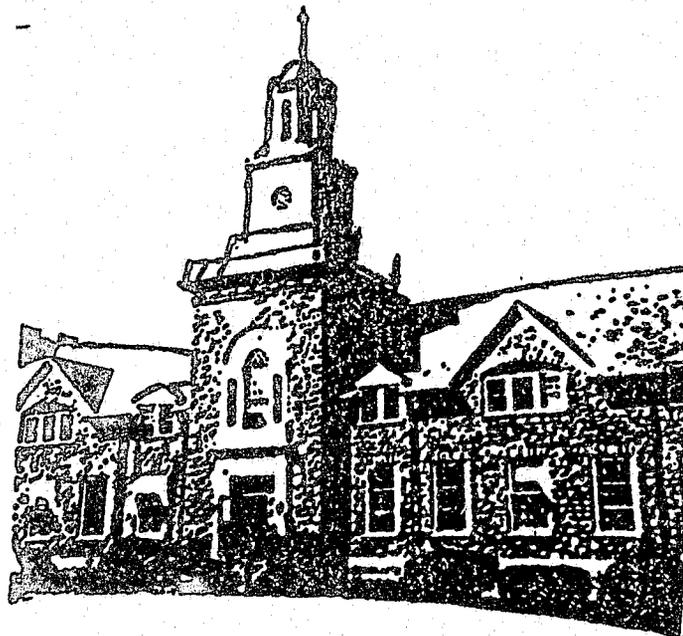


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**YOUTH CORRECTIONAL INSTITUTION
ANNANDALE
NEW JERSEY**

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ANNUAL REPORT

July 1, 1987 - June 30, 1988

**Stephen M. Domovich
Superintendent**

NCJRS

AUG 5 1988

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SUMMARY ANNUAL REPORT

FISCAL YEAR
1987 - 1988

YOUTH CORRECTIONAL INSTITUTION
Annandale, New Jersey

The statistics for this annual report reflect the time period from June 16, 1987, through June 15, 1988.

During the past year continued progress was made toward achieving the goals of the Institution and Department. Employee-Inmate rapport and communication has been good and this has been an important stabilizing factor.

MAJOR DEVELOPMENTS AND HIGHLIGHTS:

Accreditation

The Administrative Policy and Procedure Manual is being utilized in all departments. Annual reviews and revisions are conducted, as required; additional policies are added as needed. Special attention is focused on mandatory standards insofar as compliance is being documented and formulated.

The Emergency Plan Manuals for YCIA and the Satellite Complex are annually reviewed. Quarterly meetings of the Crisis Intervention Team are held as scheduled and resulting changes are immediately implemented.

The YCIA Search Plan remains in effect, with annual review. The Search Plan Coordinator submits a monthly report to the Superintendent who in turn submits his report to the Assistant Commissioner of Adult Institutions every July 1 and January 1.

The YCIA Accreditation Manager is involved in an accelerated standards interpretation program with Youth Reception and Correction Center, Yardville, under the direction of the Department of Corrections Accreditation Manager.

During the past year the Accreditation Manager met with key personnel from Central Office and other institutions in the Department of Corrections in continuing efforts toward achieving accreditation.

Most departments have submitted a Department Operations Manual to the Accreditation Manual. All such materials shall be revised as needed, annually reviewed and utilized in the department.

Fire Procedure Manuals for YCIA and the Satellite Complex are undergoing annual review. Specific attention is emphasized in complying with mandatory standards for facility inspections, equipment inspections, fire drills and related matters.

YCIA Housekeeping Plan is ongoing to benefit staff and inmates.

Safety Committee Meetings are held as scheduled and recommendations for improved safety measures and/or conditions are reviewed by administrative staff.

Confirmed completion dates for life safety improvements are not definite.

Application to the Commission on Accreditation weighs heavily upon the Department of Correction Manager's assurance of YCIA's preparedness.

In the last year the Accreditation Department at YCIA prepared the individual departments towards standards compliance and our goal is application for an audit and to achieve accreditation.

Annandale Population

The highest count in the history of this facility was 1,303 on November 16, 1987. Four-hundred and seventy-nine of the inmates received during the past year were transferred directly from their respective county jails.

Annual Alcoholics Anonymous Meeting

On April 26, Annandale held its 40th Anniversary Celebration of Alcoholics Anonymous. Approximately 120 inmates and 25 guests attended this program. The traditional coffee and cake was offered after the program.

Annual Family Day Picnic

On July 27, the Annual Family Day Picnic, sponsored by the Jaycees, Hispanic Community, Cottage Committee and Islamic Community was held on the institution grounds. Inmates were allowed to have three visitors from their visiting list. Six-hundred and eighteen inmates participated with 822 visitors for a total of 1,440 individuals. The program agenda for the picnic included a softball tournament between the four service organizations, games and races for children, musical entertainment by the Jaycees Band and a picnic lunch.

Central Court Transportation Unit

During the past year the Central Court Transportation Unit made 268 trips transporting 484 inmates. This was an average of 22 trips per month.

Central Medical Transportation Unit

During the past year the Central Medical Transportation Unit made 473 trips transporting 1,004 inmates. This was an average of 39 trips per month.

Case Study Team

The Institutional Case Study Team has continued to function smoothly and effectively this year in meeting the needs of the handicapped residents of this facility, to develop IEP's with teachers and to provide counselling and speech correction services. Referrals continue to be accepted. Special needs inmates are referred for aftercare services with the Division of Developmental Disabilities and Division of Vocational Rehabilitation. The number of screenings for the year totaled 289.

Dedication of the Chapel at the High Point Unit

On July 24, 1987, the dedication of the Chapel at the High Point Unit was held. Most Reverend Frank J. Rodimer, D.D., J.C.D., Bishop of Paterson, conducted the Mass of Dedication. Several priests including Annandale's Father Ewing and many ministers including Reverend Robert Henniges, Coordinator of Chaplaincy

Services, Department of Corrections, also participated in the dedication of the Chapel. Mrs. Peg Martin provided the music. Several other staff members of the parent institution and satellite units attended this affair with those inmates who are at High Point.

Efficient and Secure Feeding of Inmates

EAS (Efficient and Secure) feeding of the inmate population went into effect on November 23, 1987. It has already demonstrated a cost effectiveness as well as a reduction of time for feeding our population. Both staff and inmates in Food Service are very happy with the new system and feel that they can perform tasks in a much more effective environment. It has impacted in a positive manner on both staff and inmates in Food Service. There have been minimal complaints from the general population.

Graduation

Graduation exercises were held at Annandale on October 19 for inmates who have completed academic and vocational programs. Guest speakers included Assistant Commissioner Hilton; Director of the Office of Educational Services, Isaac Ballard; Superintendent of North Hunterdon High School, Dr. Robert Neumann; and Chairperson of the Board of Trustees, Margaret Walker. James Herald, an ex-inmate, was the Principal Speaker.

Garden State College Program

Ninety-eight Annandale inmates and 12 women from Clinton Correctional Institution were enrolled in the Garden State College Program during the year. On October 9, 1987, the Garden State College held its Annual Picnic at Annandale. On May 21, 1988, the Annual Awards Banquet was held with 137 inmates, parents and guests in attendance.

Highway Detail

During the past year there was a total of 482 inmates assigned to the Highway Detail. Twenty-four thousand, four-hundred and seventy-eight manhours were worked and approximately 330,050 pounds of trash and debris were collected. The detail logged 396.7 miles.

Internal Affairs

The Internal Affairs Unit currently has three positions assigned to the Unit: one Principal Investigator, one Senior Investigator and one Investigator. The Unit assumes the responsibility of investigating all violations of the New Jersey Criminal Code and Department of Corrections Standards. Services provided to the institution include preparation of major incident reports, claim investigations, background checks on new employees and volunteers, narcotic field testing, evidence maintenance, protective custody investigations, drug urinalysis screening, and polygraph examinations. During the past year the Unit has performed 81 investigations, 23 major incident reports, 51 claim investigations, 105 background checks, 14 polygraph examinations and handled 121 pieces of evidence.

Mock Escape

On June 25, 1987, a "mock escape" was held at Annandale and the following were in attendance as observers: Gary Hilton, Assistant Commissioner; Joseph Call, Deputy Director; Arthur Brown, Director of Communications; Sgt. Ted Roth, Special Operations Group; Lt. Rysinsk, NJSP; Lt. D. Sau, NJSP; Sgt. J. French, NJSP; P. Morrison, NJSP Communications; P. Picock, NJSP Communications Technician; W. Osborne, NJSP Communications Technician; Detective Sgt. J. Laird, NJSP; and Trooper Tallett, NJSP. The "mock escape" commenced at 9:15 a.m. with S.C.O. R. Maynard in the role of the escapee. Captain S. Morgan was the coordinator with Sgt. A. Gallagher acting as field supervisor. Several officers were placed on roving and standing posts. The New Jersey State Police set up an emergency command post to assist Capt. Morgan in directing State Police support. All phases of the escape went well and the escape was completed at 11:30 a.m. Gary Hilton gave a debriefing in the board room to all concerned. Several changes were proposed and the emergency plans on escape procedures were updated as a result of this meeting.

Open House and Staff Recognition Program

Annandale's Open House and Staff Recognition Program was held on May 17, 1988. Eighty-two staff members, totaling 840 years of service were recognized. Commissioner Fauver gave the principal address and Margaret Walker, Chairperson of the Board of Trustees, spoke on behalf of the Board. Over 200 guests attended this affair.

Outstanding Correction Officer

On May 11, 1988, the Superintendent and Senior Correction Officer George Crampton attended a luncheon that was sponsored by the PBA for the Department of Corrections to honor the Outstanding Correction Officer for each institution. George Crampton has been employed at Annandale as a Senior Correction Officer since September 5, 1961. He has been a loyal and dedicated employee over the years and was worthy of receiving this award.

Outstanding Employee of the Year

On April 21, the Outstanding Employee of the Year Luncheon was held at Cedar Gardens in Trenton. Annandale's Outstanding Employee was James Fisher who has been employed as a Teacher since 1962. Forty-four employees from Annandale attended this affair.

Parole Department

The Institutional Parole Office functions with the Senior Parole Officer, one Parole Officer, one Principal Clerk Stenographer and one Senior Clerk Typist. Relations and cooperation with institutional staff have been excellent in spite of inadequate physical setup of the Institutional Parole Office offices.

Nine-hundred and seventy-five inmates were paroled during the past year. There were 1,622 pre-parole interviews and 1,410 inmate interviews. There were 51 placement cases and 91 inmates released upon expiration of their maximum sentences. The Institutional Parole Officers were involved in conducting parole classes and screening for gate money.

Recycling

Several inmates have been employed in the recycling program in the surrounding communities. The Hunterdon County Freeholders are interested in the expansion of this project to include the entire county. Assistant Superintendent Salvatore is working closely with them in developing this program.

Replacement of Roofs

Davisville Construction Company completed all roofs in October with the exception of the Dairy. This was delayed due to the present shingles having asbestos and supervision was required for the removal of these shingles. To date the roof has not been completed.

Rescue Squad Service

High Bridge Rescue Squad continued to service this facility during the past year working under the temporary restraining order. Meetings were conducted between Annandale and High Bridge Rescue Squad members throughout the year and many issues have been resolved. The temporary restraining order remains in force and if either party wishes to discontinue service or use of the service, a 30-day notice is to be made and then a court date will be set.

State Parole Board

The New Jersey State Parole Board assigned at this facility consists of one Principal Parole Counselor, two Parole Counselors and one summer Intern. These counselors act as a liaison between the institution and the State Parole Panel. They work closely with the Classification Department regarding classification materials and interviewing inmates.

Work Release

During the past year the Work Release Program provided opportunities to 487 inmates. They grossed \$1,142,477, netting \$932,455.

INMATE MOVEMENT AND CHARACTERISTICS:

There was a total of 1,486 admissions to Annandale in the fiscal year 1987-1988. This figure was 75 more than the 1,411 inmates received during the previous fiscal year. This figure reflects 803 inmates received from Yardville Reception and 479 received directly from their respective counties. Twenty-seven inmates were received from other institutions. Receiving inmates from the county jails entails the interviewing and selection of inmates by YCIA members and institutional personnel fulfilling many of the functions normally dealt with at Yardville Reception Center.

At the end of the 1987-1988 fiscal year, Annandale had 690 State Prison Cases included in its population. These were individuals who were assigned to YCIA through Prison Reception, inmates sentenced to the State Prison and received directly from the county and inmates who were originally committed to the Youth Complex with pending charges and subsequently received State Prison Sentences.

The average population was 1,272 as compared to 1,242 the previous year.

A total of 975 inmates were paroled from Annandale during the 1987-1988 fiscal year. Eighty-two inmates were released to the Intensive Supervision Program; 12 to MAP; 92 to halfway houses; and 98 inmates were transferred to other institutions primarily for disciplinary reasons.

The average inmate age on admission was 24 as compared to 24 the previous year.

The average length of stay was 12.4 as compared to 12.4 months in 1986-1987.

On February 2, 1988, the institution had its lowest count of the year at 1,235 and on November 16, 1987, had its highest count of 1,303.

STATUS OF INMATE MORALE:

The inmate morale was good throughout the year and major incidents were at a minimum. It is felt that one of the reasons for maintaining good morale was the accessibility of staff to all inmates. New and constant changes in the program, as well as good communication between staff and inmates, have related in reducing friction and misunderstanding.

Additionally, a strong voluntary chaplaincy and Bible Study activity provide support for interested individuals. Education/Recreation programs afforded meaningful programming for a greater number of inmates.

A total of 269 inmates received furloughs. There were 143 unescorted furloughs and 126 escorted furloughs.

Telephones for inmate use (outgoing collect calls only) are located in each housing unit and are available for use from 6:00 a.m. to 10:00 p.m. daily.

Disciplinary Actions

There were 4,347 disciplinary reports written which were received by 3,995 inmates. Eighteen thousand, seven-hundred and twenty-eight inmates received On-the-Spot Corrections, 635 appeals were submitted to the Superintendent's office and 153 were adjusted.

Inmate Activities

The following inmate organizations met each month: Satellite Organization, TRAP, Garden State College Student Government, Hispanic Community Group, Annandale Jaycees, Muslim Community and Cottage Committee.

Inmate Liaison Committee Meetings

Cottage Committee Meetings are held every Thursday with representation from each housing unit and approximately 5 staff members present. A monthly meeting with cottage representatives and key administration staff is held the first Thursday of each month.

Unusual Incidents

There were 13 escapes investigated by the Internal Affairs Unit. At the present time there are still two escapees at large. Most escapes occurred at community based programs and included those inmates who did not return from furlough within the allotted time.

There were three serious incidents of assaults on staff investigated by the Internal Affairs Unit.

Visits

During the year 36,260 visitors visited 22,119 inmates. Sixteen thousand, three-hundred and eleven packages were received. Seven-thousand, forty-five cash receipts were issued to the inmate population totaling \$170,410.20.

LAWSUITS:

Twelve claims were processed for potential litigation during the fiscal year.

ACCREDITATION:

(Please refer to Accreditation under Major Developments and Highlights, pages 1 and 2.)

BUSINESS MANAGEMENT ACTIVITIES:

Food Service

Annandale's Food Service Department continued to provide a wholesome nutritious diet to residents at the institution. A total of 1,092,143 meals were served to inmates, employees and guests.

Institution Finances

Inmates in the Work Release Program earned a total of \$1,142,477. They paid \$169,316.80 in room and board. Inmate wages were \$412,685.45. Paraprofessional wages were \$15,313.00. State Use inmate wages were \$17,061.51.

Maintenance and Physical Plant

The age of the institution places heavy demands on the staff of this department. Two-thousand, seven-hundred and seventy-eight repairs were made. The following major projects were completed during the year: replacement of roofs on all cottages, Units B, C, D, administration building, school and gymnasium building and powerhouse; a wall that was constructed in the inmates dining room for implementation of the Efficient and Secure feeding of the inmates; recovering the floors in the staff dining room and in the gatehouse; painting interior of several housing units; replacement of the large window located in the nurses station and lowering the ceiling in that room; a new parking lot was completed at the Stokes facility; a mini-lab was completed in Internal Affairs and one room that was vacated by Internal Affairs was refurbished to be used as a counseling room; and wiring was completed for several new computers that were installed.

Personnel

There were 483 employees at Annandale as of June 15, 1988. This included budgeted and temporary funded positions. Eighty-six employees were hired during the past fiscal year. There was a total of 20 resignations in good standing and 16 resignations not in good standing. Three Senior Correction Officers and one Lieutenant were removed from State Service. A total of 296 correction personnel are employed out of a possible 300. This includes correction officers and custodial supervisors.

Twenty-eight personnel were transferred from this institution to other institutions and six were transferred from other institutions to this institution. There were seven retirements during the year.

One-hundred and sixty-one individuals were involved in SLI during the past fiscal year ranging from several hours to six months. There was a total of 40 employee accidents.

Fifty-six promotionals were processed during the year.

Twenty-six title reclassifications occurred.

There was a total of 18 major and 160 minor disciplinary actions disposed of. Twenty formal grievances were disposed of during the fiscal year.

Staffing proposals have been developed for planned expansion of Annandale's facilities.

\$1,503,572.36 was expended for 76,255.6 hours of overtime covering the fiscal year.

Stores and Canteen Operations

Inventories were conducted in both areas and no discrepancies were noted. Uncontrollable inflationary cost on Canteen commodities continues to affect inmate purchases.

Tailor Shop

An average of 18 inmates was assigned to the Tailor Shop. During the fiscal year, 157,361 pounds of laundry were sent to Bordentown. This includes 52,509 inmate laundry changes; 4,562 clothing repairs; 1,293 new admissions processed; 95 inmates clothed for court; 282 issued civilian clothing; 541 inmates sent to court; and 1,167 inmates returning state issue. Five-hundred and twenty new covers were put on mattresses.

FARM OPERATIONS:

During the past year, 781,624 quarts of milk were produced. Ten cows, 25 calves, 1 heifer, 7 boars, 29 sows and 630 shoats were sold or transferred. Nine pregnant heifers were struck by lightning and killed.

Alfalfa, corn, oats, wheat and barley were cultivated and harvested. In addition, zucchini, cabbage, radishes, scallions, tomatoes and peppers were raised to supplement the inmate diet.

STATE USE INDUSTRIES:

During the past year a total of 136 inmates were assigned to the State Use Warehouse Detail in Trenton. On June 15, 1988, there were 40 inmates active on the detail.

PROFESSIONAL SERVICES:

Classification/Case Conference Committee Activities

The number of cases acted on by the Classification Committee was 7,063 as compared to 6,159 the previous year. This includes 3,851 personal appearances and 3,212 non-personal discussion cases.

Education

The fully certified educational staff remained intact during the year and insured continuity in all phases of the educational programs. Academic classes ranging from literacy training through post-secondary were conducted. Social Education Programs, Driver Education, Art, Music, Learning Disabilities, Child Study Team services and Programmed Instruction were also conducted. New Jersey Equivalency Certificates were earned by 46 residents. The Driver Education Program continued with enthusiasm permitting students to obtain valid permits and drivers licenses. Seventy-eight students participated in the Driver Education Program during the past year.

The Garden State College Program had a total of 98 students earning college credits.

Twenty-five inmates participated in the Paraprofessional Program in the areas of Clerks, Teachers Aides, Tutors, Recreation Aides, Law Library and Library Clerks, as well as Education Clerks.

Educational programs played an important part in the total program at the Satellite Complex.

Medical and Dental Services

The Medical Department staff consists of two full-time Physicians, one Director of Nursing Services, one Supervisor of Nursing Services, three Head Nurses, one Registered Nurse, three Graduate Nurses, one Practical Nurse, one part-time Pharmacist and one Senior Clerk Typist. There were 89,612 inmates to medical call during the past year.

The Dental Department staff consists of one full-time Dentist, two part-time Dentists and two full-time Dental Assistants. There were 3,358 inmates seen in the dental clinic during the past year.

Psychological and Psychiatric Services

Four full-time Clinical Psychologists and three part-time Clinical Psychological Consultants interviewed inmates during the past fiscal year. The breakdown of psychological services are as follows: individual psychological cases, 289; State Prison evaluations, 557; initial evaluation, 1,032; other evaluations, 409; group therapy meetings, 768; group testing sessions, 964; clinical supervisory sessions, 148; and conferences, 3.

Psychiatric staff consisted of one Psychiatrist. He provided 405 individual inmate sessions during the past year. This figure includes 200 new psychiatric evaluations and 205 individual treatment cases. This was done in 40 visits to the institution.

Recreation

General Recreation is scheduled for inmates to participate in during their leisure time. Heavy muscle activities, sports, semi-active and passive games are offered.

Religious Services

Rev. Richard Ewing, Catholic Chaplain, continued to conduct Mass on Monday afternoons and special holidays. On Tuesdays he conducts Mass in Spanish. He holds group counseling every Tuesday morning and is on call mornings for special counseling on an individual basis. Rev. Gerald Scott, Protestant Chaplain, conducts Protestant Services on Sunday mornings. Rev. Scott, Pastor Downs and other volunteers conducted Bible study groups. Imam Mujahid A. Salaam conducts Muslim Services. Rabbi services are available as requested.

Social Service

The Social Service Department performed an outstanding service to the population this past fiscal year. There was a total of 21,278 inmates seen by this department as a result of referrals from both staff and inmates requests. Three-hundred and fifty-eight telephone calls between inmates and their families were arranged.

Three-hundred and forty-one grievances were filed by inmates. Two-hundred and twenty-seven were resolved and 113 remain pending.

Treatment and Rehabilitation of Addicted Prisoners (TRAP)

During the past year TRAP staff conducted a total of 238 inmate interviews for possible program admission. One-hundred and thirty-six inmates participated in the program under the direction of two Substance Abuse Counselors, a Vocational Counselor and an Instructor Counselor. Approximately 90 percent of all inmates applying to TRAP are, in fact, mandated to treatment via the New Jersey State Parole Board.

TRAP continues to assist surrounding communities with their efforts in drug/alcohol education awareness programming. This was especially true in the area of youth services. Nine public schools and community youth groups and 7 HALO groups visited the TRAP Program.

CUSTODY OPERATIONS:

During the past year a total of 1,167 trips escorting 4,043 inmates, requiring 6,080 manhours and covering 80,504 miles was made. Manhours for court trips amounted to 1,977 hours; administrative trips, 2,900; and medical and dental trips, 1,203. Trips requiring overtime totaled 967 hours.

SATELLITE UNITS:

The average count at High Point was 120 during the fiscal year. The average count at Stokes was 90 during the year. There have been many changes in the past year for the Satellite Complex. The population at both units, Stokes Forest and High Point, has been expanded with High Point having a high count of 120 and Stokes with 90.

The Work Release Program has been expanded and includes both High Point and Stokes Forest Units. New employers have been added and waivers were approved for additional inmates to work at two work release sites.

The dental office was completed and put into service this past year. The Chapel was dedicated for use by all religious groups. A new weather station was installed in Unit A at High Point which provides digital readouts of temperatures.

A new parking lot was constructed at Stokes and the parking lot at High Point was updated.

The inmate population at both camps has been recipient of several theatre productions. These shows were well received by the population.

Inmates were active during the past year in work, educational and recreational programs, religious activities, Alcoholics Anonymous and the Satellite Organization.

SPECIAL TREATMENT PROGRAMS

The detention, administrative segregation and protective custody areas are visited by the Social Service Department on a daily basis. Inmates requesting medical attention while in the above facilities are either seen by the doctor or nurse in that area or the inmate is escorted to the infirmary for further treatment. The Administrative Segregation population in the institution is a problem since the inmates must wait a long time before being transferred to another institution. This is primarily due to overcrowded conditions in the other institutions.

COMMUNITY SERVICE PROJECTS:

Community service activities include assisting in general and major clean-up projects for county, municipal, state and non-profit agencies. The following are regularly scheduled projects:

Clinton Township Police

Two inmates are used by the Clinton Township Police as needed at their barracks for minor repairs and painting, mowing of lawn, etc.

Highway Detail

During the fiscal year, 482 inmates were assigned to the Highway Detail cleaning up debris from Interstates 78 and 287. They worked 154 days, 24,478 manhours, logged 396.7 miles, and collected 24,478 pounds of trash.

Recycling

A small detail of two to four inmates assist the following communities in their recycling projects: Alexandria Township, Clinton Borough, Clinton Township, Delaware Township, Holland Township and Lebanon Borough. Details have also assisted in hazardous waste clean up. They also work at the Transfer Station.

TRAP Speaking Engagements

Eight TRAP Speaking engagements occurred during the fiscal year in area schools and seven internal HALO programs occurred. Nine area schools visited the TRAP Program.

Waterloo Village

When requested by Waterloo Village, a detail of seven to ten inmates is sent to Waterloo Village to assist in their special projects. Over 30 days have been spent working at Waterloo this past year.

COMMUNITY RELEASE PROGRAM:

During the past year there were 63 inmates transferred to ISP; 12 inmates transferred to MAP; and 92 inmates transferred to halfway houses.

On June 15, 1988, there were 90 inmates participating in the Work Release Program as compared to 90 on July 1, 1987. During the year the program provided opportunity for 444 inmates. Financial totals were: Gross Income, \$1,142,477; Federal Income Tax, \$60,515; FICA, \$84,545; NJ Tax, \$15,620; SUI, \$12,241; and Net \$932,455. Inmate in the Work Release Program paid \$169,316.80 in room and board.

During the year, 126 escorted furloughs and 143 unescorted furloughs were granted.

INMATE WORK OPPORTUNITY:

The staff continued to instill good work habits among the residents, the majority of whom were not work oriented. In addition to the large farm and grounds area to care for, maintenance of 160 buildings and approximately 50 vehicles of all types remains a very large job. Several work groups continued to function at both satellite units.

Annandale is in need of a State Use industrial building to house several industries. This is needed to provide work opportunities for inmates. Until the extreme increase in population, work was not a problem at this facility.

PUBLIC RELATIONS AND VOLUNTEER SERVICES:

Religious Services of various denominations were offered to the inmate population by community volunteers. Volunteers of the Jehovah Witness faith conducted worship services and Bible study groups on a weekly basis. Advanced Bible studies were provided for the inmates every week by members of the Assembly of God Church. Volunteers conducted the inmates Alcoholics Anonymous Program weekly. The Narcotics Anonymous Program met on a weekly basis with guest speakers invited to meetings. Gamblers Anonymous met each Saturday throughout the year. Volunteers conduct services and Bible Study at the Satellite Complex on a regular basis.

TRAINING PROGRAMS:

The Training Department at YCIA was formalized in May of 1987. The Department began use of the computer in January to record training data. The third floor of Cottage #3 was converted into classroom and offices. One of the first projects for the Training Department was to create a New Orientation/Training Program for all new employees, custody and non-custody. All new custody staff attend two-week training sessions and non-custody attend three-day classes. Forms were designed for the purpose of reporting and documenting all training activities. Various meetings were scheduled with all department heads to acquaint them with the Training Department and to make them aware of new procedures. Although great strides have been made throughout the year, primary goals are to meet training standards, increase the number of staff certified as instructors and to increase training programs presented through outside agencies.

PAROLE ACTIVITIES:

(Please see Parole under Major Developments and Highlights, page 4.)

GIFTS AND GRANTS:

During the past fiscal year gifts donated to the inmate population amounted to approximately \$12,761.03.

BOARD OF TRUSTEES:

The Youth Correctional Institution Complex Board of Trustees has continued to be supportive of programs at Annandale and were interested in working conditions, programs and the welfare of the inmate population. I am taking this opportunity to thank them for their support.

NOTES OF INTEREST:

The following meetings were held by the Superintendent on a monthly basis: Cabinet, Staff, Custody Supervisors, Employees Conference. The Safety Committee Meetings were held once monthly.

The Superintendent and key staff members held meetings for the staff at the Satellite Complex on a quarterly basis. Ms. Meetings (female staff) and Crisis Intervention and Hostage Negotiations Team also met quarterly. Intra-Departmental Meetings were held by all departments.

Staff from the Ombuds Office in Central Office visited the institution throughout the year as needed.

Various school groups visited and toured the institution during the year.

During the night of August 9, nine holstein cows were killed by lightning in the pasture below the dairy. These cows were huddled under a tree near the stream when lightning struck the tree and it was obvious that all nine cows were instantly killed.

In August the new pharmacy room was completed. All medication and equipment from the old pharmacy was transferred to the new unit and this unit was put into operation.

The New Jersey American Correctional Association held their 5th Annual Conference on October 23, 1987, in Asbury Park, New Jersey. Seventeen YCIA staff members attended.

A vegetarian diet for religious purposes was initiated during the month of January.

The Substance Abuse Counselor who directs the TRAP Program at this facility was active in planning similar programs in other correctional facilities. This includes Annandale's Satellite Unit located at High Point State Park.

During the past year the Work Release Program had been expanded at the Satellite Units. New employers were added and a waiver was approved for the number of participating inmates to exceed the norm at two work sites.

PLANS AND ASPIRATIONS:

Achieving the Accreditation Standards continues to be one of Annandale's prime objectives.

The primary goal of the Training Department for the coming year which now has a full-time training officer is to meet training standards. An attempt will be made to increase the number of staff certified as instructors. More use of outside agencies will also be utilized.

Updating of the housing units at the parent institution, that will include life safety, is a high priority.

Plans for rebuilding the sewage disposal plant have been initiated and this was given high priority. Plans have also been made to construct kitchen facilities and a dining room for the inmates at High Point. The updating of the old facilities at High Point will be undertaken so that additional inmates can be housed in that unit.

The Department of Corrections has approved a 200-bed unit that will be constructed outside the fenced area and will be used to house inmates who are on full-minimum status who are participating in programs such as Work Release and those who are involved in community projects. The Department of Corrections has also supported Annandale in replacing the Gatehouse Trailer that is located at the front gate. The new structure will include office space, space for processing visitors, locker and shower facilities for Correction Officers, etc.

Plans and aspirations include the following: expansion of community release programs and community service projects; formalization of recycling program with the County of Hunterdon, and recycling within the institution.

I am taking this opportunity to thank the Commissioner of Corrections, his staff and the members of the Board of Trustees for the support they have given to Annandale during the past year. I also want to personally thank all members of our staff, "The Annandale Team" for their help in making this year a successful one.



Stephen M. Domovich
Superintendent

June 30, 1988