

Department of Corrections
Division of Adult Institutions
Oakhill Correctional Institution
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2007 ANNUAL REPORT

OAKHILL CORRECTIONAL INSTITUTION

July 1st, 2006—June 30th, 2007

*Promoting Offender reintegration through
Opportunity
Community
Inspiration*



OAKHILL CORRECTIONAL INSTITUTION

A MESSAGE FROM THE WARDEN

Fiscal Year 2007 (7/1/06 – 6/30/07)

Continuing to move Oakhill in an upward and forward direction was the goal for FY07. What did 2007 bring? My hope was to continue on the path that we had already started:

- Increase the number of programs provided
- Increase the number of inmates that participate in programming
- Incorporate the DAI re-entry curriculum with our existing reintegration programs
- Increase the number of off-grounds opportunities for inmates as part of reintegration
- Provide specialized training for the increasing number of special needs inmates
- Implement the entrance procedures
- Implement the recommendations of the Security Assessment Committee
- Designated as a Pilot Site for WICS & identified key staff for implementation.

Pre-Release curriculum will assist inmates another opportunity to prepare for community re-entry. This curriculum concept was introduced to all DAI institutions. As we move forward with the planning and implementation of this program, it will become a priority for inmates to participate.

I remain committed to filling our vacancies. My commitment extends to filling vacancies as quickly as possible, and filling these positions with qualified staff. Finding qualified and interested staff has been at times difficult. I have spent time, along with several other staff attending career fairs, speaking at local and regional schools with law enforcement training programs, and hosting tours to ensure that we are targeting potential applicants and informing them of their options within the WI DOC, and especially options at Oakhill.

The institution really showed its commitment to those less fortunate this year with the Salvation Army bell ringing, SECC participation and contributions and the Law Enforcement Special Olympics Torch Run. I hope to continue that commitment in the coming year. As you set your goals for 2008, I hope you will consider these great causes.

Sincerely,

Deirdre A. Morgan
Warden

Henry Ford said, *“Coming together is a beginning; keeping together is progress; working together is success.”*

TABLE OF CONTENTS

A message from the Warden2
Institution Mission and Goals.....4
Institution Facts.....4
Oakhill Correctional Institution Accomplishments for FY075
Community Service Projects5
Special Projects5
Community Relations Board..... 6
Oakhill Correctional Institution Staff Fact Sheet7
Personnel.....8
Business Office9
Maintenance.....9
Security..... 10 & 11
Education.....12
Treatment 12, 13 & 14
Records.....14 & 15
Inmate Complaints.....16
Medical/Dental..... 17
Psychological Services 17 & 18

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

- Built in 1931—remained vacant for 10 years
- 1941 Opened as the Oregon School for Girls
- 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.
- December 1999 Installation of a 6,000 lineal foot Gallagher Stun Fence
- Operating Capacity – 300
- Average Daily Population – 675
- Admissions – 1072 – (for detailed release statistics see Records section , pg. 15)
- Personnel – 252.50
 - Security Uniformed Staff – 174
 - Non-Security Staff - 76.50
- Inmate to staff ratio – 2.5:1
- Operating Budget – \$16,785,990.00
- 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>FY07</u> | <u>DOC</u> |
|-------------------------|------------|
| Outpatient Appointments | 5,273 |
| Emergency Room Visits | 326 |
| Inpatient Stays | 326 |

 Average length of stay 4.01 days
- Amount of money collected from inmates for restitution, child support, victim/witness, and medical co-pay.
 - Medical Co-Pay - \$5,250.00
 - Victim Witness Services/DNA - \$21,105..98
 - Court ordered restitution/fines - \$16,249.28
 - Child Support - \$19,660.85
- Approximately 129 Volunteers assist with various programs such as library, recreation areas, parenting programs, adult literacy programs, re-entry programs and religious programming.
- Number of inmate complaints – 915 – (for detailed report, see Inmate Complaints on page 16).
- Academic Programming:

HSED— 48	Building Services — 30
GED— 4	Horticulture— 18

OAKHILL CORRECTIONAL INSTITUTION ACCOMPLISHMENTS FOR FISCAL YEAR 2007

- Started the Electrical Distribution Project to upgrade the institution's electrical system.
- Replaced three vehicles and increased the fleet by two.
- Formation of the Security Assessment Committee
- First Flu Shot Clinic for employees

COMMUNITY SERVICE PROJECTS

- OCI employees/inmates sent 117 Easter baskets to underprivileged Dane County Children through the Crazy Community Projects Easter Basket Collection.
- **Horticulture Community Service Projects**
Children's Charities of Madison, Promisekids, Troy Gardens Kid's Gardening Program, Troy Gardens Housing Cooperative, Bayview Triangle Neighborhood Association and Focus Corporation, Dane County Focus School, Metropolitan Christian Community, Community Action Coalition, Youth Services of Southern Wisconsin, South Madison Children's Farmers Market, Second Harvest Food Pantry (2,160 lbs. of vegetables from OCI's garden)

INMATE DONATIONS:

- \$400 for Easter basket supplies.
- \$798 from Girl Scout Cookies sales to Southern Oaks Girls School
- \$262.00 to the Rape Crisis Center from pizza and ice cream fundraising sales.
- \$694.67 from sale of wreaths at Christmas time to WI Coalition Against Sexual Assault
- \$694.67 to Domestic Abuse Intervention Services
- \$694.66 to Rape Crisis Center.

SPECIAL PROJECTS

Oakhill has inmates employed at a variety of municipal & state government agencies in the local community. 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 2007, OCI placed inmates at the following locations:

- Badger State Industries - Upholstered Furniture Division
- Badger State Industries - Farm Operations
- Central Wisconsin Center
- Department of Administration
- Department of Natural Resources - Chronic Wasting Disease Project (CWD) (on grounds)
- City of Middleton Parks Department
- Oregon Summerfest
- Fitchburg Days
- Oregon Community Halloween Party

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:

Tom Blatter, Chief Fitchburg Police Department 5520 Lacy Road Fitchburg, WI 53711	Harlyn Buwalda Farm Manager Oregon State Farm P.O. Box 25 Oregon, WI. 53575	Jule Cavanaugh Assist. Regional Chief 3099 E. Washington Ave. Madison, WI. 53707
Mayor Tom Clauder City of Fitchburg 5520 Lacy Road Fitchburg, WI. 53711	Jon Erpenbach State Senator, District 27 State Capital, Room 202 South Madison, WI. 53703	Bridgett Esser Legislative Aide State Capital RM 202 South Madison, WI.
Troy Hermans TCC Superinendent 434 State Farm Rd Deerfield, WI. 53531	Todd Johnson Assistant Superintendent 5140 Hwy M PO Box 25 Oregon, WI. 53575	David Lehmann 5003 County Highway M Oregon, WI. 53575
Carole McGuire Dane County Board Superv. 502 Glenview Drive Madison, WI. 53716	Mark Mellenthin Correctional Field Superv. 7017 Raywood Rd Madison, WI. 53713	Douglas Pettit, Chief of Police Oregon Police Department 117 Spring Street Oregon, WI. 53575
Linda Pollock Oregon Chamber of Commerce Box 123 125 North Main Street Oregon, WI. 53575	Sandy Pope-Roberts Representative District 79 State Capital, Room 420 North Madison, WI. 53708	Jeff Pugh, Superintendent 5140 Hwy M PO Box 25 Oregon, WI. 53575
Ms. Anne Staton Parent Share Group 456 Orchard Street Oregon, WI. 53575	Denise Symdon Assist. Administrator 3099 E. Washington Ave. Madison, WI. 53707	Art Thurmur Regional Chief Division of Community Correc- tions 2445 Darwin Road Madison, WI. 53704
Angie Tipple C/O Richlieu CC Banjos 900 Market St. Oregon, WI. 53575	Marilyn Zurbuchen Field Supervisor 818 W. Badger Road Madison, WI. 53178	

OAKHILL CORRECTIONAL INSTITUTION STAFF FACT SHEET

WARDEN:

Deirdre A. Morgan, Warden
Secretary Confidential (1)
Inmate Complaint Examiner (1)

DEPUTY WARDEN:

Mark Severtson, Deputy Warden
Secretary Confidential (1)

TREATMENT:

Christine Tanner, Institution Social Services Director
Office Operations Associate (2)
Social Worker (7)
Operations Program Associate (1)
Offender Records Assistant 2 (1)
Offender Records Assistant 0.5 (1)
Institution Registrar (1)
Chaplains 0.5 (2)
3 AODA Contract Staff

Jack Rice, Education Director
Office Operations Associate 0.5 (1)
Teachers (6)
Librarian (1)
Recreation Leaders (2 Full Time/1 Half Time)

Lawrence Kane, Ph.D., Psychologist Supervisor
Psychologist—Licensed (1)
Crisis Intervention Worker
Office Operations Associate 0.5 (1)

Lon Becher, Nursing Supervisor
Physician (0.5)
Nurse Practitioner (1)
Dentist (1)
Dental Assistant (1)
Nurses (5.5)
Medical Program Assistant Associate (1)

PERSONNEL:

Therese Sundet, Institution Human Resources Director
Human Resources Assistant
Payroll and Benefits—Confidential

MANAGEMENT SERVICES:

Doug Percy, Correctional Management Services Director

Teresa Peterson, Financial Program Supervisor
Office Operations Associate
Financial Specialist 3 (1)
Financial Specialist 2 (1)
Inventory Control Coordinator (1)

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

Dave Mares, Buildings and Grounds Superintendent
Facilities Maintenance Specialist—Advanced (4)
Facilities Repair Worker (1)
Facilities Repair Worker—Adv (1)
Power Plant Operators (5)

SECURITY:

John Paquin - Security Director
Secretary Confidential (1)
Office Associate (1)
Administrative Captain (1)
Captain (5) Includes UWH&C
Lieutenants (8) Correctional Officer (163)

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 use to address personal and work related issues. This program is available through self-referral, supervisory referral, or union referral, to aid employees and their families in addressing issues such as alcohol or drug abuse, medical, death, financial, domestic abuse, emotional problems, etc.

WORKPLACE ENHANCEMENT AND DIVERSITY DEVELOPMENT (WEDD)

The WEDD at OCI is committed to ensuring equal employment opportunity for all. OCI is committed to the maintaining 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. Although the Employee Assistance Program has been successful in providing counseling and referrals for employees' experiencing difficulties, 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 used at OCI for many 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 promotes health and safety awareness and safe work practices to all employees. It is active in minimizing the risk of occupational injuries and illnesses by the use of recommended loss prevention and control techniques.

BUSINESS OFFICE

The OCI Business Office is responsible for inmate accounts, canteen, accounts payable, financial reporting, accounts receivable, purchasing and stores at the institution. The 4.0 FTE staff are supervised by the Financial Program Supervisor. Staff are comprised of 2.0 FTE Financial Specialists, 1.0 FTE Inventory Control Coordinator and 1.0 FTE Office Operations Associate.

SALARY	FY 2004	FY 2005	FY 06	FY 07
	(actual expenditures)	(actual expenditures)	(actual expenditures)	(actual expenditures)
Permanent Salary	10,411,568	10,432,315	11,366,346	12,337,683
LTE/Permanent Project Salary	30,141	26,746	42,146	118,756
Fringe Benefits	4,320,331	4,470,736	4,810,321	5,138,022
TOTAL SALARY	14,762,040	14,929,797	16,218,813	17,594,461
NON-SALARY				
Supplies & Services	748,375	480,381	504,671	493,111
Permanent Property	22,477	30,548	37,264	0
Food	514,148	530,823	578,905	586,747
Variable Non-Food	275,644	253,339	251,616	259,141
Fuel & Utilities	542,500	620,626	901,649	901,024
Maintenance	152,763	143,144	154,230	184,135
Purchase of Services	18,100	21,684	62,000	62,000
TOTAL NON-SALARY BUDGET	2,274,007	2,080,545	2,490,337	2,486,158

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. Using 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, microwave ovens 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.

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 6/30/07 the produce garden yielded nearly 22,464 pounds of vegetable produce, of which 90% went to the institution main kitchen. The remaining 2,160 pounds of produce were donated to local food pantries.

FOOD SERVICE

During fiscal year 07 July 1 2006-June 30 2007 the main kitchen produced 767,288 meals. This is an increase of over 50,000 from the previous year due to the opening of an additional housing unit of 42-46 inmates and 20 inmates in the basement of housing unit 12. Oakhill maintained an average food cost of 80 cents per meal. The main kitchen has 1 Food Administrator and 6 Correctional Food Service Leader positions. One of these positions has had the same staff member in it for 10 years at Oakhill, another with over 10 years with state service and the third employee for 3 years at Oakhill. The other 3 positions were filled sporadically with 6 different people throughout the year. The main kitchen has 40 inmate worker positions. During the year, the kitchen employed over 250 different inmates. The kitchen had a bountiful harvest of fresh tomatoes, green peppers, cucumbers, sweet corn and other vegetables from the on-grounds garden maintained by inmates. The Food Service Department made use of over 10 tons of produce from the garden. Much of it picked, washed and served on the same day. We are still anticipating a new kitchen to be built soon. We continue to move forward with the planning and design phase of the project. New slated date for construction to begin is May 1, 2008.

SECURITY

The Security Department provides a safe and secure setting for the public, staff and inmates. Its goal is to provide a high level of security, which allows productive and positive inmate programs, work and leisure activities. A total of 93 Sergeants and 72 Officers and 14 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 one Program Assistant. 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 2007, 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 Fort McCoy, PREA 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 (R&O), C-12, where all inmates are housed for an orientation process and property inventory.

In **FY 07**: 1276 inmates were processed through the R/O Unit

Inmates are housed in one of fourteen (14) general population housing units. These housing units contain rooms of between 70 and 100 square feet. Many rooms have multiple occupancies to provide for additional bed space.

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 to C-12.

In **FY 07**: The Property Department processed 1,900 inmates. In addition, 5,200 packages were received and processed for Inmates, while more than 900 packages were processed out for inmates.

SEGREGATION UNIT

Oakhill provides segregation services to Oregon Correctional Center and Thompson Correctional Center.

The unit has 48 cells and two observation cells. Average daily population is approximately 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 the following:

	Oregon Center	Thompson Center	Dane Co. Jail
FY 04/05	47	62	17
FY/06	43	71	19
FY/07	59	76	30

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.

	FY02/03	FY 03/04	FY 04/05	FY 05/06	FY 06/07
# of Conduct Reports Processed	1888	1541	1756	1746	1361
# of Minor Hearings	1372	1083	1203	1157	929
# of Major Hearings	516	458	552	589	432
# of Conduct Report Appeals	110	77	73	86	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 FY2007	156
Students Completing In FY2007	48 HSED 4 GED

Vocational Programming OCI has 2 full-time vocational instructors providing inmates with the opportunity to learn entry level job skills in the area of Building Services and Horticulture. 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. The Vocational Foods program was closed and will be replaced with a half-time computer literacy program. Program decisions and curriculum are being developed.

Building Service Completers	30
Horticulture Completers	18

Students in 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, volleyball leagues and weight lifting; 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 2007 over 30,000 books and magazines were checked out of the library. Our current circulation includes over 11,000 books and 150 magazines/newspapers.

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

Community Volunteers Various volunteers provide 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 11 staff including the Social Services Director, 7 social workers, 2 (.50) Chaplains, 1 Operations Office Associate (B) and 2 Office Operations Associate. A social worker is assigned to the institution's Reception and Orientation (R&O) Unit to assist in the orientation of all inmates received 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, process inmate releases to community supervision and submit applications for Social Security Disability benefits. 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

The 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, Division of Vocational Rehabilitation, 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.

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 EDGE: Eight week program from Tony Robbins Institute. Participation is voluntary. Program assists each inmate on: self, empowerment, positive change and outcomes, personal strengths, effective communication and listening skills and goal setting.

FATHER READ PROGRAM: Inmates attending parenting skills program, may purchase a short video tape. Create a message for their children; read a child's book, create poems, sing songs. The tape and book is cleared by Security and mailed to their child for the child to have.

PARENTING SKILLS: Voluntary program open to all inmates. Program focuses on effective parenting skills, setting boundaries and rules, child development, nutrition and effective discipline.

CIRCLE OF SUPPORT: Voluntary, open to all inmates. Lead by volunteers. This group discusses day to day concerns, provides support and stress management.

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 16 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 residential 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.

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
(Operating capacity 300)

1999	-	540
2000	-	564
2001	-	600
2002	-	600
2003	-	600
FY04	-	600
FY05	-	600
FY06	-	647
FY07	-	647

Average Daily Population

1999	-	556
2000	-	563
2001	-	573
2002	-	596
2003	-	594
FY04	-	593
FY05	-	602
FY06	-	627
FY07	-	675

Inmates In

1999	-	776
2000	-	892
2001	-	814
2002	-	803
2003	-	780
FY04	-	1015
FY05	-	1001
FY06	-	1041
FY07	-	1072

Inmates Out

1999	-	758
2000	-	916
2001	-	815
2002	-	870
2003	-	833
FY04	-	1020
FY05	-	996
FY06	-	970
FY07	-	1034

Total

1999	-	1534
2000	-	1808
2001	-	1629
2002	-	1673
2003	-	1613
FY04	-	2035
FY05	-	1997
FY06	-	2011
FY07	-	2106

Parole Grants

1999	-	165
2000	-	285
2001	-	169
2002	-	200
2003	-	164
FY04	-	168
FY05	-	106
FY06	-	74
FY07	-	31

MR/ES Releases

1999	-	219
2000	-	239
2001	-	326
2002	-	267
2003	-	289
FY04	-	271
FY05	-	305
FY06	-	264
FY07	-	339

Discharges

1999	-	2
2000	-	19
2001	-	23
2002	-	9
2003	-	10
FY04	-	5
FY05	-	13
FY06	-	9
FY07	-	16

Escapes:

1998	-	6
1999	-	3
2000	-	0
2001	-	0
2002	-	0
2003	-	0
FY04	-	0
FY05	-	0
FY06	-	0
FY07	-	0

Deaths

FY05-	2
FY06-	1
FY07-	2

SS cards

FY04-	157
FY05-	281
FY06-	294
FY07	257

DL/ID cards

FY04-	62
FY05-	186
FY06-	185
FY07	189

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	7/01/06 = 6/30/07
01 - STAFF	151	110	224	176	149
02 - CORRESPONDENCE	72	84	111	96	74
03 - DISCIPLINE	87	61	76	95	75
04 - MEDICAL	125	170	140	145	107
05 - PAROLE	2	4	01	2	3
06 - PERSONAL PHYSICAL CONDITIONS	38	26	27	29	21
07 - PERSONAL PROPERTY	209	161	189	201	217
08 - RULES	51	35	36	47	32
09 - RELIGION	3	1	04	5	3
10 - WORK AND SCHOOL PROGRAMS	21	23	28	36	56
11 - VISITING	14	15	15	17	25
12 - OTHER	104	74	51	63	33
13 - FOOD	17	23	24	44	24
14 - CLASSIFICATION	5	9	04	9	10
15 - INMATE COMPLAINT REVIEW SYSTEM	0	6	02	5	7
16 - DISCRIMINATION	1	0	05	7	1
17 - INMATE ACCOUNTS	83	101	65	86	76
18 - BCE	2	1	00	0	0
19 - BREACH OF CONF. HEALTH INFORMATION				0	1
20 - STAFF SEXUAL MISCONDUCT					0
21 - INMATE SEXUAL MISCONDUCT					1
TOTAL	985	904	1002	1063	915

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 its 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 but not limited to:

- Asthma
 - Diabetes
 - HIV
 - Hepatitis
 - Hypertension
 - Dyslipidemia
 - Seizure Disorder
 - Anti-Coagulation Therapy
- HSU Medical/Dental Visits — 13,646
 - Off Site Medical Appointments — 923
 - UWH&C — Emergency Room Visits — 80

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

In addition to the permanent staff assigned to the institution, additional staff and services include:

Medical Consultant (LTE) - Psychiatrist

Optometry and Radiology—Contracted

Physical Therapist (LTE)

Nurse Clinician II (LTE)

Medical Program Assistant Associate (LTE)

The Health Service Unit is open 7 days a week from 7:00 a.m. to 10 p.m. Monday—Friday and weekends 7:00 a.m. to 5:00 p.m. 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 Associate. 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 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.

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.

Coordinate treatment and provide interdisciplinary care by meeting on a 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 informational reports to administrative staff informally at bimonthly Management Team meetings.

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.

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, Prison Rape Elimination Act, 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.

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.

