

Department of Corrections
Division of Adult Institutions
Oakhill Correctional Institution
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Promoting Offender reintegration through
Opportunity
Community
Inspiration



2008 ANNUAL REPORT

OAKHILL CORRECTIONAL
INSTITUTION

JULY 1ST, 2007—JUNE 30TH, 2008



OAKHILL CORRECTIONAL INSTITUTION

MESSAGE FROM THE WARDEN

Our 2008 Annual Report period started 7/1/07 and continued through 6/30/08. OCI has worked diligently during this reporting period on improving administrative processes and finding additional efficiencies. Examples of specific accomplishments include:

A small team of line and management staff participated in a workgroup to verify that all uniformed posts matched up with allocated position numbers. We also reviewed all posts to ensure that off groups were utilized as effectively as possible. The work group made recommendations that were accepted, a timetable was established, and the plan implemented in January 2008.

Schedule Soft was implemented shortly thereafter in May 2008 to help track staff schedules. We received assistance from Dodge Correctional Institution. Thank you DCI, Lt. Rasmussen and Lt. Schouten, for your assistance.

We were successful in keeping uniformed positions filled throughout the year. This continues to be a priority as we face current budget shortfalls.

We carefully monitored proposed purchases and trimmed expenses as possible. Several efficiencies were achieved in the area of Food Service. Other areas were also monitored for potential efficiencies.

In addition, OCI continues to give back to the community through various fundraising and community donations. In FY08, examples included:

- Holiday wreath sales with donations of more than \$1600 going towards agencies helping victims of sexual assault and domestic violence.
- Martin Luther King Jr. Food Drive held with donations to Second Harvest.
- Staff and inmates contributed to Spring Basket Collection with AFSCME.
- OCI Golf Outing collected almost \$500 in donations for Special Olympics.
- Assistance provided to local Youth Garden projects by Horticulture Program.
- Law Enforcement Torch Run completed by Team OCI collecting donations of \$2,012 for Special Olympics.
- Pizza Sales to inmates with donations totaling \$643 for local Red Cross.
- Garden donations to Second Harvest totaling 4,000 pounds.

Thank you for your ongoing support as we begin my fifth year as Warden of Oakhill Correctional Institution.

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

- 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 – 696
- Admissions – 1057 – (for detailed release statistics see Records section , pg. 18)
- Personnel – 262.50
 - Security Uniformed Staff – 182
 - Non-Security Staff - 80.50
- Inmate to staff ratio – 2.6:1
- Operating Budget – \$19,554,128.00
- 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>FY08</u> | <u>DOC</u> |
|---------------------------|--------------------------------------|
| • Outpatient Appointments | 4,411 |
| • Emergency Room Visits | 357 |
| • Inpatient Stays | 383 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 - \$5,137.50
 - Victim Witness Services/DNA - \$27,310.89
 - Court ordered restitution/fines - \$23,329.49
 - Child Support - \$34,496.61
- 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 – 883 – (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 2008

- OCI Open House celebrating 65 year journey through time first as the Wisconsin School for Girls from 1941 until 1976 when it became an adult male institution called Oakhill Correctional Institution.
- OCI *Serving Time Through the Years* Cookbook by OCI employees, families and friends of OCI.
- Electrical Distribution Project to upgrade the institution's electrical system completed
- New schedule for uniformed staff implemented
- Holiday wreath donations totaling more than \$1600
- Martin Luther King Jr. Food Drive held with donations to Second Harvest
- Ground broken for Food Service Building
- Cottage 12 - Twenty bed dorm closed down
- Six new uniformed positions approved for HSU and housing unit
- Fourth Annual Career Transition Fair held in Gymnasium
- New Security Director Hired
- Donated a cord of wood to MUM auction
- National Crime Victims Rights assembly held in Gymnasium
- Food Service Building Project fence installed and project initiated
- OCI Gold Outing collected almost \$500 in donations
- Assistance provided to local Youth Garden projects by Horticulture Program
- Participated with auction donations to Wisconsin Coalition Against Sexual Assault
- Correctional Employees Week celebrated with annual cookout
- Inmate Handbook updated and distributed
- Schedule Soft implemented
- Initiated Flood Relief Activities via ICS structure (over 9,000 inmate hours)
- Wisconsin Integrated Corrections System (WICS) implemented
- Security Enhancement Committee re-established
- DNR project for CWD
- MUM prison Simulation held in Visiting Room

COMMUNITY SERVICE PROJECTS

- OCI employees contributed to the Spring Basket Collection with AFSCME 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, Bridges Day Care, Faulk Elementary School, Lapham Elementary School, Metropolitan Christian Community, Community Action Coalition, Youth Services of Southern Wisconsin, South Madison Children's Farmers Market, Second Harvest Food

INMATE DONATIONS \$2,058.57

- | | | |
|--------------------|--------------------------------------|----------|
| • Pizza Fundraiser | MDA | \$445.36 |
| • Wreath Sales | Rape Crisis Center | \$533.21 |
| • Wreath Sales | Domestic Abuse Intervention Services | \$540.00 |
| • Wreath Sales | WI Coalition Against Domestic Abuse | \$540.00 |

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	Kathy Krusiec Director Dane Co. Emergency Government Public Safety Bldg. 115 W. Doty St. Madison, WI. 53703

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.

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 (8)
Offender Records Assistant 2 (1)
Offender Records Assistant 0.5 (1)
Institution Registrar (1)
Chaplains 0.5 (2)

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 (0.6)
Nurse Practitioner (1)
Dentist (1)
Dental Assistant (1)
Nurses (6.0)
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
Electronic Tech Security (1)
Facilities Maintenance Specialist—Advanced (3)
Facilities Repair Worker (1)
Facilities Repair Worker—Adv (1)
Power Plant Operators (5)

SECURITY:

Rory Thelen - Security Director
Secretary Confidential (1)
Office Associate (1)
Administrative Captain (1)
Captain (5) Includes UWH&C
Lieutenants (8) Correctional Officer (168)

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.

During this fiscal year staff saw many changes. New inmate property procedures were put into place which resulted in four vendors being granted the contract for inmates and families to purchase approved property from. This new procedure was implemented in January, 2008 and has resulted in OCI earning \$2,800 in commission from these sales. We piloted the Western Union project, which allows families and loved ones to send inmates money electronically. OCI has piloted the TRIP (Tax Refund Intercept Program) within DAI and began entering inmate debts into the Department of Revenue's database in April, 2008. We are anxiously awaiting the upcoming tax season to see if we recoup any outstanding obligations. This was also a big year for us regarding our fleet of vehicles. We replaced eight vehicles with new ones and also purchased a new ERU (emergency response unit) trailer.

ACTUAL EXPENDITURES				
	FY 05	FY 06	FY 07	FY 08
SALARY				
Permanent Salary	10,432,315	11,366,346	12,337,683	12,729,446
LTE/Permanent Project Salary	26,746	42,146	118,756	68,944
Fringe Benefits	4,470,736	4,810,321	5,138,022	5,554,219
TOTAL SALARY	14,929,797	16,218,813	17,594,461	18,352,609
NON-SALARY				
Supplies & Services	480,381	504,671	493,111	536,102
Permanent Property	30,548	37,264	0	194,399
Food	530,823	578,905	586,747	676,810
Variable Non-Food	253,339	251,616	259,141	277,746
Fuel & Utilities	620,626	901,649	901,024	1,052,851
Maintenance	143,144	154,230	184,135	172,742
Purchase of Services	21,684	62,000	62,000	55,770
TOTAL NON-SALARY	2,080,545	2,490,337	2,486,158	2,966,420

MAINTENANCE

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

The Maintenance staff includes three Maintenance Mechanics, two Facility Repair Workers, and an Electronics Technician. 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 washers and dryers, fans, vacuum cleaners, microwave ovens and other appliances. The inmate carpenter crew is taught to 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 paint buildings throughout the institution.

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. 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 7/1/07 to 6/30/08, the produce garden yielded nearly 27,392 pounds of vegetable produce, of which 84% went to the institution main kitchen. The remaining 5,353 pounds of produce was donated to local food pantries.

FOOD SERVICE

Oakhill Correctional Institution's food service production area is currently located in the basement of the A & B buildings. Food is transported to the 12 living units in insulated transport containers using a tractor/trailer delivery system utilizing inmate labor. There is also a dining hall adjacent to the main kitchen that is used to feed the inmates in housing units A & B. The staffing pattern for food service is 1.0 Food Service Administrator and 6.0 Correctional Food Service Leader II's.

OCI food service prepared and served 792,798 meals during the year. The average cost per meal was 88 cents per meal. OCI food service utilized over 20,000 pounds of fresh produce from the OCI gardens. In May 2008, work began on the new OCI Food Service Building. The building will be located between the current B building and Cottage 10. The forecasted move in date is June 01, 2009.

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 2008, training provided to staff included: CPR/AED, Tactical Handcuffing, POSC, POSC Communication, IMS 100-400 Series, Scott Air Pack, Electronic Control Device Training, Emergency Response (ERU) firearms training, Joint DOC ERU training at Fort McCoy, PREA 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 Incident Command Systems Training.

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 08**: 1057 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 FY08 131 inmates (DCJ) were admitted to C-12.

In **FY 08**: The Property Department processed 1,800 inmates. In addition, 5,500 packages were received and processed for inmates, while more than 800 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 38. 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 05	47	62	17
FY/06	43	71	19
FY/07	59	76	30
FY/08	65	61	10

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 18,388 visitors saw 11,395 inmates on visits with a total of 30,167 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 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08
# of Conduct Reports Processed	1541	1756	1746	1361	1205
# of Minor Hearings	1083	1203	1157	929	678
# of Major Hearings	458	552	589	432	349
# of Conduct Report Appeals	77	73	86	86	68

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.

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		
	07/01/05 – 06/30/06	07/01/06 – 06/30/07	07/01/07 – 06/30/08
01 - STAFF	176	149	112
02 – CORRESPONDENCE & PUBLICATIONS	96	74	49
03 – DISCIPLINE	95	75	71
04 – MEDICAL	145	107	73
05 – PAROLE	2	3	1
06 – PERSONAL PHYSICAL CONDITIONS	29	21	28
07 – PERSONAL PROPERTY	201	217	143
08 – RULES	47	32	191
09 – RELIGION	5	3	4
10 – WORK & SCHOOL PROGRAMS	36	56	18
11 – VISITING	17	25	23
12 – OTHER	63	33	28
13 – FOOD	44	24	29
14 – CLASSIFICATION	9	10	11
15 – INMATE COMPLAINT REVIEW SYSTEM	5	7	2
16 – DISCRIMINATION	7	1	4
17 – INMATE ACCOUNTS	86	76	92
18 – BCE	0	0	3
19 – BREACH OF CONFIDENTIAL HEALTH INFO	0	1	0
20 – STAFF SEXUAL MISCONDUCT	n/a	0	1
21 – INMATE SEXUAL MISCONDUCT	n/a	1	0
TOTAL	1063	915	883

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 FY2008	157
Students Completing In FY2008	70 HSED 1 GED

Vocational Programming OCI has 2 full-time vocational instructors and 1 combined Computer Literacy/Transition Coordinator providing inmates with the opportunity to learn entry level job skills in the area of Building Services, Horticulture and Computer Literacy. 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	53
Horticulture Completers	27
Computer Literacy	14

Students in Computer Literacy and Horticulture receive (5 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 2008 over 34,000 books and magazines were checked out of the library. Our current circulation includes over 11,500 books, periodicals and reference materials.

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
- 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, 8 social workers, 2 (.50) Chaplains, 2 Operations Office Associates. 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, integral member of the Program Review Committee (PRC), 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.

MADISON URBAN MINISTRIES MENTORSHIP PROGRAM: For those inmates releasing to Dane County, this organization works closely with inmates before and after release to establish a viable re-entry plan.

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. AODA Program addresses the addiction issues of approximately 108 inmates a year.

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, processing Act 109 Petitions to the Courts for Sentence Adjustment of TIS Sentences, 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, Certified Birth Records 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

(Operating capacity is 300)

1999	-	540
2000	-	564
2001	-	600
2002	-	600
2003	-	600
FY04	-	600
FY05	-	600
FY06	-	647
FY07	-	647
FY08		685

Average Daily Population

1999	-	556
2000	-	563
2001	-	573
2002	-	596
2003	-	594
FY04	-	593
FY05	-	602
FY06	-	627
FY07	-	675
FY08		696

Inmates In

1999	-	776
2000	-	892
2001	-	814
2002	-	803
2003	-	780
FY04	-	1015
FY05	-	1001
FY06	-	1041
FY07	-	1072
FY08		1057

Inmates Out

1999	-	758
2000	-	916
2001	-	815
2002	-	870
2003	-	833
FY04	-	1020
FY05	-	996
FY06	-	970
FY07	-	1034
FY08		1097

Total

1999	-	1534
2000	-	1808
2001	-	1629
2002	-	1673
2003	-	1613
FY04	-	2035
FY05	-	1997
FY06	-	2011
FY07	-	2106
FY08		2154

Parole Grants

1999	-	165
2000	-	285
2001	-	169
2002	-	200
2003	-	164
FY04	-	168
FY05	-	106
FY06	-	74
FY07	-	31
FY08		48

MR/ES Releases

1999	-	219
2000	-	239
2001	-	326
2002	-	267
2003	-	289
FY04	-	271
FY05	-	305
FY06	-	264
FY07	-	339
FY08		399

Discharges

1999	-	2
2000	-	19
2001	-	23
2002	-	9
2003	-	10
FY04	-	5
FY05	-	13
FY06	-	9
FY07	-	16
FY08		18

Escapes:

1998	-	6
1999	-	3
2000	-	0
2001	-	0
2002	-	0
2003	-	0
FY04	-	0
FY05	-	0
FY06	-	0
FY07	-	0
FY08		0

Deaths

FY05-	2
FY06-	1
FY07-	2
FY08	1

SS cards

FY04-	157
FY05-	281
FY06-	294
FY07-	257
FY08	261

DL/ID cards

FY04-	62
FY05-	186
FY06-	185
FY07-	189
FY08	184

Act 109 Petitions Filed

FY 08	240
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Act 109 Petitions Granted

FY 08	37
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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

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. 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.



