152,640	152,763	143,144	154,230
Purchase of Services	18,900	18,100	21,684	62,000
TOTAL NON-SALARY BUDGET	2,561,304	2,274,007	2,080,545	2,490,337

MAINTENANCE

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

The Maintenance staff includes four Maintenance Mechanics and two Facility Repair Workers. 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 15 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 (5 FTE Power Plant Operators) 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 12 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 a produce garden, greenhouse and germination stations. The Produce Gardener instructs and supervises a crew of eight to ten inmate workers in plant generation and production practices. The germination stations annually produce thousands of flowering plants that adorn the institution grounds or are donated to local charities. From 7/1/05 to 6/30/06 the produce garden yielded nearly 23,366 pounds of vegetable produce, of which 91% went to the institution main kitchen. The remaining 2,160 pounds of produce were donated to local food pantries.

FOOD SERVICE

Oakhill's Food Service Department consists of one very old, outdated and small central kitchen where all of the meals are prepared. Menu items are packaged for either delivery to the 12 different living units, or for service in the dining hall which is connected to the main kitchen. In FY06, 715,374 total meals were prepared. This includes both inmate and staff meals. The average cost per meal in FY06 was 79 cents. This is one of the lowest per meal costs in the department. Oakhill's food service staffing consists of 1.0 FTE Food Service Administrator and 6.0 FTE Correctional Food Service Leaders.

Oakhill received approval for a new food service facility. The new building will be located in the area between Cottage 10 and the current food service building. Initial plans are being developed and general size and layout decisions are being made.

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 158 correctional officers and 12 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 2006, training provided to staff included: **CPR/AED**, Single Officer Baton, Tactical Handcuffing, **POSC**, **POSC** Communication, IMS 100-400 Series, 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, ALR for Supervisors, Investigation Training, Crime Scene Processing, Medication Dispensing, Interviewing /Interrogation Techniques, Personal Empowerment, OCI Emergency Preparedness Plan Training and Supervisory Development, Professionalism & Ethics, Suicide Prevention and IMS.

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 06**: 1041 inmates were processed through the R/O Unit

Inmates are housed in one of fourteen (14) 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. In FY06 180 inmates (DOC) were admitted in C-12. The Property Department processes and inventories (inmates) in and out of Oakhill Correctional Institution.

In **FY 06**: The Property Department processed 1,588 inmates. In addition, 4,691 packages were received and processed for inmates, while more than 886 packages were processed out for inmates.

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 has increased to about 45. It is staffed by three officers on 1st and 2nd shifts, with two officers on 3rd 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
FY/06	43	71	19

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 16,511 visitors saw 9,995 inmates on visits with a total of 26,506 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.

	FY 2000	FY 2001	FY2002	FY02/03	FY 03/04	FY 04/05	FY 05/06
# of Conduct Reports Processed	2057	1901	2028	1888	1541	1756	1746
# of Minor Hearings	1624	1572	1540	1372	1083	1203	1157
# of Major Hearings	433	329	488	516	458	552	589
# of Conduct Report Appeals	81	80	106	110	77	73	86

GANG ACTIVITY

As with any DOC facility, the issues related to gang activity is a concern and is monitored. 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 FY2006	157
Students Completing In FY2006	71 HSED 3 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	38
Horticulture Completers	17
Foods Completers	15

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 one part-time staff provide coordination and supervision.

Library The library is staffed by one full-time Librarian. In fiscal year 2006 over 30,000 books and magazines were checked out of the library. Our current circulation includes over 11,000 books and 175 magazines/newspapers.

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

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:

- Fatheread
- Read to Me
- Common Ground
- Love and Logic
- Art Exploration
- Video Discussion Groups
- Creative Writing
- Beat the Edge

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, 8 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.

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 and Wednesday nights 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.

The **AODA** 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).

AODA 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 here.

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.

<u>Population Capacity</u>			<u>Average Daily Population</u>		
(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
FY06	-	647	FY06	-	627

<u>Inmates In</u>		<u>Inmates Out</u>		<u>Total</u>				
1999	-	776	1999	-	758	1999	-	1534
2000	-	892	2000	-	916	2000	-	1808
2001	-	814	2001	-	815	2001	-	1629
2002	-	803	2002	-	870	2002	-	1673
2003	-	780	2003	-	833	2003	-	1613
FY04	-	1015	FY04	-	1020	FY04	-	2035
FY05	-	1001	FY05	-	996	FY05	-	1997
FY06	-	1041	FY06	-	970	FY06	-	2011

<u>Parole Grants</u>		<u>MR/ES Releases</u>		<u>Discharges</u>				
1999	-	165	1999	-	219	1999	-	2
2000	-	285	2000	-	239	2000	-	19
2001	-	169	2001	-	326	2001	-	23
2002	-	200	2002	-	267	2002	-	9
2003	-	164	2003	-	289	2003	-	10
FY04	-	168	FY04	-	271	FY04	-	5
FY05	-	106	FY05	-	305	FY05	-	13
FY06	-	74	FY06	-	264	FY06	-	9

<u>Escapes:</u>		<u>Deaths</u>		<u>SS cards</u>		<u>DL/ID cards</u>		
1998	-	6	FY05-	2	FY04-	157	FY04-	62
1999	-	3	FY06-	1	FY05-	281	FY05-	186
2000	-	0			FY06-	294	FY06-	185
2001	-	0						
2002	-	0						
2003	-	0						
FY04	-	0						
FY05	-	0						
FY06	-	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	7/01/05 – 6/30/06
01 - STAFF	151	110	224	176
02 - CORRESPONDENCE	72	84	111	96
03 - DISCIPLINE	87	61	76	95
04 - MEDICAL	125	170	140	145
05 - PAROLE	2	4	01	2
06 - PERSONAL PHYSICAL CONDITIONS	38	26	27	29
07 - PERSONAL PROPERTY	209	161	189	201
08 - RULES	51	35	36	47
09 - RELIGION	3	1	04	5
10 - WORK AND SCHOOL PROGRAMS	21	23	28	36
11 - VISITING	14	15	15	17
12 - OTHER	104	74	51	63
13 - FOOD	17	23	24	44
14 - CLASSIFICATION	5	9	04	9
15 - INMATE COMPLAINT REVIEW SYSTEM	0	6	02	5
16 - DISCRIMINATION	1	0	05	7
17 - INMATE ACCOUNTS	83	101	65	86
18 - BCE	2	1	00	0
TOTAL	985	904	1002	1063

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. The institution showcased their brand new 10,000 square foot facility in August of 2005.

About 40% 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 10% 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
Tuberculosis
Human Immunodeficiency Virus
Hypertension
Dyslipidemia
Seizure Disorder
Anti-Coagulation Therapy

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 Nursing Supervisor
5.5 Registered Nurses
0.5 Physician
1 FTE Nurse Practitioner
Dental Assistant
Dentist
Medical Program Assistant Associate
Psychiatrist (LTE)
Optometry and Radiology services are provided contractually.
Physical Therapist (LTE)

The Health Service Unit is open 7 days a week. On call nursing and medical 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 Office Operations Assistant. In addition to Oakhill Correctional Institution, psychology services are also provided for the UW hospital security unit, Thompson Correctional Center and Oregon Correctional Center.

MISSION STATEMENT:

- In keeping with the overall mission of the Department of Corrections as well as that of Oakhill Correctional Institution, 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. More specifically, the primary mission of PSU at OCI is to minimize the risk of suicide and provide services for the seriously mentally ill.

OCI PSYCHOLOGICAL SERVICES' GOALS:

Provide crisis intervention 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.

Screen all Dane County Jail transfers and new arrivals from DOC institutions with a mental health code of 1, 2, or 3 within three working days to assess and document treatment needs.

Monitor all men who have a mental health code of 1, 2 or 3 at the recommended intervals. This will include at minimum a brief interview to assess current status and treatment needs. All assessments will be documented.

Assess mental status and psychological treatment needs of all offenders who are self-referred or referred by staff. This assessment will be documented and will include diagnosis and recommendations regarding future treatment and/or clinical monitoring recommendations.

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

Conduct rounds twice a week in segregation as time permits. This will include at minimum a face to face verbal contact cell-side and an option for an extended interview in private as needed. All contacts will be documented.

Monitor men on psychotropic medication either individually or in groups and assist in after-care planning for release back into the community.

Provide supportive after-care groups for sex offenders who have completed sex offender treatment on an as-needed basis.

Coordinate treatment and provide interdisciplinary care by meeting on a bi-weekly basis with HSU, SSU and Security. Recommendations will be documented.

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 groups, make referrals to Wisconsin Resource Center, make referrals to other treatment providers and document recommended treatment needs when clients are transferred from OCI.

Provide staff training. The first priority is suicide prevention training on a yearly basis to minimize the risk of suicide by helping staff to understand what the warning signs are and when to make referrals. Other training of various kinds will also be provided 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, Critical Incident Stress Debriefing etc.

Collaborate with Department and Institution Administrative staff by participating in assigned committees such as EAP and the Better Treatment Options Committee as well as other DOC activities.

Academic Programming – Inmates work toward earning a Wisconsin High School Equivalency Diploma (for details see Pg. 12).

