

Department of Corrections



**Oakhill Correctional  
Institution**

*2004 ANNUAL REPORT*

*Warden Dick Verhagen*

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# Oakhill Correctional Institution

## A MESSAGE FROM THE WARDEN

Fiscal year 2004 has been another year of change and challenge for Oakhill Correctional Institution.

Though the population numbers did not change dramatically, we did increase in October 2003 to 20 beds being held for Probation and Parole holds that the Division of Community Corrections had at the Dane County Jail. The staff of Cottage 12 continued to handle this in that issue.

The addition of beds for Dane County Jail holds and the emphasis in return of out-of-state inmates led to some significant swings in population numbers. The institution reached a high population of 614 in November 2003 and a low of 547 in May 2004 just before the return of busses from out-of-state. By June 2004 the numbers leveled off to around 600. The large swing in numbers was particularly taxing on staff in Health Services and probably along with many other areas.

Fiscal Year 04 was also a time of a number of significant events. In October, the Victim's Memorial Circle was dedicated with a host of DOC and community dignitaries attending. In November OCI hosted the 2<sup>nd</sup> Annual Volunteer Banquet having over 200 volunteers that assisted in the delivery of needed services. In January, after a one-year delay, we kicked off the cottage remodeling projects for cottages 1-10. Also in January after two years of hard work, all OCI Policies and Procedures were updated. In February, after a year of planning the Mentorship Program kicked off with a four-hour training program for 22 staff from all departments. OCI inmates received the opportunity to meet with perspective employers or service providers at OCI's first annual Career and Transition Fair in February. Lastly, in June, bids are awarded to Vogel Construction for the construction of a new Health Services Unit.

As we look to Fiscal Year 05, we will continue to see budget reductions, construction equipment and new challenges to how we do business. We will need to continue to think outside of the box and be flexible, yet continue to protect the public and operate a safe and secure institution. We will continue to meet the opportunity of challenges.

In closing a huge THANK YOU to ALL staff from the Administrative Support, Clinical, Health, Education, Recreation, Personnel, Records, Maintenance, Security, Business Office, Chaplains, Social Services, Food Services and Administration, for a safe and successful year.

Dick Verhagen

Warden

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## **INSTITUTION MISSION AND GOALS**

The Oakhill Correctional Institution (OCI) provides a safe and secure environment for staff, visitors and minimum custody inmates. OCI provides quality health care, health education and preventive care consistent with professional, community and correctional health standards; as well as dental services to all general population inmates, and/or minimum custody inmates involved in intensive programming activities prior to their return to the community.

## INSTITUTION FACTS

- In 1976, the Wisconsin School for Girls was converted to a **minimum-security** facility for adult males and named Oakhill Correctional Institution
- Oakhill Correctional Institution is approximately 405 acres and is located two miles from the Village of Oregon, WI, in Dane County.
- Operating Capacity – 300
- Average Daily Population – 593
- Admissions – 1015 – (for detailed release statistics see Records section , pg. 18)
- Personnel – 248.5
  - Officer/Sergeant Staff – 156
  - Non-officer/sergeant staff - 92.5
- Inmate to staff ratio – 3:1
- Operating Budget – \$16,171,220.23
- University of Wisconsin Hospitals & Clinics (UWH&C)

OCI is responsible for the management and operation of the Secure Unit and the Out Patient Waiting Area (OPWA) located on UWH&C grounds. These areas provide 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.

- **FY04**
- Outpatient Appointments 10,257
- Inpatient Stays 514
- Emergency Room Visits 315

### **Background**

- 1990: Oakhill Correctional Institution was assigned the management of the Secure Unit at UWH&C. The Secure Unit has ten beds for inmates who are admitted into the hospital for medical attention.
- April, 1999: The Out Patient Waiting Area (OPWA) opened at UWH&C

- Oakhill Correctional Institution - Medical/Dental Visits – 10,623
- Amount of money collected from inmates for restitution, child support, victim/witness, and medical co-pay.
  - Medical Co-Pay - \$9,578
  - Victim Witness Services/DNA - \$41,513.74
  - Court ordered restitution/fines - \$4,763.95
  - Child Support - \$8,619.72
- Approximately 200 Volunteers assist with various programs such as library, recreation areas, alcohol & drug treatment programs, parenting programs and adult literacy programs.
- Number of inmate complaints – 904 – (for detailed report, see Inmate Complaints on page 22).
- Academic Programming – Inmates work toward earning a Wisconsin High School Equivalency Diploma (for details see Pg. 12).

## OAKHILL CORRECTIONAL INSTITUTION ACCOMPLISHMENTS FOR FISCAL YEAR 2004

- **JULY** - Employee training resumes after budgetary issues stopped training days. OCI's Training Committee and the Affirmative Action Committee kicked off with the long awaited Career Development Training put on by Stacey Rolston from the Bureau of Personnel and Human Resources.

Began a Pre-release resource program.

- **AUGUST** - Oakhill Correctional Institution implemented the Automated attendant feature phone system.

OCI's Produce Garden - Approximately 75% or over 14,600 pounds of produce grown and used by Oakhill's Food Service Kitchen. Over 2,670 pounds were sold from the Produce Cart, netting the institution \$800.

- **OCTOBER** - Dedication ceremony of Oakhill's Victim's Memorial Garden.
- **NOVEMBER** - Restorative Justice Assembly – Over 120 inmates attended the presentation given by Jo Winston, the Director of DOC Office of Victims Services.

Oakhill hosted the 2<sup>nd</sup> Annual Volunteer Banquet having over 200 volunteers that assisted in the delivery of needed services.

I-9 Project – Pre-release program that has been established by the Department of Corrections to assist inmates in obtaining the documents that are required for employment when they are released from prison.

- **JANUARY** - After a one-year delay, we kicked off the cottage-remodeling project.

Also in January after two years of hard work, all Oakhill Correctional Institution Policies and Procedures were updated.

“No More Victims” organization from Houston, Texas visited Oakhill Correctional Institution – Members of this organization some of whom are children of incarcerated individuals, gave a powerful message to Oakhill's incarcerated offenders and focused on the impact that their incarceration has on their children.

“The Returning Prison Simulation” is a program presented by Madison Urban Ministries (MUM) – an interfaith coalition of faith communities working on a variety of social programs. During this simulation participants tried to accomplish tasks, as offenders are required to do during the first four weeks of release from incarceration.

- **FEBRUARY** - After a year of planning, the Affirmative Action Committee Mentorship Program kicked off with a four-hour training program for 22 staff from all departments.

Career and Transition Fair - Oakhill Inmates received the opportunity to meet with perspective employers or service providers at OCI's first Annual Career and Transition Fair.

- **MAY** – Oakhill began contracting canteen services with Stellar Services. This company is also providing canteen services to Prairie du Chien Correctional Institution and Wisconsin Secure Prison Facility.

In May, Governor Jim Doyle proclaimed the week of May 2<sup>nd</sup> thru May 8<sup>th</sup>, 2004 Correctional Employee Week. Oakhill Correctional Institution celebrated this by presenting Acorn pins for 10 years of service, 25-year length of service plaques and a cookout for all staff.

Oakhill Correctional Institution began providing inmate labor to the Oregon Farm operated by Badger State Industries.

- **JUNE** – The bid process was completed for construction of a new Health Services Unit.

## COMMUNITY SERVICE PROJECTS

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

- Set-up and take-down for Oregon Summerfest
- Clean-up grounds during Fitchburg Days
- Assisted in moving furniture and renovation of State Office Buildings for the Department of Administration
- Audiotape transcription of Madison Area Technical College text books for the visually impaired
- Eighteen inmates per day assist Central Wisconsin Center Laundry & the Department of Administration
- Holiday Wreath Charity fundraiser – Support to victims of domestic violence and sexual abuse.
- 2,244 pounds of food donated to the Food Pantry
- OCI employees sent 77 Easter baskets to underprivileged Dane County Children through the Crazy Community Projects Easter Basket Collection.

- Over 56 flats of assorted perennials and vegetables were donated to the Fifth Annual Children’s Benefit Plant Sale in Madison.
- Oakhill Correctional Institution Building Services inmates and Oregon High School Building Construction class participated in the construction of a house in the Village of Oregon.
- Martin Luther King Food Drive – Final tally on our food drive was 170 pounds of food collected and \$202 collected in donations. The \$202 translates into 1,414 meals that will be available. Second Harvest can stretch each dollar donated to cover 7 meals.
- Oakhill employees participated in the “Shop with a Cop” program by donating their time along with a donation of \$53.50
- Girl Scout cookie sales to Oakhill’s inmates generated a \$540 donation to Southern Oaks Girls School.
- Oakhill inmates donated \$272.52 to the Rape Crisis Center from pizza and ice cream fundraising sales.

## **SPECIAL PROJECTS**

Oakhill has inmates employed at a variety of local and/or state government agencies in the local community. These inmates assigned to off-grounds general work crews earn up to \$1.25 per hour, which is paid for by their employer. In Fiscal Year 2004, OCI had inmates placed at the following locations:

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

## COMMUNITY RELATIONS BOARD

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

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

**Lyman Anderson**  
Dane County Board  
Supervisor  
875 Union Road  
Oregon, WI. 53575

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

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

**Denise Symdon**  
Regional Chief -  
Division of Community  
Corrections  
2445 Darwin Road  
Madison, WI 53704

**Douglas Pettit, Chief of Police**  
Oregon Police Department  
117 Spring Street  
Oregon, WI 53575

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

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

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

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

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

**Mayor Mark Vivian**  
City of Fitchburg  
5520 Lacy Road  
Fitchburg, WI 53711

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

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

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

## OAKHILL CORRECTIONAL INSTITUTION STAFF FACT SHEET

### **WARDEN:**

Warden Dick Verhagen  
Secretary  
Inmate Complaint Examiner

### **DEPUTY WARDEN:**

Ana Boatwright, Deputy Warden  
Secretary

### **TREATMENT:**

Jan Mink, Social Services Supervisor  
Program Assistants (3)  
Social Workers (8)  
Offender Registrar  
Offender Records Assistant (1.5)  
Chaplains (2 Half Time)  
Jack Rice, Education Director  
Program Assistant (.5)  
Teachers (6)  
Librarians (1 Full Time)  
Recreation Leaders (2 Full Time/3 Half Time)  
Program Review Coordinator  
Lawrence Kane, Ph.D., Chief Psychologist  
Psychologist  
Crisis Intervention Worker  
Program Assistant (.5)  
Ann Semrow, Health Services Manager  
Physician  
Nurse Practitioner  
Dentist  
Dental Assistant  
Nurses (4.5)  
Program Assistant

### **PERSONNEL:**

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

### **MANAGEMENT**

Mark Severtson - Business Director  
Program Assistant  
Business Manager

### **SERVICES:**

Program Assistant  
Fiscal (2)  
Stores (3)  
Food Service Administrator  
Corrections Food Service Leader (6)  
Program Assistant (1)  
Dave Mares -Buildings and Grounds Superintendent  
Maintenance (6)  
Power Plant Operators (5)

### **SECURITY:**

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

## PERSONNEL

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

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

### EMPLOYEE ASSISTANCE PROGRAM (EAP)

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

### WORKPLACE ENHANCEMENT AND DIVERSITY DEVELOPMENT (WEDD)

The Affirmative Action Committee at OCI is committed to ensure equal employment opportunity for women, racial/ethnic minorities, and persons with disabilities. OCI is committed to the maintenance of a harassment-free and discrimination-free work environment.

### CRITICAL INCIDENT STRESS DEBRIEFING

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

sufficient to jeopardize the employee's performance on the job and in other areas of their lives. The CISD Program has been successfully implemented at OCI for several years and has helped employees cope with the stressful events of a tornado, two inmate suicides, assaults on staff, etc.

## **BUSINESS OFFICE**

Fiscal year 2004 has been a year of stability for our Business Office. Staff was heavily involved in converting our Stores inventory program from *Intellitrack* to the new *SIS* program. That transition went very well for us and we're very satisfied with the way the new program functions. We also began contracting for canteen services beginning May 1, which resulted in additional workload for our Inmate Accounts Specialist to close our canteen and work out the details with the new vendor. Our cottage-remodeling project also has also brought additional workload for each of us. We're just beginning a second construction project, a new Health Services Unit building. Thanks to everyone for their continued hard work and dedication.

<b>SALARY BUDGET</b>	<b>FY 2003</b>	<b>FY 2004</b>
	(actual expenditures)	(actual expenditures)
Permanent Salary	10,229,050	10,411,568
LTE & Project Emp Salary	24,246	30,141
Fringe Benefits	4,010,064	4,320,331
<b>TOTAL SALARY BUDGET</b>	<b>14,263,360</b>	<b>14,762,040</b>
<b>OPERATING BUDGET</b>		
Supplies & Services	420,463	619,986
Permanent Property		22,477
Food	567,400	514,148
Variable Non-Food	319,803	410,182
Fuel & Utilities	554,873	669,562
Maintenance	152,640	152,764
<b>TOTAL NON-SALARY BUDGET</b>	<b>2,015,179</b>	<b>2,389,448</b>

## **STORES/CLOTHING/CANTEEN**

Oakhill continued to have difficulty retaining staff in the Canteen position. For fiscal year 04, this position was staffed from mid-November through March 5, 2004. The

staffing shortage put us in the same position as we've faced for the past several years, which helped us decide to contract out our commissary services. Beginning May 1, 2004, we began contracting these services through Stellar Services of McFarland, Wisconsin. This is the same company used by Prairie du Chien Correctional Institution and Wisconsin Secure Program Facility. There have been growing pains, but the process is beginning to come together and work well. Prior to closing our canteen, we were able to ring up a total of \$ 356,703 in sales between 7/1/03 – 6/30/04. This averages out to almost \$602 per inmate per year after adjusting the figure for 12 months.

FY 04 has been a busy time for the Clothing area with the opening of several new facilities and bringing inmates back from out of state. During recent months, inmates have been leaving and arriving by the busload, creating a heavy workload for this area. We anticipate having full staffing in FY 05.

## **MAINTENANCE**

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

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

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

The Power House staff 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, and assisting in supervision of the inmate workers in the Auto Repair Shop. When the boilers shut down for the summer, they are inspected, repaired and readied for the next heating season. Power Plant Operators maintain the steam/condensate distribution system throughout the institution, and assist other maintenance staff in a wide variety of projects through the summer months.

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

The Building & Grounds Department operates two produce gardens and three greenhouses/germination stations. The Produce Gardener instructs and supervises a crew of ten to twelve inmate workers in plant generation and production practices. The germination stations annually produce thousands of flowering plants that adorn the institution grounds, are sold to staff and the public, or are donated to local charities and nursing homes. In 2003, the produce gardens yielded nearly 19,500 pounds of vegetable produce, of which 75% went to the institution main kitchen. An additional 2,244 pounds of produce were donated to local food pantries, and over 2,670 pounds were sold from the Produce Cart, generating nearly \$800 in revenue back to the institution.

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

## SECURITY

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

## TRAINING

During the Fiscal Year 2004, training provided to staff included: **CPR (AED)**, Single Officer Baton, Tactical Handcuffing, **POSC**, Scott Air Pack, Electronic Control Device Training, UWH&C familiarity, **Emergency Response (ERU)** firearms training, Joint DOC ERU training at NLCI, RIPP Restraints training, Cross Post Training, Personal Empowerment, OCI Emergency Preparedness Plan Training and Supervisory Development.

## HOUSING

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

In **FY 04**: 818 inmates were processed through the R/O Unit

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

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

	<b>2004</b>
Number of Rooms	359
Number of Beds	609
Single Rooms	130
Multi Person Rooms	229
% Inmates Doubled	63.8%
Ave. population per unit	45
Ave. # of rooms per unit	26
Average Daily Population	593

The Property Department processes inventories (inmates) in and out of Oakhill Correctional Institution.

In Fiscal Year 04: 1863 inmates were processed

In addition, 4286 packages were received and process for inmates, while more than 3300 packages were processed out for inmates in Fiscal Year 04.

#### **SEGREGATION UNIT**

June 2003 ended the fourth year of use for the OCI Segregation Unit. This building is utilized not only by Oakhill, but also by Oregon Correctional Center and Thompson Correctional Center. The unit also assists in providing needed segregation bed space for other DOC institutions with over crowded segregation units.

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

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

	<b>Oregon Center</b>	<b>Thompson Center</b>	<b>Dane Co. Jail</b>	<b>Other</b>
FY 03/04	38	39	24	1(WSPF)

#### **VISITING**

OCI 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. In Fiscal Year 04, 28,027 visits were held.

**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.

	1999	2000	2001	2002	FY02/03	FY 03/04
# of Conduct Reports Processed	2535	2057	1901	2028	1888	1541
# of Minor Hearings	2053	1624	1572	1540	1372	1083
# of Major Hearings	482	433	329	488	516	458
# of Conduct Report Appeals	*	81	80	106	110	77

**GANG ACTIVITY**

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

**EDUCATION**

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

Students Tested In FY2004            180  
 Students Completing In FY2004    62

Vocational Programming        Inmates are given the opportunity to learn entry level job skills in the area of Building Services, Horticulture and Foods Service. These classes are from 15 to 20 weeks in length.

Building Service Graduates    30  
 Horticulture Graduates        34  
 Foods Graduates                18

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

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

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

#### Library

The library is staffed by one full-time Librarian. In fiscal year 2004 over 37,000 books and magazines were checked out of the library.

Inter-library Loan was placed on hold because of personnel changes. It is expected to resume on July 1, 2004.

Our law library was converted to electronic access during this fiscal year.

#### Community Volunteers

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

- Fatherworks
- Fatheread
- Read to Me
- Common Ground
- Love and Logic
- Art Exploration

Programs are held in the Family Resource Room, which was established in the school.

## TREATMENT

### **SOCIAL WORK SERVICES**

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

## **PRE-RELEASE GROUP**

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

## **SMART**

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

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

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

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

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

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

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

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

This is a prepared series of 6 videotapes that were shown on six successive afternoons at OCI May through June 2004. This series is open to anyone and is open entry/open exit. Attendance varies from 6-8 inmates. An OCI Social Service facilitates the showing of the videos for inmates. The videos assist participants in gaining cooperation from their children, teaching responsibility, courage and self esteem. The tapes teach valuable skills used successfully by millions of parents. They feature vignettes illustrating problems faced by families. By realizing the importance of developing courage, responsibility and self-esteem Dads can maintain a closer relationship and guide their children toward positive choices such as abstinence from tobacco, alcohol and other drugs.

### **NARCOTICS ANONYMOUS**

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

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

### **GENERAL COUNSELING GROUP**

Voluntary group counseling with issues relating to problems concerning family, children or friends. Problems brought on by incarceration such as divorce, maintaining a marriage or being away from family are also discussed. Adjustment issues with cellmate or the structure of prison life, and dealing with health situations may also be discussed in this group.

- Meets once a week as needed

### **BEAT THE STREETS VIDEO**

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

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

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

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

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

## **PROGRAM REVIEW**

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

## **DART (DRUG ABUSE REINTEGRATION AND TREATMENT PROGRAM)**

The **DART** Program is a joint effort by the Oakhill Correctional Institution (OCI), the Division of Community Corrections (DCC), and the Division of Program Planning and Movement (DPPM).

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

## RECORDS OFFICE

An Offender Registrar, a Parole Clerk and a 50% Offender Records Assistant I staff the Records Office. This area is responsible for preparing inmate files for transfer to other institutions, receiving files from other institutions, completing the Parole Board Process, and coordinating releases from the institution. Also, Inmates can review their legal files and have questions answered 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. During Fiscal Year 2004, 157 Social Security cards were applied for and 62 Wisconsin Drivers License/Photo Identification Cards were obtained.

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

### Population Capacity      Average Daily Population (Operating capacity is 300)

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

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

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

### ESCAPES:

1998	- 6	2000	- 0	2002	- 0	FY04	- 0
1999	- 3	2001	- 0	2003	- 0		

## INMATE COMPLAINTS

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

**Number of complaints received in each listed category:**

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

**The number of complaints rejected: 179/202**

**The number of complaints withdrawn or informally resolved: 12/25**

**The number of complaints recommended for dismissal: 174/206**

**The number of complaints recommended for acceptance: 26/63**

## MEDICAL/DENTAL

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

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

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

OCI HSU staff provide chronic care clinics to include:

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

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

Health Service staff consist of:

Health Service Manager

4.5 Registered Nurses

0.5 Physician

1 FTE Nurse Practitioner

Dental Assistant

0.25 Dental Hygienist

Dentist

Program Assistant

Psychiatrist (LTE)

Services also included are PT and Ophthalmology

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

## PSYCHOLOGICAL SERVICES

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

### **MISSION STATEMENT:**

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

### **OCI PSYCHOLOGICAL SERVICES' GOALS:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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