



OAKHILL CORRECTIONAL INSTITUTION

2010 ANNUAL REPORT JULY 1ST, 2009 - JUNE 30TH, 2010

Department of Corrections
Division of Adult Institutions
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OAKHILL CORRECTIONAL INSTITUTION - 2010 ANNUAL REPORT

A MESSAGE FROM THE WARDEN

As the 2010 fiscal year comes to a close, and we compile the information for the annual report, it is always amazing to see what has been accomplished during the previous year. From the implementation of new policies for improving how we do business, to operating within tight budget constraints....Staff continue to meet the challenges. We have learned to measure success by our ability to do more with less.

We continue to enforce the Department's mission to protect the public through the constructive management of inmates placed in our charge. In the coming years, we will be looking at how we manage offenders to see if we can do anything better to prepare inmates for their return to the community. To that end, OCI strives to provide programs and services that will enable the men in our charge to be successful upon release.

Some of the major accomplishments during this fiscal year include the implementation of ACT 28 sentence reforms, H1N1 Pandemic Planning, as well as the food service menu consolidation.

As you proceed through this Annual Report, you will discover many of the accomplishments of the OCI staff for FY2010, all while the year brought more challenges associated with the budget deficits. Indications point towards more fiscal challenges in the next year; however, I am confident our staff will prevail together as a team as we face many challenges. I feel honored to work with such a dedicated and professional staff here at OCI and look forward to a rewarding and challenging year ahead.

Warden Deirdre 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 – 679
- Admissions – 1030– (for detailed release statistics see Records section , pg. 19)
- Personnel – 256.50
 - Security Uniformed Staff – 183
 - Non-Security Staff - 73.50
- Inmate to staff ratio – 2.6:1
- Operating Budget – \$20,824,099.00
- 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>FY10</u> | <u>DOC</u> | |
|---------------------------|------------|----------------------------------|
| • Outpatient Appointments | 6,111 | |
| • Emergency Room Visits | 237 | |
| • Inpatient Stays | 307 | Average length of stay 4.97 days |
- Amount of money collected from inmates for restitution, child support, victim/witness, and medical co-pay.
 - Medical Co-Pay - \$7,972.50
 - Victim Witness Services/DNA - \$16,876.68
 - Court ordered restitution/fines - \$20,760.92
 - Child Support - \$28,638.65
 - Room/Board & Transportation - \$83,813.84
 - Institution Restitution - \$576.60
- Approximately 167 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 – 675– (for detailed report, see Inmate Complaints on page 14).
- Academic Programming - Inmates work toward earning a Wisconsin High School Equivalency Diploma

OAKHILL CORRECTIONAL INSTITUTION ACCOMPLISHMENTS FOR FISCAL YEAR 2010

- Holiday wreath donations totaling more than \$1,354.74
- Sixth Annual Career Transition Fair held in Gymnasium
- Monthly Pre-Release assemblies were held in the gymnasium to address relevant re-entry topics.
- National Crime Victims Rights assembly held in Gymnasium
- OCI Golf Outing collected almost \$455 in donations for Special Olympics
- Assembled CWD packets for DNR Project
- Security and ADA enhancements made to the school
- Earned Release programming was developed and implemented.
- Correctional Employees Week celebrated with annual cookout
- Implementation of ACT 28 Sentence Reform
- H1N1 Pandemic Planning
- Food Service Menu Consolidation

COMMUNITY SERVICE PROJECTS

- Assistance provided to various local Youth Garden projects by the Horticulture Program. Over 7,000 starter plants were donated. Organizations that benefited include: Neighborhood Learning Center Center, Community Ground Works at Troy Gardens, Metropolitan Christian Community Children's Garden, Community Action Coalition (12 gardens), Youth Services of Southern Wisconsin, South Madison, Growing Power, Children Development Incorporate, Lapham Elementary School Community Garden, Hammersley Children's Garden, Promise Kids, Children's Charity.
- OCI staff participated in the Special Olympics Polar Plunge
- Special Olympics LETR (Law Enforcement Torch Run)
- OCI Staff participated in the Salvation Army Bell Ringing Donations
- Annual OCI Red Cross Blood Drive
- Knitted items donated to Community Action Coalition of Southern Wisconsin and RSVP of Dane County.

Pizza Fundraiser	Running 4 Arrows, Families of Military	\$467.42	07/10/2009
Perkins Baked Goods	Porchlight, Inc.	\$ 76.00	01/20/2010
Wreath sales	Rape Crisis Center	\$451.58	01/20/2010
Wreath sales	Domestic Abuse Intervention Services	\$451.58	01/20/2010
Wreath sales	WI Coalition Against Domestic Abuse	\$451.58	01/20/2010
Pizza fundraiser	Haiti Earthquake	\$683.75	03/05/2010

Total Inmate Donations: \$2,581.91

Money Earned by Inmates	
Institution wages	\$151,726.20
Project Crews	\$95,592.00
Work Release	\$60,691.95
Bur. of Correctional Enterprises	\$153,402.47
TOTAL:	\$461,412.62

Monthly Commissary Sales:		
Month	Sales	Commission
July, 2009	\$23,920.75	\$3,991.01
August, 2009	\$35,169.81	\$3,079.48
September, 2009	\$50,608.93	\$4,033.91
October, 2009	\$32,854.35	\$3,013.19
November, 2009	\$33,694.33	\$2,946.36
December, 2009	\$42,412.06	\$3,831.09
January, 2010	\$33,264.09	\$3,303.43
February, 2010	\$33,590.35	\$3,021.44
March, 2010	\$45,075.49	\$3,136.10
April, 2010	\$35,363.87	\$4,267.97
May, 2010	\$35,818.67	\$3,252.29
June, 2010	\$39,530.59	\$3,963.19
Totals:	\$441,303.29	\$41,839.46

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
Operations Program Associate (1)
Office Operations Associate (2)
Social Worker (7)
Offender Records Assistant 2 (1)
Offender Records Assistant 0.5 (1)
Institution Registrar (1)
Chaplains 0.5 (2)
Treatment Specialist II

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

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

Ann Farley, Nursing Supervisor
Physician (0.6)
Nurse Practitioner (1)
Dentist (1)
Dental Assistant (1)
Nurses Clinician (6)
Nurse Clinician Weekend .50 (1)
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 (1)
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
Program Assistant - Confidential
Office Associate (1)
Administrative Captain (1)
Training Captain
Captain (5) Includes UWH&C
Lieutenants (7) Correctional Officer (169)

COMMUNITY RELATIONS BOARD - 2010 FISCAL YEAR

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:

Deirdre Morgan, Warden Oakhill Correctional Institution 5212 Co. Hwy M. Oregon, WI. 53575	Bridgett Esser/Jon Erpenbach's Office State Senator, District 27 State Capital, Room 202 South Madison, WI. 53703	Jule Cavanaugh Assist. Regional One Chief/DCC 3099 E. Washington Ave. Madison, WI. 53707
Mayor Jay Allen City of Fitchburg 5520 Lacy Road Fitchburg, WI. 53711	Jeff Meicher Assistant Superintendent/OCC 5140 Hwy M PO Box 25 Oregon, WI. 53575	Tom Blatter, Chief Fitchburg Police Department 5520 Lacy Road Fitchburg, WI 53711
Troy Hermans TCC Superintendent 434 State Farm Rd Deerfield, WI. 53531	Mark Mellenthin Correctional Field Supervisor 7017 Raywood Rd Madison, WI. 53713	David Lehmann 5003 County Highway M Oregon, WI. 53575
Carole McGuire 502 Glenview Drive Madison, WI. 53716	Sandy Pope-Roberts Representative District 79 State Capital, Room 420 North Madison, WI. 53708	Douglas Pettit, Chief of Police Oregon Police Department 117 Spring Street Oregon, WI. 53575
Marechiel Santos-Lang Oregon Chamber of Commerce Box 123 125 North Main Street Oregon, WI. 53575	Denise Symdon Assist. Administrator 3099 E. Washington Ave. Madison, WI. 53707	Kyle Davidson OCC Superintendent 5140 Hwy M PO Box 25 Oregon, WI. 53575
Andy Weiland Business Manager Oregon School District 123 East Grove St. Oregon, WI. 53575	Marilyn Zurbuchen Field Supervisor 818 W. Badger Road Madison, WI. 53178	Art Thurmur DCC Regional One Chief Division of Community Corrections 3099 E. Washington Ave. Madison, WI. 53707
Kathy Krusiec Director Dane Co. Emergency Government Public Safety Bldg. 115 W. Doty St. Madison, WI. 53703	Doug Percy Correctional Management Services Director Oakhill Correctional Institution 5212 Co. Hwy M. Oregon, WI. 53575	Rory Thelen Security Director Oakhill Correctional Institution 5212 Co. Hwy M Oregon, WI. 53575
Randall Gerritson Administrative Captain Oakhill Correctional Institution 5212 Co. Hwy M. Oregon, WI. 53575		

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 - Deer Oaks</i>	<i>Critical Incident Stress Debriefing (CISD)</i>
<i>Other Personnel Related Programs (FMLA)</i>	Worker's Compensation

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. Deer Oaks was announced as the new Employee Assistance Program (EAP) service provider on 12/29/08.

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.

ACTUAL EXPENDITURES				
	FY 07	FY 08	FY 09	FY 10
SALARY				
Permanent Salary	12,337,683	12,729,446	12,935,042	13,384,469
LTE/Permanent Project Salary	118,756	68,944	12,411	4,994
Fringe Benefits	5,138,022	5,554,219	5,898,873	6,409,434
TOTAL SALARY	16,218,813	18,352,609	18,846,326	19,798,897
NON-SALARY				
Supplies & Services	493,111	536,102	573,949	353,270
Permanent Property	0	194,399	45,031	21,720
Food	586,747	676,810	705,144	653,903
Variable Non-Food	259,141	277,746	285,752	269,690
Fuel & Utilities	901,024	1,052,851	1,040,729	865,330
Maintenance	184,135	172,742	145,999	159,435
Purchase of Services	62,000	55,770	33,736	73,437
TOTAL NON-SALARY	2,486,158	2,966,420	2,830,340	2,396,785

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. 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.

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) run 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 throughout 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. Almost 60,000 lbs of produce were harvested from the institution produce garden and sent to either the main kitchen or the food pantry.

OCI's main kitchen was once again the primary focus of the produce grown. The kitchen took in over 49,000 lbs to be processed for meals. With the new kitchen, the processing went very smoothly and quickly. OCI also donated almost 10,000 lbs to the Second Harvest Food bank.

FOOD SERVICE

Food Service started FY 10 with the grand opening of the new Food Service building on July 07, 2009. An open house was held on June 24th with several visitors from the department as well as the general public attending. The building is a new construction, stand alone facility. It is located in the previously open area to the east of "B" building adjacent to living unit 10. Transition from the old kitchen to the new kitchen was trouble free. The building is used for all of the production of institution food and also serves as the dining hall for inmates in "A" and "B" housing units. The remainder of the housing units has their meals delivered from the main kitchen using a tractor and trailer with inmate labor.

Food Service staffing pattern remains the same with six full time Correctional Food Service Leader II's and one full time Food Service Administrator. One full time Correctional Officer position on each shift was added specifically for the main kitchen.

Oakhill Food Service prepared and served 771,430 meals during the year. The average cost was .89 per meal. The size of the Oakhill garden increased and Food Service was able to utilize almost 50 tons of fruits and vegetables harvested on site including tomatoes, cucumbers, green peppers and watermelon.

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 97 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, Program Assistant, Confidential and one Office Associate. 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 2010, training provided to staff included: CPR/AED, Tactical Handcuffing, POSC, POSC Communication, Scott Air Pack, Electronic Control Device Training, Emergency Response (ERU), firearms training, Joint DOC ERU training at Fort McCoy, PREA training, Supervisory Development, 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 FY10: 1030 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 FY10 92 inmates (DCJ) were admitted to C-12.

In FY10: The Property Department processed 1,875 inmates in and out. In addition, 5,680 packages were received and processed for inmates, while more than 825 plus 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/06	43	71	19
FY/07	59	76	30
FY/08	65	61	10
FY/09	46	70	11
FY/10	57	68	92

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 17,164 visitors saw 10,023 inmates on visits with a total of 27,187 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 05/06	FY 06/07	FY 07/08	FY08/09	FY 09/10
# of Conduct Reports Processed	1746	1361	1205	1346	715
# of Minor Hearings	1157	929	678	930	508
# of Major Hearings	589	432	349	416	207
# of Conduct Report Appeals	86	86	68	65	65

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			
	07/01/06- 06/30/07	07/01/07 - 06/30/08	07/01/08 - 06/30/09	07/01/09- 06/30/10
01 - STAFF	149	112	91	67
02 - CORRESPONDENCE & PUBLICATIONS	74	49	45	46
03 - DISCIPLINE	75	71	71	61
04 - MEDICAL	107	73	53	101
05 - PAROLE	3	1	2	0
06 - PERSONAL PHYSICAL CONDITIONS	21	28	23	20
07 - PERSONAL PROPERTY	217	143	156	163
08 - RULES	32	191	17	26
09 - RELIGION	3	4	1	4
10 - WORK & SCHOOL PROGRAMS	56	18	33	37
11 - VISITING	25	23	24	18
12 - OTHER	33	28	31	18
13 - FOOD	24	29	8	18
14 - CLASSIFICATION	10	11	13	6
15 - INMATE COMPLAINT REVIEW SYSTEM	7	2	8	6
16 - DISCRIMINATION	1	4	0	2
17 - INMATE ACCOUNTS	76	92	106	78
18 - BCE	0	3	0	2
19 - BREACH OF CONFIDENTIAL HEALTH INFO	1	0	1	2
20 - STAFF SEXUAL MISCONDUCT	0	1	2	
21 - INMATE SEXUAL MISCONDUCT	1	0	0	
TOTAL	915	883	685	675

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 FY10	388
Students Completing In FY10	70 HSED 2 GED
Earned Release Program	10

Vocational Programming OCI has 2 full-time vocational instructors and one combined Computer Literacy/Transition Coordinator position. The Vocational Building Services position was vacant for part of this fiscal year, but was filled in February of 2010. These positions provided 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.

Building Service Completers	0
Horticulture Completers	32
Computer Literacy	27

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. Holiday tournaments include: Table tennis, cards, chess, etc.

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 2010 over 27,000 books and magazines were checked out of the library. Our current circulation includes over 10,500 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
- Love and Logic
- Video Discussion Groups
- Creative Writing
- Beat the Edge
- Other Parenting Classes

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

Identification Project (I-9) was moved to the school during this fiscal year 185 Social Security Cards, 74 Driver Licenses and 119 ID cards were obtained for 442 releasing inmates.

TREATMENT

SOCIAL WORK SERVICES

A variety of social services are provided to inmates at OCI. The Social Services Department consists of 19 staff including the Social Services Director, 8 social workers, 1 Chaplain, 3 Record Office Personnel, 2 Treatment Specialist, 3 1/2 AODA staff (1 1/2 staff are contracted), and 1 Office Program Associate.

Social Workers provide an orientation to new inmates, 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 ERRC (Parole) Commission, process inmate releases to community supervision including reviews for Earned Release under ACT 28. Review and submit applications for Social Security Disability benefits, process interstate compacts, and process funeral request. Additionally, Social Services staff process 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.

RESIDENTIAL AODA PROGRAM

AODA Social Workers utilize the New Freedom Alcohol and Drug Curriculum to facilitate a four month (360 hour) cognitive/behavior based residential program. The inmate participates in a process group, individual counseling and completes homework assignments that require a 6th grade reading/writing level. The program uses a cognitive-behavioral (CBT) approach to address a wide range of needs: substance abuse, anger, aggression and violence, life skills, problem solving skills, critical thinking skills, tools for addressing specific risk factors, building of protective factors (assets or strengths), the development of a personal "safety net" of people and programs in the community, selection of pro-social peers, and avoidance of high risk people, goal setting skills, and victim empathy. The program includes an anger management module and meets identified need for anger management program. Finally, the program addresses individual-specific risk factors encountered in community reintegration and in preventing relapse and/or a return to criminal involvement.

NON-AODA EARNED RELEASE PROGRAM

A group of 12 inmates are preselected for this program. The program is a six month, intensive rehabilitation program for offenders who are eligible for earned release through court ordered programming. Participants must not have an identified AODA need. The program is designed to reduce future incidence of criminal behaviors. ERP rehabilitation topics include relapse prevention, anger management, rational behavior training, responsible decision making, reintegration, modification of high risk and thrill seeking behavior and restorative justice concepts. Group runs for 6 hours a day Monday through Thursday and individual session are scheduled on Fridays.

CHAPEL/ RELIGIOUS

Chaplain coordinates the religious activities: schedules religious services, studies, choir and praise team, special memorial services for inmates who have experienced a loss, updates religious preference forms, and arranges clergy visits for the inmates and chapel concerts.

PRE-RELEASE WORKSHOP

This workshop is once a month and is open to all inmates. These workshops involve professionals from the community or public service departments to provide information on opportunities available to inmates upon their release; Division of Vocational Rehabilitation, Social Security, Project Return for Milwaukee inmates, Job Service, Community Colleges, Department of Public Health, Veteran Affairs, and other community based organizations.

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. Meets on Thursdays from 2:00 p.m. -3:00 p.m.

CIRCLE OF RECOVERY

This program is a voluntary recovery program lead by volunteers from Madison Urban Ministry. The voluntary group meets on Tuesdays from 3:20 pm - 4:20 pm.

ALCOHOLICS ANONYMOUS

This is a support group available to those who wish to maintain sobriety through a structured recovery program. Alcoholics Anonymous is scheduled Meets Sundays from 6:30 pm - 7:30 pm and Wednesdays from 7:00 pm - 8:00 pm. Attendance is voluntary and varies from 2-12 inmates.

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 Tuesday night from 6:30 pm -7:30 pm. Attendance is voluntary and varies from 2-12 inmates.

DISCIPLINING WITH LOVE AND LOGIC:

Love and Logic skills are taught to inmates as a natural way of parenting, disciplining, and communicating in a positive and supportive manner.

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.

GET 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.

READ TO ME 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.

FATHER READ CLASS:

Inmates are provided instruction enhancing their reading style to their children.

FAMILY VISITING AREA ACTIVITIES PROGRAM:

Volunteers provide educational materials and leisure time activities in the visiting area: coloring pictures, puzzles, games, and reading books.

FILM GROUP/REVIEW OF EDUCATION FILMS:

Discussion on various film topics including history, re-entry, social issues, current events, health and sustainable living, and family issues.

AFRO-AMERICAN STUDIES

This is an Afro-American reading and discussion group that meets weekly. This program gives men the opportunity to read and talk about necessary, groundbreaking writings from all eras with their peers, instructors and guest speakers from the University of Wisconsin.

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.

CREATIVE WRITING PROGRAM:

UW Madison provides instruction to inmates wishing enhance their creative writing abilities. This voluntary program and is ongoing.

CLASSIFICATION AND MOVEMENT

The Bureau of Classification and Movement staff at OCI consists of an Offender Classification Specialist and a Program Assistant. The Committee consists of the Chairperson and one institutional representative from Security. Designees from the Education and Social Services Departments also attend as their schedules permit. Classification hearings are held weekly. Each inmate is seen at least once every year in order to review his custody, programming and placement for appropriateness. A Classification Report is placed in the inmate's Social Service file for reference

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 detainees 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)

2000	-	564
2001	-	600
2002	-	600
2003	-	600
FY04	-	600
FY05	-	600
FY06	-	647
FY07	-	647
FY08	-	685
FY09	-	685
FY10	-	685

Inmates In

2000	-	892
2001	-	814
2002	-	803
2003	-	780
FY04	-	1015
FY05	-	1001
FY06	-	1041
FY07	-	1072
FY08	-	1057
FY09	-	1135
FY10	-	1030

Parole Grants

2000	-	285
2001	-	169
2002	-	200
2003	-	164
FY04	-	168
FY05	-	106
FY06	-	74
FY07	-	31
FY08	-	48
FY09	-	17
FY10	-	18

Average Daily Population

2000	-	563
2001	-	573
2002	-	596
2003	-	594
FY04	-	593
FY05	-	602
FY06	-	627
FY07	-	675
FY08	-	696
FY09	-	680
FY10	-	679

Inmates Out

2000	-	916
2001	-	815
2002	-	870
2003	-	833
FY04	-	1020
FY05	-	996
FY06	-	970
FY07	-	1034
FY08	-	1097
FY09	-	1133
FY10	-	1017

MR/ES Releases

2000	-	239
2001	-	326
2002	-	267
2003	-	289
FY04	-	271
FY05	-	305
FY06	-	264
FY07	-	339
FY08	-	399
FY09	-	400
FY10	-	442

Total

2000	-	1808
2001	-	1629
2002	-	1673
2003	-	1613
FY04	-	2035
FY05	-	1997
FY06	-	2011
FY07	-	2106
FY08	-	2154
FY09	-	2266
FY10	-	2074

Discharges

2000	-	19
2001	-	23
2002	-	09
2003	-	10
FY04	-	05
FY05	-	13
FY06	-	09
FY07	-	16
FY08	-	18
FY09	-	14
FY10	-	25

Escapes:

2000	-	0
2001	-	0
2002-	-	0
2003	-	0
FY04	-	0
FY05	-	0
FY06	-	0
FY07	-	0
FY08	-	0
FY09	-	0
FY10	-	0

Deaths

FY05-	2
FY06-	1
FY07-	2
FY08-	1
FY09-	0
FY10-	3

SS cards

FY04-	157
FY05-	281
FY06-	294
FY07-	257
FY08-	261
FY09-	18

DL/ID cards

FY04-	62
FY05-	186
FY06-	185
FY07-	189
FY08-	184
FY09-	36

Released on Bond

FY09	1
FY10	0

Act 109 Petitions Filed

FY 08	240
FY 09	209

Act 109 Petitions Granted

FY 08	37
FY 09	26
FY 10	26

PSYCHOLOGICAL SERVICES

The Psychological Services Unit uses the theory, principles, and practices of professional psychology to provide both immediate and long-term mental health treatment for OCI's inmate population. Treatment is done in either group or individual settings. There is an emphasis on helping inmates successfully reintegrate back into their communities.

The OCI Psychological Services Unit consists of a Psychologist Supervisor, one Psychological Associate, one Crisis Intervention Worker, and one half-time Office Operations Associate. In addition to Oakhill Correctional Institution, psychological services are also provided for the UW hospital security unit, Thompson Correctional Center and Oregon Correctional Center when needed.

Psychological Services Activities

Crisis intervention and suicide assessments. Inmates in crisis may be referred by institution staff or be self-referred. They are promptly assessed, provided services, and may be placed and monitored in Observation Status or restraints if needed.

Evaluation of new arrivals. New arrivals from other DOC institutions with a mental health code of 1, 2a, 2b, or DD are assessed and given a treatment plan within five working days. Dane County Jail transfers are assessed and assigned a mental health code within 3 working days of arrival.

Assessments. Inmates are assessed when needed for a variety of reasons including assessment for eligibility for placement at WSPF, psychological stability for lower security placement, the need for a psychiatric referral, malingering, cognitive functioning, and competency to make medical decisions. More extensive psychological testing is done when warranted.

Psychological interventions. Inmates are provided treatment in a variety of settings including group therapy, brief and long-term individual therapy, and through self-help materials. Services are provided to all inmates upon request, regardless of their Mental Health Code.

Segregation rounds. All segregated inmates are seen for a cell-side contact twice a week and are taken out of cell for a private interview as needed.

Clinical monitoring. Inmates with a Mental Health Code of MH-1 are seen for a private interview at least every six months. Inmates with a Code of MH-2a, MH-2b (seriously mentally ill) or DD are interviewed least every two months. There is a focus on planning for release back into the community.

Multidisciplinary meetings. PSU hosts a weekly multidisciplinary meeting which includes PSU staff, the psychiatrist, a nurse, a social worker, and a security supervisor. PSU coordinates the psychiatrist's appointments. The Crisis Intervention Worker attends a weekly multidisciplinary segregation meeting. The PSU Supervisor is a member of the Management Team which meets bimonthly.

Wisconsin Resource Center referrals. Inmates whose mental illness requires more intense treatment than OCI can provide are referred to The Wisconsin Resource Center (WRC) in OshKosh, WI. PSU staff initiate and coordinate the referral and transfer process and attend a monthly meeting at WRC to ensure continuity of services .

Staff training. Suicide prevention training is provided to every staff member on a yearly basis. Training focuses on understanding the warning signs of suicide, when and how to make referrals to PSU, and how to respond to a suicide attempt. Other training may be provided if needed or requested.

24-hour on-call coverage. PSU is available after hours for staff phone consultation and, if need be, will respond to the institution in person.

Inmate orientation. Each week a PSU staff member orients new inmates on the intake unit to what psychological services are available and how to access services.

Court testimony. When necessary PSU staff testify in court.

Supervision of Interns and students. PSU staff train and supervise doctorate level DOC Psychology Interns as well as practicum students and other students from the community.

Maintain expertise and professionalism. PSU staff attend continuing education and training when appropriate and to remain current in the field and maintain licensing requirements.

Department-wide activities. PSU staff are involved with DOC-wide activities including membership in the Psychology Internship Committee and the Better Treatment Options committee, and provision of training about mental illness to new agents at the Training Center.

MEDICAL/DENTAL

Health Services Unit (HSU) Team Members contribute to the Oakhill Correctional Institution mission by providing cost-effective, quality patient care in the challenging correctional environment.

Values:

- **Professionalism and quality of service:** As correctional health professionals, we demonstrate our commitment through competency, accountability, ethics, and pride in work.
- **Respect for individuals:** We recognize the diversity of individuals and their contributions, and we strive to treat all offenders as patients with dignity and understanding at each encounter. We respect the patient's right to make personal health care decisions.
- **Clear, open, honest communication:** We encourage communication that promotes development of teamwork, trust, and fosters patient learning within the scope of HIPPA Confidentiality laws.
- **Peoples ability to grow and change:** We acknowledge that offenders have the need and ability to grow and change. We support that endeavor. We encourage patients to be actively involved in their healthcare treatment. Involvement in care improves outcomes through greater adherence to medication and treatment.

Health Services Department provides primary care; urgent-care; chronic disease management; and promotes wellness and self-management for offenders at OCI. Specialty services of Physical Therapy, Psychiatry, Optometry, and Dentistry, and Dental Hygiene services are provided to offenders from OCI, Thompson Correctional Center and Oregon Correctional Center

Staffing:

- ✦ Physician 0.6
- ✦ Advance Practice Nurse Practitioner 1.0
- ✦ Registered Nurses 5.0
- ✦ Licensed Practical Nurse 1.0
- ✦ Medical Program Assistant Advanced 1.0
- ✦ Dentist 1.0
- ✦ Dental Assistant 1.0
- ✦ Dental Hygienist 0.1
- ✦ Psychiatrist 0.1
- ✦ Optometry and Radiology (Contracted)
- ✦ Physical Therapist (LTE 0.1)



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