

Oakhill Correctional Institution

*State of Wisconsin
Department of Corrections*



*2016 Annual Report
July 1, 2015 – June 30, 2016*



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ACRONYMS

AA	Alcoholics Anonymous	INVUNA	Involuntarily unassigned
ADA	Americans with Disabilities Act	LTE	Limited Term Employee
AODA	Alcoholics and Other Drug Addictions	OCI	Oakhill Correctional Institution
ATR	Alternative to Revocation	OARS	Opening Avenues to Re-Entry Success
BCE	Bureau of Corrections Enterprises	OPWA	Out Patient Waiting Area
BSI	Badger State Industries	PREA	Prison Rape Elimination Act
CBT	Cognitive Behavioral Training	R & O	Reception and Orientation
DAI	Division of Adult Institutions	SMART	Self-Management and Recovery Training
DAIS	Domestic Abuse Intervention Services	TIS	Truth in Sentencing
DOC	Department of Corrections	UWH&C	University of Wisconsin Hospital and Clinics
ERRC	Earned Release Review Commission	VUNA	Voluntarily Unassigned
GP	General Population	W2W	Windows to Work



A Message from the Warden

In January 2016 Warden Westfield retired and I was appointed Warden. During his tenure at OCI, Warden Westfield was responsible for the implementation of many important initiatives including the security pipe system, harvesting and managing the OCI woods, and overseeing the implementation of the new DOC 303 at the institution.

In addition to the Warden transition, many other personnel changes occurred at OCI in FY16. For example, all of the staff in both the Psychological Services and the Human Resources Departments either retired or moved on to other state agencies. The turnover of staff in security, maintenance and social work also continued to prove challenging.

There were also a number of new initiatives in FY16. Some of these were DOC initiatives while others were OCI specific. These initiatives included:

- implementation of the new statewide financial and personnel systems (STAR);
- purchase, installation and implementation of a new security pipe system;
- completion of OCI's first PREA audit; and
- rollout of the Field Training Officer (FTO) Program.

Throughout these many new initiatives, OCI staff were always engaged and willing to implement the necessary changes. For departmental initiatives, many OCI staff were on Central Office planning teams. Change happens at OCI because of the outstanding employees.

Thank you for taking the time to view our annual report.

Douglas Percy, Warden

VISION/PURPOSE STATEMENT

The purpose of Oakhill Correctional Institution is to maintain the safe and secure custody of minimum security offenders in a responsive, supportive, equitable and quality environment. The primary emphasis is to prepare offenders for release into the community by providing education, treatment programs, work release opportunities and pre-release programming.

INSTITUTION FACTS

- Oakhill Correctional Institution was built in 1931; however it remained vacant for 10 years until opening in 1941 as the Oregon School for Girls.
- In 1976 the School for Girls was closed and the facility was converted to a minimum security facility for adult males and re-named Oakhill Correctional Institution.
- It is listed as a historical site on the State Historical Society Register.
- In December 1999, a 6,000 linear foot stun fence was installed around the perimeter of the institution.
- Oakhill Correctional Institution is located in Dane County on approximately 160 acres, and is located two miles from the Village of Oregon, WI.
- Operating Budget - \$20,817,684
- Design Capacity – 344
- Average Daily Population – 690
- Current Population – 690
- Personnel – 265
- Security Uniformed Staff – 176 (Sgt. & Off)
- Non-Security Staff - 89
- Inmate to staff Ratio – 2.6:1

OAKHILL CORRECTIONAL INSTITUTION STAFF FACT SHEET

Warden

Douglas Percy, Warden

Deputy Warden

Paul Ninnemann, Deputy Warden

Inmate Complaint Examiner

Josh Wichmann

Human Resources

Vacant

Management Services

Kevin J. Alvarez, Correctional Management Services Director

Ryan J. Swantz, Financial Program Supervisor

Glen Bennett, Food Service Administrator

Terry Yanske, Building and Grounds Superintendent

Education

Vacant

Health Services Unit

Vacant

Security

Rebecca Blodgett, Security Director

Psychological Services

Dr. Dawn Landers, Ph.D., Psychologist

Programs

Julie Burtness, Corrections Program Supervisor

Mya Yohr, Corrections Program Supervisor

Rebecca Heth, Corrections Program Supervisor

Wayne Stuessy, Records Supervisor

ACCOMPLISHMENTS FOR FISCAL YEAR 2016

- Implementation of the new statewide financial and personnel systems (STAR).
- Purchase, installation and implementation of a new security pipe system.
- Completion of OCI's first PREA audit.
- Rollout of the Field Training Officer (FTO) Program.
- 17,238 edible, ornamental and perennial plant seedlings were donated to support more than 35 local youth gardens in Dane County through the OCI Kid's Garden Network.
- 42,338 pounds of garden produce harvested from the institution garden. Of this total, 37,710 pounds was used in the institution kitchen, while 4,628 pounds was donated to local food pantries.
- 13,446 pounds of fresh produce was harvested from the chapel/horticulture garden. Of this total, 13,044 pounds was used in the institution kitchen, while 402 pounds was donated to local food pantries.

BUSINESS OFFICE

- The Business Office is responsible for inmate accounts, canteen, accounts payable, financial reporting, accounts receivable, purchasing and stores at the institution.

	FY12	FY13	FY14	FY15	FY16
Permanent Salary	13,253,979	12,030,664	13,023,864	13,174,580	13,589,340
LTE/Permanent Project Salary	17,334	26,965	43,351	14,080	98,892
Fringe Benefits	5,767,742	5,369,411	5,881,659	5,694,428	5,645,171
TOTAL SALARY	19,039,055	17,427,040	18,948,874	18,883,087	19,333,403
Supplies & Services	365,104	336,077	331,610	326,408	305,112
Permanent Property	52,097	34,782	32,898	59,512	65,199
Food	669,374	682,379	681,153	640,494	699,990
Variable Non-Food	232,688	191,170	213,064	155,615	198,644
Fuel & Utilities	722,072	741,260	844,084	732,302	642,547
Maintenance	145,735	146,660	167,010	180,469	161,665
Purchase of Services	56,422	36,458	67,871	95,909	107,339
TOTAL NON-SALARY	2,243,492	2,168,788	2,337,691	2,190,709	2,180,495

INMATE EARNINGS

- During fiscal year 2016, OCI had approximately 1,200 inmates earning institution wages, 100 inmates earning project crew wages, 30 inmates earning work release wages and 40 earning Bureau of Correctional Enterprises wages.

<u>FY 2016</u>	<u>Amounts</u>
Institution Wages	\$153,977
Project Crews	\$ 78,383
Work Release	\$427,693
Bureau of Correctional Enterprises	\$147,381
Total	\$807,434

- OCI collects funds from inmates for such items as listed below:

<u>FY 2016</u>	<u>Amounts</u>
Court ordered restitution/fines	\$ 18,234
Child Support	\$ 19,230
Victim/Witness Services / DNA	\$ 31,535
Medical Co-pay	\$ 5,708
Room/Board & Transportation	\$154,302
Institution Restitution	\$ 549

HUMAN RESOURCES

The 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 and Benefits Specialist and the Human Resources Assistant. This office provides a program of complete personnel services including the following: Staffing/Classification, Health and Safety, Employee Assistance Programs, Peer Support, Compensation, Benefits/Payroll, Recruitment, and Employment Relations. Other Personnel Related Programs (FMLA), Staff Training, Affirmative Action Programs, and Workers Compensation.

EMPLOYEE ASSISTANCE PROGRAM (EAP)/ PEER SUPPORTERS

The DOC currently uses Life Matters EAP, which offers 24 hour confidential counseling to callers (employees or family members) as well as provides liaison service to a variety of EAP services in the community. Critical Incident Stress Debriefing (CISD) is a Department of Corrections supported program designed to assist staff who have experienced psychological trauma as a result of work related incidents. The program centers on the role of the Peer Supporters, who are trained staff who provide education and emotional support to an employee who may have been subjected to a traumatic incident in the line of duty. EAP referrals may also aid in the wellness of our staff given the demands of the stressful environment.

MAINTENANCE

The Building & Grounds Department has three primary areas of responsibility — Maintenance, Heating Plant and Grounds/Gardens. The maintenance staff supervises the work of up to 42 inmate workers. Under staff instruction and supervision, inmates are responsible for; appliance repair, washers and dryers, fans, vacuum cleaners, microwave ovens and other appliances. The inmate construction and repair crews perform large and small remodeling projects, hang shelves and assist other staff with tasks. Inmate painters, under staff guidance paint buildings throughout the institution. The goal of the department is to not only provide quality service to our customers but to teach usable skills to the inmates working in the maintenance department.

About half of the institution's 160 acres is wooded. OCI is working on completing a selective timber cut to remove trees that have been inflicted with Oak Wilt or other diseases. OCI is also completing a pulp cut to remove evasive trees and to give the younger, more desirable trees a chance to grow. OCI's wood sales remain certified to allow the institution to sell firewood and allow for it to be transported across county lines.

The institution Utility Crew, which is approximately 20 inmate workers, is supervised by a Correctional Sergeant. This crew maintains the institution grounds, loads recyclables and trash, shovels and salts sidewalks, and performs many other miscellaneous tasks.

The Building & Grounds Department operates a produce garden, greenhouse and germination stations. The Produce Gardener instructs and supervises a crew of 8-10 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. The garden helps supplement OCI's kitchen with fresh vegetables and excess produce is either frozen or given to food pantries in the surrounding area. The produce has included: tomatoes, broccoli, cabbage, cucumbers, peppers, zucchini, watermelon, and winter squash.

SOCIAL SERVICES

OCI Social Workers provide an orientation to new inmates, assist inmates in working toward completion of an individual case plan, provide release planning, communicate with Division of Community Corrections (DCC) agents, provide inmate status information to the ERRC (Parole) Commission, review and submit applications for Social Security Disability benefits, facilitate COMPAS reentry and legacy assessments, process interstate compacts, prepare funeral and deathbed requests, process and maintain inmate visiting lists, conduct individual counseling for inmates, facilitate pre-release modules, and are integral members of the Program Review Committee (PRC).

BUREAU OF CLASSIFICATION AND MOVEMENT

Bureau of Classification and Movement (BOCM) staff at OCI consists of an Offender Classification Specialist and an Operations Program Associate. The Program Review Committee (PRC) consists of the Offender Classification Specialist, a Security representative, and one other institution representative (e.g., Education Director, Corrections Program Supervisor, Records Office Supervisor, Deputy Warden). Classification hearings are typically held weekly. Each inmate is seen at least once every year in order to review his custody level, placement and program issues. A classification report is distributed to the inmate and another is placed in the inmate's Social Service file for reference.

FOOD SERVICE

All of the food for the institution is prepared in one central kitchen. Approximately 1/3 of the total population of the institution eat their daily meals in the dining room located in the Main Kitchen, while the other housing units have their meals delivered to them, ready to serve. The staffing pattern for the Food Service operation consists of 6.0 Correctional Food Service Leaders and 1.0 Food Service Administrator. There is 1.0 Correctional Officer assigned to work in the kitchen on each shift.

The kitchen employs about 50 different inmate workers. The inmates perform all aspects of food service operation. As many as 250 different inmates worked in food service during the year. The kitchen continues to utilize the abundant harvest from the on-grounds gardens. Plants include tomatoes, green peppers, sweet corn, broccoli, cabbage, cucumbers, herbs, assorted greens and other vegetables. Oakhill used and processed over 50,000 pounds of vegetables this year so far. During the past year the kitchen prepared 789,468 meals, up just slightly from last year. The facility also produced meals (2,371 for FY16) for the GROW Academy; an agriculture based juvenile facility adjacent to Oakhill. The average cost per meal was 89 cents.

SECURITY

The Security Department provides a safe and secure setting for the public, staff and inmates. The goal is to provide a high level of security, which allows productive, and positive inmate programs, work and leisure activities. Carrying out the mission are 176 Correctional Officers and 14 supervising officers under the direction of the Security Director with the assistance of the Administrative Captain and Program Assistant-Confidential. The Security Department is also responsible for the administration of the maximum-security unit at the University of Wisconsin Hospital and Clinics (UWH&C).

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 7,627 visitors visited inmates with a total of 13,626 persons using the visiting room.

PRISON RAPE ELIMINATION ACT (PREA): The Federal Prison Rape Elimination Act of 2003 supports the elimination reduction and prevention of sexual assault and rape within correctional systems and detention facilities across the country. It establishes a zero-tolerance stand for the incidence of inmate sexual assault and staff sexual misconduct, and makes prevention a top priority. DOC works with local law enforcement agencies to ensure that sexual assault crimes of this nature are thoroughly investigated, and that the individuals involved are held accountable under state law and Wisconsin Administrative Code as appropriate.

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 FY16, 712 inmates were processed through the R/O Unit. General population inmates are housed in one of fifteen housing units. The vast majority of rooms have multiple occupancies to provide for additional bed space. In FY16, the Property Department processed 412 inmates transferring out, 599 inmates transferring in, and 261 releases. In addition, the property department processed 6,689 packages in FY16.

INMATE DISCIPLINE: Listed below is a chart indicating the number of inmate conduct reports and the number of major and minor hearings.

<u>Conduct Reports</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
# of Conduct Reports Processed	983	788	583	513	793
# of Minor Hearings	862	662	448	390	557
# of Major Hearings	552	126	135	123	236
# of Conduct Report Appeals	37	10	45	37	37

RESTRICTIVE HOUSING: Provides restrictive housing services to OCI, Oregon and Thompson Correctional Centers. The unit has 48 wet cells and two observation cells.

EDUCATION

VOCATIONAL PROGRAMMING: OCI has 2 full-time vocational instructors. These positions provide inmates with the opportunity to learn entry level job skills in the area of Building Services and construction as well as Basic Horticulture. Both programs are 15-weeks in length.

ACADEMIC PROGRAMMING: OCI has 3 full-time academic instructors providing adult basic education, intermediate and high school equivalency level training. Inmates work toward earning a Wisconsin High School Equivalency Diploma.

LIBRARY: The Oakhill Library serves as a resource for casual reading, pre-release, academic study, and legal research. The collection consists of nearly 9,000 items, among them bestsellers and new releases, classics and textbooks. Magazine and newspaper subscriptions provide a connection to local, national, and world events. Interlibrary loan is also available, which opens up the collections of nearly every library in Wisconsin to the men of Oakhill. In the first half of 2016 alone, the Oakhill Library has processed over 13,000 circulation transactions. The Oakhill library's normal schedule runs on the same calendar as the rest of the indoor recreation services, open Monday through Friday.

PRE-RELEASE WORKSHOPS: The Annual Transition-Career Fair was held in April to provide inmates face to face contact with potential employers, governmental entities, and nonprofits to obtain information on opportunities available to them upon their release. Presenters include: The Department of Workforce Development, Iron Workers L.U. 383, Operating Engineers SI&AF, MATC-Madison, Employment & Training Assn., YWCA Employment Services & Transportation, Madison Urban Ministries, Dane County child support, Aging & Disability Resource Center of Dane County and other community based organizations.

PARENTING CENTER: The Parenting Center is staffed by volunteers and provides inmates with resources to enable better parenting and foster family communication. Programming includes the Read-To-Me Program and Creative Writing.

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 a total of 654 complaints in FY16.

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, daily OCI inmate counts and coordinating releases from the institution. In addition, inmates can review their legal and social services files and have questions answered. The Records Office also performs sentence calculations and computations, processes inmate litigation in accordance with the Department of Justice and open records requests, serves detainers, and coordinates record retention and destruction.

PROGRAM SERVICES

VOLUNTEERS: Currently there are approximately 190 volunteers who donate their time and knowledge to Oakhill. There are numerous volunteer opportunities including: addiction support meetings, religious programming, re-entry assistance, veteran's assistance, family and parenting programs, educational programming, mental health assistance and more. All volunteers are required to attend a Prison Rape Elimination Act training and institution orientation as well as maintain good standing in their communities. Many of OCI's volunteers have been donating their time regularly for many years and their dedication is vital to the rehabilitation of the inmates.

RECREATIONAL PROGRAMMING: Recreation continues to be valuable to inmates and helps to promote healthy lifestyles and psychological wellbeing. Staff provided opportunities for inmates to participate in leisure-time activities such as; intramural leagues in basketball, handball (both singles and doubles) and volleyball (both indoor and outdoor sandpit). There were also tournaments in basketball, handball and horseshoe. Additionally, weight lifting, adaptive recreation, ceramics, hobby craft and a Music room with donated equipment such as; guitars, key board, microphone, drum set, speakers are available. Holiday tournaments include: Table tennis, chess and bean bag toss. Inmates participate in making bags, holiday cards, rugs, hats, mittens and scarves for donation to many causes. Both the physical activity and hobby opportunities allow inmates to focus their mind and body.

LIMITED ENGLISH PROFICIENCY (LEP): Limited English Proficiency (LEP) refers to any or all of the skills of reading, writing, speaking or understanding English. The LEP Initiative is DOC's plan to implement Executive Directive #71 and to meet the needs of all offenders whose primary language is not English. The overall program is designed to train staff to address these needs, so that LEP persons will not be disadvantaged in our system.

CIRCLE OF RECOVERY: This program is a voluntary recovery program lead by volunteers from Madison Urban Ministry and meets weekly.

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 and meets weekly.

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.

OPENING AVENUES TO REENTRY SUCCESS (OARS)

OARS is offered by DOC in partnership with the Wisconsin Department of Health Services. The Vision is to enhance public safety by supporting the successful transition, recovery, and self-sufficiency of offenders with mental health needs as they reintegrate into the community. Inmates must be releasing to one of the 36 counties identified, have a minimum of 6 months of supervision upon release, have serious and persistent mental health needs, rate moderate to high risk of reoffending and agree to participate in the OARS program. The OCI Psychological Services team in conjunction with the Social Worker review inmates prior to release to determine if they meet the criteria for this program. Once a referral is made, the OARS Program Specialists meet with the inmate. A local case manager is assigned that works directly with the Offender and their Agent of Record upon release for up to 2 years.

WINDOWS TO WORK (W2W): W2W is a voluntary program for inmates releasing to Columbia, Dane, Dodge, Jefferson, Marquette and Sauk Counties. It provides OCI inmates re-entry education, support and case management services beginning 6-9 months prior to release and up to one year post release. The program assists inmates in finding and maintaining employment; determining housing and transportation options; connects offenders to career planning and skill based training to effect successful transition to the community.

CHAPEL/ RELIGIOUS PROGRAM: The Chapel Program addresses a full range of programs to address the spiritual needs of inmates. The programs are largely supported by volunteers from the community. A full-time Chaplain coordinates the religious activities, schedules religious services, studies, pastoral visits, praise team, special memorial services for inmates who have experienced a loss, updates religious preference forms, and special religious events.

THINKING FOR A CHANGE (T4C): T4C is an evidenced based cognitive behavioral program that consists of cognitive self-change, social skills and problem solving with directed skill practice (role play). It is 14 weeks in length and the group meets twice a week. There were approximately 113 participants and a total of 101 Inmates completed the program in FY16.

RESIDENTIAL AODA PROGRAM: The **Dane County Diversion Program** is a partnership between Dane County - Department of Community Corrections and DAI - Oakhill Correctional Institution. The program consists of 2 groups of 6 Alternative to Revocation (ATR) inmates and 6 DAI inmates. 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 4th 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. ATR /DAI inmates are required to complete the 12 week Aftercare Program at the Dane County Day Report Center upon their release from incarceration. The **State-Wide AODA Program** consists of 2 groups of 12 inmates who are releasing to counties other than Dane County. A contract AODA certified facilitator utilizes the same curriculum (New Freedom Alcohol and Drug Curriculum) to facilitate four month (360 hour) cognitive/ behavior based residential program. There is no Aftercare component to this program. This is a 16 week course that meets 5 times/week. Approximately 42 inmates completed the course out of the 49 that were enrolled.

PSYCHOLOGICAL SERVICES

Psychological Services Unit (PSU) staff 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. OCI's PSU consists of a Psychologist Supervisor, one Licensed Psychologist, one Psychological Associate, and one half-time Office Operations Associate. OCI also provides PSU coverage for Thompson Correctional Center and Oregon Correctional Center when needed.

PSU services include crisis intervention and suicide assessments, inmate orientation, PREA Orientation of transferred inmates, evaluation of new arrivals, individual and group therapy, psychological and functional assessments of inmates for treatment recommendations, clinical monitoring, restricted housing reviews, multidisciplinary meetings, Wisconsin Resource Center referrals and consultations, staff training, 24-Hour on-Call Coverage, court testimony; and supervision of interns and students. PSU also works with community volunteers and HSU to provide a Mindfulness Meditation program available to all inmates at OCI. At present, PSU is developing new treatment groups to serve the needs of the short and long term inmate populations at OCI, including a Positive Psychology group.

MEDICAL/DENTAL

The Health Services Unit (HSU) at OCI provides urgent, primary and chronic care for inmates. The services provided onsite include medical care, dental care, optometry, psychiatry, physical therapy and hearing evaluations. The goal is to work with inmates to manage their health care needs and to be as healthy, informed and independent as possible. Many inmates require specialty services from off-site specialty providers. The HSU also serves as a clinical site for University of Wisconsin School of Nursing students.

UNIVERSITY OF WISCONSIN HOSPITALS & CLINICS

OCI operates a 10-bed Secure Unit and the Outpatient Waiting Area (OPWA) located on the University of Wisconsin Hospital & Clinic (UWH&C) grounds. 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>FY 2016</u>	<u>DOC</u>
Outpatient Appointments	7,146
Emergency Room Visits	240
Inpatient Stays	510
Average Length of Inpatient Stays	4.8