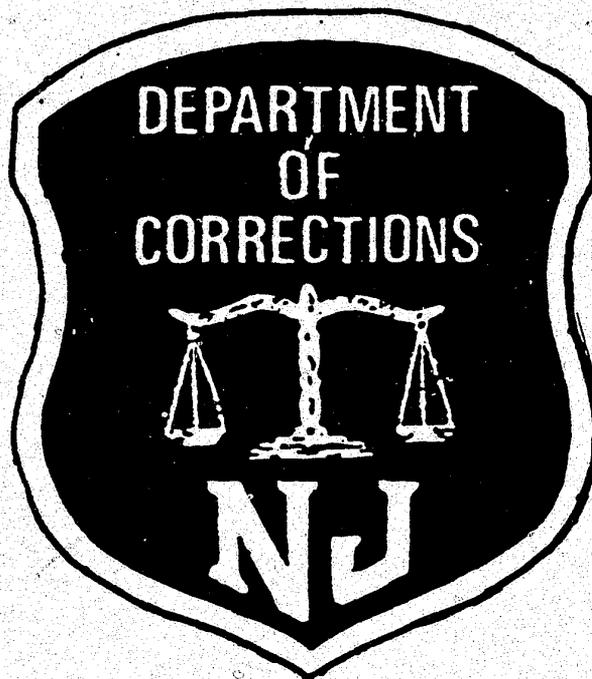


ANNUAL REPORT
STATE OF NEW JERSEY
DEPARTMENT OF CORRECTIONS
DIVISION OF POLICY AND PLANNING
BUREAU OF PAROLE

Whittlesey Road (CN 864)
Trenton, New Jersey 08625

Fiscal Year July 1, 1991 - June 30, 1992



139827

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**J.S. Department of Justice
National Institute of Justice**

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STATE OF THE BUREAU

Mission

As a component of the Division of Policy and Planning, Department of Corrections, the Bureau of Parole's mission is to use Bureau authority constructively in assisting persons under parole supervision to achieve self-control and self-direction within limits set by legal constraints and conditions of release.

Goal and Objectives

Goal - To augment and support offender potential for avoidance of injury to persons and property.

Objective #1

To assure that persons being released to supervision have a physical environment which enhances prospects of a successful community adjustment.

Standards

- 1) Conduct a needs assessment on all inmates for whom a pre-parole investigation is being requested. These assessments shall be conducted prior to the submission of the request for pre-parole investigation.
- 2) All pre-parole planning reports shall include case plans specific to the problems identified in the needs assessment.
- 3) 90% of the inmates released to parole shall have viable plans.

Objective #2

To assist persons under supervision in obtaining employment, education, or vocational training, and in meeting other obligations.

Standards

- 1) 80% of the capable aggregate caseload assigned to the agency will be engaged in one or more of the following activities: educational, vocational or employment.
- 2) Set supervision statuses for all offenders under supervision in accordance with a Risk Assessment instrument.
- 3) Provide financial assistance to all parolees in need.
- 4) Develop objective-based case plans for all offenders under supervision.

Objective #3

To employ all appropriate community resources as alternatives to further incarceration.

Standards

- 1) Any parolee giving evidence of serious adjustment deterioration shall be referred to a treatment/rehabilitation agency within 48 hours, whenever the officer is unable to effectively abate the deterioration via individual effort.
- 2) Officer follow-up contacts with the involved agency shall continue on at least a weekly basis until the parolee's situation is resolved.
- 3) Parolee failure to adhere to treatment/readjustment efforts will be cause for the holding of a probable cause hearing with a subsequent determination as to whether ISSP/EMHC placement is a viable alternative.

Objective #4

To take effective interdicting action against persons under supervision who seriously or persistently violate the conditions of release.

Standards

- 1) Respond to all instances of parole violation using a graduated sanctions approach to supervision.
- 2) Reassess offender risk at least every six months.
- 3) The number of parolees on whom the revocation process is initiated, absent new criminal charges, will be 70% of the total number facing revocation.
- 4) To investigate, locate and apprehend 10% of offenders who are missing from supervision.

Objective #5

To maintain and improve effective and efficient agency operations.

Standards

- 1) All new professional staff successfully complete a department-approved training course within three months of their starting date.

- 2) All existing professional staff shall be provided with a minimum of forty hours per year of parole-related training.
- 3) All PAR performance standards shall be quantifiable (i.e., measurable).
- 4) Develop and implement a management information system which will indicate agency accomplishments vis-a-vis agency mission, goals and objectives.

ANTICIPATED NEEDS AND ISSUES

Responsibilities created by statute and administrative code, along with Bureau efforts to increase its responsiveness to demands placed upon its services, continue to require additional personnel and equipment. For the past several years, the Bureau has re-deployed its resources in order to maximize the use of personnel and equipment in times of fiscal austerity. However, to realistically keep pace with the increasing caseload and an anticipated broadening of statutory responsibilities, certain increases in allocations are required.

During the larger part of the past decade, funding for general supervision has traditionally allowed staffing patterns for individual caseloads at a ratio of 73 parolees per officer. However, over the past several fiscal years, no additional resources have been made available for increased supervision. Therefore, funded caseload ratios rose to 1:81 and then to 1:92. As the fiscal year ended, caseload ratios were realistically exceeding 100 per officer. Not only do special conditions mandate intensive supervision on many of those released, others require referrals to community agencies and monitoring by parole staff to assure compliance. Field staff must also provide institutional parole services to county and halfway facilities, conduct probable cause hearings, collect revenue, and conduct field investigations. Probable cause hearings must be conducted as part of due process in the matter of revocation. Revenue is collected for court and Board imposed revenue obligations. Finally, field investigations are conducted relative to pre-parole planning, furlough release, work release, arrests, absconding and a variety of special circumstances. The Bureau continues to experiment with methods of modifying the traditional caseload concept.

During the course of the year, the Bureau administered electronically monitored Home Confinement Program caseload exceeded 700 participants. Through increased funding levels in the coming fiscal year, participants could number over 1,000. The program is clearly an alternative to continued incarceration and does

have a significant impact on the bed space problem. With adequate funding, the program can be expanded to accommodate as many inmates as can be classified as eligible for participation. Only as resources are added will program expansion become considerably more practical. Additional participants will require additional field officers and additional Base Station assignments. This will include senior parole officers and data entry support. Further, funding is required so that there is an on-site supervisor at the Base Station at all times. Equipment needs must be expanded beyond equipment involved in monitoring the client. Equipment needs also include additional vehicles and safety and restraint equipment. However, funding to increase this program is considerably less costly than confinement in a correctional institution.

Statute requires that the Bureau of Parole help the parolee gain employment, vocational training and other services to enhance the chances for parole success. Toward this end, a community resource specialist or employment broker assigned to each office should prove beneficial. Relieved from general casework responsibilities, the specialist would assure that the offender is ready for employment. Next, the offender would be appropriately matched with available employment. The specialist may also find it necessary to secure requisite licenses, a social security card, equipment and other accouterments of employment before job placement. Such specialists may also be charged with maintaining a compendium of available housing and other community services available within the district's jurisdiction. Building and maintaining a district job bank would be of concern.

Legislation pending at the end of the fiscal year would allow the Chief, Bureau of Parole, to petition the State Parole Board for an accelerated revocation hearing should a parolee involve himself in a new offense. The legislation appears to have considerable support. District parole supervisors may be the initial screening level to provide the Chief with those cases that should be referred to the Board. However, it appears that a second level of review will be required to place the material in its proper form and format. This will assure that it is the type of referral that the Bureau chooses to present to the Board for accelerated action. It is suggested that perhaps two additional supervising parole officers and their clerical support would be required to screen three thousand such cases that might be referred during a year. They must assure the proper presentation of cases. They may also be required to specify what witnesses should be called to testify in the event a subpoena is required. The supervising parole officers may further review the case for other violations that they feel may be appropriate for inclusion in the hearing. They may also suggest casework techniques to the district as a result of their review.

The parole revocation process is already complex and becoming more fraught with legal complications. Should the above refer-

enced statute be enacted, probable cause hearing officers will be required to make expanded numbers of determinations of parolee involvement in new offenses. Bureau senior parole officers, along with other responsibilities, act as probable cause hearing officers. As probable cause hearing officers, they are required to make determinations about presentations made by parolees, prosecutors' representatives, attorneys and a variety of witnesses. Over four thousand hearings are conducted by Bureau representatives each year. The need has grown critical for a special unit of probable cause hearing officers. This unit will replace the senior parole officers presently conducting the initial hearing who must share their time in performance of other responsibilities. Staff of the Probable Cause Hearing Officer Unit would have as their only full time assignment the conducting of probable cause hearings and then preparing the necessary decisions in a timely fashion. This would bring to the hearing the purity of an officer who had no contact with the case other than as a hearing officer. Also, sufficient time would exist not only to conduct the hearing but to review documentation and make necessary decisions under less demanding circumstances.

Removed from other responsibilities and provided with proper transportation, each hearing officer might be responsible for two district offices bringing to the job an expertise that only experience and specialization can develop. Both statute and case law has demanded, and continues to demand, a great exchange of information and coordination with the State Parole Board, prosecutors' offices, attorneys, witnesses and other interested parties. Therefore, adequate time must be allowed for the hearing officer to perform properly and thoroughly. Additionally, this unit would well serve the Bureau by reviewing the cases. Such a review, not unlike those completed for the Chief's final referral to the Parole Board, would be a mechanism to critique supervision procedures and strengthen casework. Consideration might also be given to allow those officers to conduct grievance and disciplinary hearings for the Bureau. Their status as supervising parole officers makes them one of the highest levels of Bureau administrators accountable to Central Office.

As mentioned above, a Probable Cause Hearing Officer Unit may very well report to a Bureau legal adviser. As various elements of hearings and other aspects of Bureau involvement becomes more complex, the need for legal advisement, even on an ongoing basis, becomes more evident. It is conceivable that the legal adviser would be consulted on an as needed basis and could be used by probable cause hearing officers preparing Parole Board referrals for revocation hearings. The legal adviser could also serve as consultant to parole officers and district parole supervisors preparing allegations of parole violations on other cases. Counsel might further represent the Bureau at either or both selected probable cause and final revocation hearings. As a liaison with the Office of the Attorney General, questions con-

cerning a variety of issues might receive prompt resolution. The Bureau is presently finding further involvement in law enforcement aspects of supervision. The legal adviser might be of valuable assistance in setting policy and procedure regarding this matter.

Another law involvement aspect has provision in a bill presently moving through the Legislature where it has found considerable support. If enacted, officers would become peace officers by law and may be permitted to carry firearms. The bill also provides that necessary qualifications and firearms training must be completed before the officer will be permitted to carry a firearm. Ongoing annual qualification would be required to continue to carry the firearm. Therefore, a specialty unit is needed to provide this training and to assure that appropriate records are kept. The legal officer would also assist in delineating policy about the use of firearms and the circumstances under which they should not be used. The purchase of necessary equipment, training and arrangements for arms maintenance and repair must be considered once the bill is enacted.

The Bureau has developed an urgent need for a formalized institutional parole program to service each of the county facilities. Responsibilities of the senior parole officers acting as institutional parole officers in the county jails would include monitoring of all cases confined in those facilities. They would also be required to process them for the electronic monitoring Home Confinement Program participation or parole. Parole processing would include county correctional institution commitments, the state inmates confined because of state contracts with the counties and other cases who remain in county facilities because of inadequate bed space in state facilities. Processing for program participation in electronic monitoring would begin with those eligible state inmates. It could be expanded to include the county inmates should the county so contract for program participation. The institutional parole officer would assure that necessary paperwork was done in each instance. The officer would also complete the necessary activity in releasing the inmate to program participation or parole supervision.

To implement a planned program, present staffing patterns of the Central Office Revenue Unit must be expanded and additional space and equipment must be found. It is anticipated that over 10,000 cases will be transferred from the field to the Central Office Revenue Unit. These cases are those whose time maximum has expired while they continue to owe revenue obligations. The Central Office Revenue Unit will be responsible for making collection efforts, doing the appropriate accounting, maintaining the necessary records and transferring cases back and forth to district offices as they may be recommitted and re-paroled. Additionally, those cases who are found able to make good faith payments but who do not will be referred to the Office of the

Attorney General for action on the Bureau's behalf. A plan for setting up the unit has been completed. However, before implementation two or three additional senior parole officers will be required along with another principal clerk bookkeeper and a principal data entry machine operator. Once the transfer is effected, the field's caseload will be reduced to a more manageable level.

Also awaiting sufficient funding for implementation is a plan to transfer over 1,000 New Jersey cases resident out-of-state to the Central Office. Here these cases would be monitored and appropriate correspondence would be directed to the Office of Interstate Services. The cases would be reviewed concerning necessary action such as discharge recommendations and changes of statuses. Revenue collection on these cases would be the responsibility of the Central Office Revenue Unit. Again, to implement such a plan, additional resources are required. Here, the need is seen for two senior parole officers and one, perhaps two, senior clerk transcribers. Additional space is also required. Once these resources are made available, yet additional responsibilities can be moved from the field so that they may concentrate strictly on those cases who reside in their bailiwick and continue to owe time.

The Revenue Collection Program presently existing throughout the state was structured from existing Bureau resources. No new allocations have ever been provided for this program although responsibility has expanded to include the collection of additional obligations and the accelerated collection from inmates. It is anticipated that the accelerated collection from inmates will continue to grow as appropriate institutional software becomes available. Also, the Bureau has become extensively involved in the handling of both clientele and state funds. As a result, the need for bookkeepers in each of the field units becomes more apparent. Money is collected from parolees in each of the district offices in payment of five or six separate revenue obligations. The same field sites manage the financial aid accounts, disbursement of inmate wages, accounts for health service fund expenditures, reimbursements to staff for expenses and petty cash. They also accept reimbursements from parolees for financial aid previously extended and seek reimbursement for overpayments. An accounts manager at each site in the person of a bookkeeper would reduce the margin of error in the generally accepted accounting and bookkeeping practices.

An increasing number of parolees are released with conditions requiring attendance at a variety of mental health or substance abuse counseling programs. It appears, therefore, to be an appropriate consideration to provide psychologists at the district office sites throughout the state. Initially, perhaps three such treatment specialists would be assigned to the thirteen different offices. With such an arrangement, they may

provide such services as group or individual counseling and treatment sessions that could involve the offenders' significant others. Presently, an experiment has been expanded under which the Adult Diagnostic and Treatment Center (ADTC) Relapse Prevention Program provides therapists at the district offices to work closely with ADTC parolees and parole staff. The idea is sound, bringing the service closer to the point of need. With the increasing number of special conditions for counseling and the perceived need for counseling for some individuals without the special conditions, the regional assignment of therapists would prove beneficial to staff and offender alike.

The need to expand the Bureau's Urine Monitoring Program has also been felt during the past year. Presently, the Bureau tests the urine of both inmates assigned to the specialty programs and parolees at the departmental laboratory. However, because of resource constraints, the numbers of tests have been limited and as a result, the districts feel they cannot adequately maintain appropriate monitoring and control over the clientele. With sufficient funding, either the cap placed on the districts by the departmental laboratory can be increased or the Bureau could again contract with a private vendor, for its testing needs. The private vendor service provider had been a more than satisfactory arrangement for several years prior to the recent change in methods. Perhaps, with adequate funding, a similar arrangement can be set up to meet the Bureau's needs.

Six of the thirteen district offices now have two assistant district parole supervisors assigned. The need to supply the remaining seven with an additional assistant district parole supervisor appears reasonable and appropriate. As staff and responsibilities continue to expand and diversify, each casework supervisor must intensify his/her efforts to assure that the field work of subordinates is appropriately discharged. Once the span of control exceeds six or seven employees, it is difficult to make appropriate decisions and evaluations. This is particularly true when staff turn-over is significant and staff is involved in a multitude of responsibilities. With the provision of two district parole supervisors in each district office, certain assurances may be made and proper coverage can be provided by one when the other is absent.

As a matter of expediency, the Bureau continues to house two district offices in an area originally negotiated to house just one field office. The surroundings are considerably better than the former location where both had been housed. They have been housed together since the creation of District Office No. 13 from District Office No. 2. However, the present facility housing both districts is still far from good. Although District Office No. 2 is acceptably housed on the fourth floor in an appropriate configuration within its catchment area, the HVAC system has proven to be outdated and troublesome. Its malfunctioning has

been the cause for the close-down of their office (and District Office No. 13) operations several times during the past year. District Office No. 13 occupies space the third and fourth floors and is not in their catchment area. Certain areas of the location are shared by both districts including the reception room and the restrooms for voiding client urine samples. Occupancy of the same building by two district offices has resulted in a supervision facility for some 4,000 parolees. Although separate Space Assignment Requests (SAR) have been prepared to properly house each facility in their own catchment area, movement toward that end has not yet begun.

Similarly, the office space in Central Office has proven inadequate. Parole staff has been split between two buildings and a trailer. New program implementation has been delayed because of inadequate space. Also, inefficiencies, exist due to the need to locate personnel before discussion of daily business. The Revenue Unit is split between two locations creating inefficiencies that can well be imagined because of such a set up. The location of the entire Bureau's Central Office at one site would prove quite helpful in conducting daily operations.

The Bureau finds itself in need of additional transportation for general supervision field officers to properly carry out their responsibilities. The problem has resulted from the denial of additional vehicles over the past several years, plus the reassignment of several vehicles in the Bureau's fleet to specialized programs. The routine car schedule is subject to disruption by emergent needs such as attendance at probable cause and final revocation hearings, institutional parole work in county jails, attendance at meetings and training sessions and a variety of other responsibilities. This further complicates normal car scheduling and individual allowance to any one parole officer during a month. Additionally, the vehicles have proven too small when used while arresting and transporting inmates and offenders. A larger model, properly equipped with screens and other necessary security equipment, should be assigned to each district office for use in such activity. Finally, beyond providing a mechanism for the parole officer to perform his field responsibilities, the vehicle is also an element of officer safety. Without proper transportation, officer efficiency is reduced.

The acquisition and use of two-way radio communication or a portable telephone would be a major step in reducing the risk of harm that may occur to a parole officer on field assignment. The equipment might also be used by supervisors to divert an officer to a point of need to complete an emergency assignment. Officers would be permitted to communicate both with law enforcement officers to seek assistance in dangerous situations and with correctional institutions to advise that they had a prisoner en route. Personnel assigned to the Bureau's Base Station could act as dispatcher to alert appropriate personnel of emergencies or

when officers, who enter a danger zone, do not recontact the dispatcher within a certain period. If radio equipment is chosen, such equipment is available with a push button mechanism that can transmit a signal that will give the location of that radio. When activated, that signal may be taken as an indication of an immediate need for assistance.

During the past fiscal year, the Bureau has developed and presented a basic training curriculum for entry level personnel. In future years, it is hoped that this curriculum can be expanded to include training that is significant for more experienced personnel. To complement this program, a full time Training Unit would appear necessary to assist in the professional growth of employees. New duties, new programs, changes in the pertinent statutes and Administrative Code refinements, continue to expose staff to a variety of procedural changes that demand specific training for adequate response. Professional growth of some 500 Bureau of Parole employees should no longer be assured by pressing line staff into the additional responsibility of attempting to keep personnel conversant with the law enforcement, legal and administrative state of the art.

As the Bureau continues experimentation with a variety of programs including the electronically monitored Home Confinement Program, the Intensive Surveillance/Supervision Program, the Juvenile Aftercare Program, the Intensive Parole Drug Program and other innovative concepts, a small Research Unit may be deemed appropriate. In making comparisons with control groups, experimental programs may be discarded or expanded as evidence dictates. In any event, the need for modifications might be found and adjustments made for more effective program implementation. The unit could examine a variety of data concerning parolees and perhaps make determinations as to factors of crime cause and prevention.

MAJOR UNITS

Central Office

The Central Office is the Administrative Unit of the Bureau of Parole. It is staffed by the Chief, two assistant chiefs, several supervising parole officers and the coordinators of specialty programs such as revenue collection, volunteers in parole and information systems. The Institutional Parole Officer Program is administered by a supervising parole officer while another is responsible for coordinating efforts to train Bureau staff. Methods of implementation for innovative projects and means of dealing with the resolution of problems are also the responsibility of the administrative staff. Necessary research is conducted and efforts are made toward public information and education by the Central Office staff. Overall, this particular unit is concerned with the efficiency and effectiveness of the Bureau and certain supervising parole officers are responsible to make visits to field sites in order to remain conversant with and/or identify problems in the operational units. Feedback is elicited for use in policy making decisions.

District Offices (13)

District offices are strategically located in the areas of heaviest population concentration for particular catchment zones. Each office has a supervisor, his/her assistant, various field staff and their clerical support. From these offices come the activities attendant to the supervision of a daily average of over 30,000 offenders from New Jersey penal and correctional institutions, county jails, training schools and offenders from out-of-state institutions who reside in New Jersey while completing a parole obligation. Services are also provided to inmates released at expiration of their maximum sentence. Further, district staff complete all those field functions attendant to Departmental Furlough/Work-Study Release and Juvenile Home Visit Programs. Revenue payments by parolees are received and processed in the district offices. Staff members assigned to each district office supervise both inmates and parolees assigned to the electronically monitored Home Confinement Program.

Institutional Parole Program

The institutional parole office staff, housed in the fourteen major New Jersey institutions, services all state penal and correctional institutions, and the training schools. Staff members conduct personal interviews with inmates to resolve problems, assist in preparation of parole plans, and provide detailed pre-release instructions and counseling. Parole staff members have an additional assignment of providing institutional parole office services to county correctional institutions and to various community release/residential centers.

GOVERNOR'S 1993 BUDGET RECOMMENDATIONS

The following is an excerpt from the Governor's budget recommendations for Fiscal 1993. Section #7010 contains the recommended appropriations for the Office of Parole and Community Programs. Care must be taken to separate the various community programs from the Bureau of Parole's budget. These centers are not part of the Bureau and are, in fact, accountable to various other divisions.

**10. PUBLIC SAFETY AND CRIMINAL JUSTICE
17. PAROLE AND COMMUNITY PROGRAMS
7010. OFFICE OF PAROLE AND COMMUNITY PROGRAMS**

	Actual FY 1990	Actual FY 1991	Revised FY 1992	Budget Estimate FY 1993
Special Caseload Data				
Juvenile Aftercare (a)	125	125	125	125
Intensive Supervision and Surveillance (ISSP)	425	200	300	300
Electronic Monitoring (b)	120	500	620	1,025
Total special caseload	670	825	1,045	1,450
Positions assigned to special caseload	34	33	42	58
Special caseload ratio parolee to officer	20/1	25/1	25/1	25/1
Community Programs				
Average Daily Population (resident)	71	72	60	76
Community Service Center, Newark	57	56	60	76
Community Service Center, Essex (c)	14	16	—	—
PERSONNEL DATA				
Position Data				
Budgeted Positions	451	491	494	491
Parole	410	459	461	460
Community Programs	41	32	33	31
Positions Budgeted in Lump Sum Appropriations	47	5	32	34
Authorized Positions—Federal	5	5	19	19
Total Positions	503	501	545	544

Notes: (a) Juvenile Aftercare is a federally funded program.
(b) This program includes federally funded participants.
(c) The Community Service Center, Essex was closed in FY 1992.

APPROPRIATIONS DATA
(thousands of dollars)

Year Ending June 30, 1991					Year Ending June 30, 1993			
Orig. & Supplemental	Reapp. & Receipts	Transfers & Emergencies	Total Available	Expended	Prog. Class.	1992 Adjusted Approp.	Requested	Recommended
14,464	90	1,933	16,487	16,321	Distribution by Program			
1,374	8	174	1,556	1,544	03	20,000	22,715	21,577
15,838	98	2,107	18,043	17,865	04	1,501	1,427	1,427
						21,501	24,142	23,004
					Distribution by Object			
13,568	—	1,576	15,144	15,144	Personal Services:			
—	—	—	—	—		15,693	16,516	16,516
10	—	—	10	10		137	—	—
13,578	—	1,576	15,154	15,154		8	8	8
						15,838 ⁽⁴⁾	16,524	16,524
149	—	5	154	135		154	133	133
577	—	-32	545	502		718	501	501
706	—	-32	674	673		631	620	620
					Special Purpose:			
246	—	—	246	246	03	246	246	246
262	—	604	866	864	03	3,681	5,858	4,720

CORRECTIONS

10. PUBLIC SAFETY AND CRIMINAL JUSTICE 17. PAROLE AND COMMUNITY PROGRAMS 7010. OFFICE OF PAROLE AND COMMUNITY PROGRAMS

Year Ending June 30, 1991					Year Ending June 30, 1993				
Orig. & (¹)Supple- mental	Reapp. & (²)Recpts.	Transfers & (³)Emer- gencies	Total Available	Expended		Prog. Class.	1992 Adjusted Approp.	Requested	Recom- mended
191	—	—	191	187	Community Service Center, Newark	04	115 ^(b)	215	215
89	—	-15	74	74	Community Service Center, Essex	04	98	—	—
<u>788</u>	<u>—</u>	<u>589</u>	<u>1,377</u>	<u>1,371</u>	<i>Total Special Purpose</i>		<u>4,140</u>	<u>6,319</u>	<u>5,181</u>
40	98	1	139	30	Additions, Improvements and Equipment		20	45	45
OTHER RELATED APPROPRIATIONS									
Federal Funds									
—	—	163	163	163	Parole	03	603	603	603
<u>—</u>	<u>—</u>	<u>163</u>	<u>163</u>	<u>163</u>	<i>Total Federal Funds</i>		<u>603</u>	<u>603</u>	<u>603</u>
All Other Funds									
—	235 50 ^R	—	285	19	Community Programs	04	—	—	—
<u>—</u>	<u>285</u>	<u>—</u>	<u>285</u>	<u>19</u>	<i>Total All Other Funds</i>		<u>—</u>	<u>—</u>	<u>—</u>
<u>15,838</u>	<u>383</u>	<u>2,270</u>	<u>18,491</u>	<u>18,047</u>	GRAND TOTAL		<u>22,104</u>	<u>24,745</u>	<u>23,607</u>

Notes: (a) The fiscal year 1992 appropriation has been adjusted for the allocation of the salary program and has been reduced to reflect the transfer of funds to the Social Security account.

(b) The fiscal year 1992 appropriation has been reduced to reflect the transfer of funds to the Social Security account.

HIGHLIGHTS

As the year drew to a close, an act concerning parole conditions and parole revocation (Assembly Bill #298 amending PL 1979, C.441) had cleared the Assembly by a unanimous vote and was pending action in the Senate. The bill would amend the present Parole Law by mandating additional requirements on the certificate of parole to include that the parolee not own or possess any firearm or any other weapon as defined in N.J.S. 2C:39-5. It will further include a regulation that the parolee not violate any provisions of Chapter 35 of Title 2C of the New Jersey Statutes concerning the possession, use, sale or distribution of any controlled dangerous substances, controlled substance analog or imitation controlled dangerous substance. Perhaps more importantly, the bill would permit the Chief of the Bureau of Parole, in addition to a prosecuting agency, to initiate a parole revocation proceeding on the basis of a new criminal charge against a parolee. Under the present provisions of the Parole Act, although the parole officer can initiate a parole violation proceeding against a parolee who violates a condition of parole, only a prosecuting agency can initiate such a proceeding in a case involving a new criminal charge. As there are between 3,500 and 4,000 indictable arrests annually, assessing such a volume of reports looms as a formidable task.

Also pending, as the year ended, was Senate Bill #687 which would supplement Title 30 of the revised Statutes and amend N.J.S. 2A:154-4 and N.J.S. 2C:39-6. If enacted, it would provide that full-time parole officers employed by the Bureau of Parole in the Department of Corrections, along with all correction officers of the State of New Jersey and "investigators in the Department of Corrections, who have been or who may hereafter be appointed or employed, shall, by virtue of such appointment or employment and in addition to any other power or authority, be empowered to act as officers for the detection, apprehension, arrest and conviction of offenders against the law." It, in fact, provides that parole officers will become peace officers. A subsequent provision of the bill provides that a parole officer employed by the Bureau of Parole in the Department of Corrections will be permitted to carry a firearm. However, "prior to being permitted to carry a firearm, a parole officer shall take and successfully complete a firearms training course administered by the Police Training Commission...and shall annually qualify in the use of a revolver or similar weapon prior to being permitted to carry a firearm." Representatives of the PBA Local #326 representing the parole officers support the measure. The Department of Corrections takes an opposite stance and is supported in their position by the New Jersey State Bar Association and other agencies.

Assembly Bill #4819 was enacted on December 23, 1991 and amended various parts of the statutory law and supplemented Chapter 46 of

Title 2C and section 4B of Title 52. As a result, Violent Crimes Compensation Board (VCCB) assessments (no longer called penalties) which are imposed on adult convictions were increased to \$50, \$100 minimum if the conviction is for a violent crime. The minimum assessments on juvenile adjudications of delinquency were increased to \$30. The maximum \$10,000 penalty and the \$5 Victim/Witness advocacy fee remain the same. Further, the bill modified former statute to allow restitution to be credited as a second priority when it is ordered as part of sentencing. The VCCB assessment continues to be the priority and is now followed by restitution. Forensic Laboratory Fees, Mandatory Drug Enforcement and Demand Reduction penalties and fines follow in that order. The bill was widely publicized as a victim's benefits bill. Therefore, the list of qualified public entities eligible for grants from monies deposited in the Victim-Witness Advocacy Fund has expanded considerably. The grants, used to benefit victims, now go beyond funding only the operation of the State and the twenty-one county Offices of Victim Witness Advocacy.

During the first months of the fiscal year, the Bureau began implementation of N.J.S. 2C:29-5. This Legislation designates absconding from parole as a crime of the third degree. The State Parole Board met with the Prosecutors Association and an agreement was reached regarding notifying the prosecuting authority when a parolee absconds. In each instance where a parolee is suspected of committing such an offense, notification should be provided to the prosecuting authority in the jurisdiction from which the parolee has absconded. It was suggested that the most appropriate point for such notification would be upon the determination by the Bureau of Parole that there is probable cause concerning alleged violations of parole involving absconding from supervision. Once the notification is received by the Prosecutor's Office, they will evaluate the evidence provided and decide if a complaint should be filed or if the matter should be referred to a grand jury. Subsequently, the Board advised the Commissioner's Office of the proposed implementation of the statute. The Commissioner directed management to develop the appropriate procedures in cooperation with the Board. Management then prepared a letter of notification to the prosecutor that provides basic information concerning the absconder. It includes the absconder's last known address, the date of absconding, and other pertinent data. It further, advises that the Bureau is prepared to cooperate in the processing of charges according to the revised statute. This notification is sent to the prosecutor along with the Notice of Probable Cause Decision of the in-absentia hearing that determined probable cause exists to believe that the parolee has absconded from supervision. The procedure was approved by the departmental Special Assistant for Legal Affairs. A subsequent notification to the prosecutor from the Bureau advising of circumstances surrounding the location of the missing case was also approved. The procedure was implemented during the

year and later affirmed by opinion of the Attorney General's Office.

For considerable time, Bureau management had attempted to have NJAC 10A:16-7.4 "Distribution of Money and Personal Belongings of Deceased Inmates" modified to include payments to deceased inmates' outstanding court imposed financial obligations. Just as preparation was beginning for the inclusion regarding such distribution, an Attorney General's opinion was received which advised that criminal judgments expire with the death of the defendant and any lien imposed by the judgment expires simultaneously. This information was shared with the officials of the state Department of the Treasury. As a result, a formalized write-off process for the obligations of deceased offenders has been established with the cooperation of the Department of the Treasury. From the onset of the Bureau's collection responsibility, the Violent Crimes Compensation Board had authorized the Bureau to write-off the VCCB assessment upon the death or deportation of individuals.

NJAC 10A:2-8 "Financial Aid Upon Release from Correctional Facilities" appeared in the New Jersey Register Volume 25 dated August 5, 1991 and was adopted. It supersedes Department Standard 581 and has become administrative law. The rule establishes, in some detail, who is eligible for financial aid and under what circumstances. It is completely compatible with those procedures under which the Bureau has been administering the program over the past five or more years. The Financial Aid Program originally supplanted the Institutional Gate Money Program and the Bureau's federally funded Mini-Grant Program. It provides for grants in limited amounts to be made to certain releasees in order to meet a demonstrated need for which there is no other community agency available to assist. The program also provides a mechanism for reimbursements and details the necessary accounting and record keeping procedures. It further explains the means by which caps might be exceeded. In certain limited circumstances, a parolee or an inmate participant in the Home Confinement Program may be granted up to \$300 in a given year. An offender released from the institution at the expiration of his or her sentence is eligible for up to \$100 within the first six months following release.

The Bureau has been advised that a law suit was dismissed against all parties except the State Parole Board in a matter concerning the representation of parolees at probable cause, final revocation and parole rescission hearings. The Bureau has been further advised that the Board, in conjunction with the Attorney General's Office, will attempt to work out a resolution as to how proper representation might be afforded. The future process remains unclear at this time. The public defender, who traditionally represented all indigent parolees at their parole hear-

ings, decided that, as of the beginning of the fiscal year, they would no longer provide that representation due to budgetary cut-backs and reduction in staff. Since then, parolees have been permitted to postpone their probable cause hearings if they so request, or proceed pro se or with private counsel.

The courts have determined that the Board is not bound by a polygraph result, as the Appellate Division affirmed the revocation of a parolee in which the results of a polygraph examination were an issue. Emanuel Lowden, during a polygraph examination, denied having used cocaine during a given period and the examination supported the opinion that Lowden was truthful when he gave the answer. He testified that those with whom he was residing were using drugs and that as a result he was a victim of passive absorption which was reflected in his urine samples. However, the courts ruled that the Board was not bound by polygraph results and that the burden of proof was upon Lowden to establish the absorption theory to the hearing officer and the Adult Panel. This he did not do. Faced with three positive urine samples, as opposed to an unproven theory of passive absorption and the results of a polygraph test, the hearing officer, according to the courts, had clear and convincing evidence to support his finding that Lowden had violated conditions of his parole by drug usage.

The matter of housing parole violators in the Mercer County Jail appears to have been resolved. For the past several years, District Parole Office No. 6 was banned from confining parole violators on their warrant alone in the Mercer County Detention Center because of an order signed by the Mercer County Executive. Having not been re-elected, his final order expired as of the beginning of March and the new executive chose not to renew it. Subsequently, the district parole supervisor met with the new executive and his public safety director designate. Also in attendance were representatives of the Parole Officers Benevolent Association. As a result, technical parole violators are now accepted into the Mercer County Detention Center while awaiting probable cause action. The district has been asked to call the facility before transporting violators to ascertain whether there is available bed space. The warden has advised that he was informed by the Mercer County Executive to accept parole violators and that he will comply. The matter of calling before transporting is an arrangement that is in place with each police department and municipal court within Mercer County. There have been instances where local police were unable to admit a violator simply because of overcrowding. The district reports success in housing violators in the facility during the final quarter of the fiscal year.

The Bureau was advised that the Board of Trustees of the Turrell Program, during their Spring meeting, decided to alter the

structure of their scholarship program. The trustees were persuaded that there is a growing critical need to help children at a younger age level. As a result, the solicitation for eligible parolees will cease subsequent to their selection of those entering the program for the Spring semester of 1992. As it formerly existed, the program benefited more than 500 students over the years. Participants were selected after an initial screening by a sponsoring agency of which the Bureau of Parole was numbered. All students presently in the program will receive the full supplemental scholarship support and assistance in effect at the time of program modification. Present attention is now focused on early intervention and sound educational preparation that scholarship trustees have found most beneficial in enabling students to progress academically and socially.

Following a directive from the assistant commissioner, the districts were solicited about their reaction to parolee substance abuse. The primary concern was whether a series of graduated sanctions was in effect in the district office when an offender's urine tested positive for substance abuse. Responses were received from the districts showing that such a system was in place throughout the state. The sanctions varied from district to district depending upon availability and types of resources available. However, in each instance, an evaluation was made to decide whether the offender was an immediate or serious threat to the community. If no threat was perceived, a variety of steps were taken which included detoxification, in-patient treatment, counseling, self-help groups, increasing the contacts between the parole officer and the parolee, and more frequent urine monitoring. A move for revocation usually occurred when attempts to help the offender with his problem were without success and the case was progressively deteriorating. The results were organized for inclusion in the Administrative Manual and distribution of this section of the manual occurred during the final months of the year.

Management has been advised by counsel that the limited use immunity as given by the probable cause hearing officer at the onset of the preliminary hearing should not be altered. In a matter occurring during the year, a probable cause hearing officer was subpoenaed to testify in court. He was ordered to testify concerning information received while conducting a probable cause hearing regarding new criminal charges which had not yet resulted in a disposition at the trial level. According to the assistant prosecutor, this testimony was proper if given purely for determining the credibility of the parolee/defendant's statements. Defense counsel had argued to the contrary and the judge ultimately ruled that the testimony was admissible. Counsel's advice to management was that, if subpoenaed to testify, the information should be given by the probable cause hearing officer. In the event that there is a conviction, the defendant,

through his counsel may well appeal and if appropriate, the conviction may be overturned. The limited use immunity given by the Bureau will not be altered.

Bureau management, along with Division and Department administrators, met with representatives of the Office of the Public Defender. This agency was seeking to bolster its funding sources via collections of fees from inmates that are owed because of public defender representation. Statute allows for such collections and for various liens should those who are unable to pay at the time of representation later come into improved financial circumstances. The public defender's plan as presented at the meeting was to have collections taken from inmate wages. Management advised the public defender representatives of the difficulties entailed in collections from inmates and parolees. More importantly, they were informed about the priorities of application of the collected revenue as stipulated by statute. Further, beyond the priorities, the Bureau has been designated by both statute and administrative fiat as the collector where the Department has been named the collector in the statutes. No such stipulation exists which provides for the Bureau to be the collector of money owed to the public defender for representation. The points were well taken by the representatives of the public defender who saw the merit of being included in collection Legislation rather than moving independently. The representatives saw this as significant particularly with inmates who became inmates after representation by the public defender in the criminal courts.

Bureau management attended several seminars presented by the Attorney General's Office and one teleconference seminar sponsored by the National Institute on Corrections. All seminars were on the impact of the Americans with Disabilities Act, U.S. Code 12101. Initial meetings were held in January and continued through most of the remainder of the fiscal year. The major aspects of the Act concern employment, program accessibility and barrier free access for the handicapped. Other major aspects of the Act deal with the ease of transportation and communication. The intent of the Act impacts on both private and public entities who must complete a transition plan according to the provisions of the act. Once the transition plan is completed, efforts toward implementation must begin. The Act extends broad protections against the discrimination of individuals with physical and mental disabilities. It is intended to bring such people into the mainstream of life and activities. Services and opportunities to the handicapped, as mandated by the Act, must be presented, to the fullest extent possible, in the same manner as provided to the general population. It has been described by seminar leaders, who are deputy attorney generals, as the most sweeping civil rights legislation since the Civil Rights Act of 1963/64. After the seminars, each department must begin their own plan.

Clarification was sought and received during the fiscal year concerning the amount that can be withheld from inmate wages and applied toward satisfaction of revenue obligations. Statute allows that one-third of the inmate's total income may be withdrawn and applied toward financial assessments. Until recently, the Bureau had been withholding for such application only one-third of the last check to which the inmate was entitled. Because of the inquiry, determination has been made that withholdings from the last check may exceed one-third of that check. However, the withholdings may not exceed one-third of the total income to which the inmate had been entitled. Properly understanding the words "total income" requires staff to exercise caution. Total income refers only to payments made to inmates in exchange for the performance of a job assignment and not necessarily the entire substance of their account, part of which may have been accumulated through gifts, donations and other sources. Units have also been cautioned to make a careful evaluation of the parolee's legitimate needs in determining the amount of inmate wages to be withheld.

To provide needed information about the possible transfer of all activity dealing with juvenile commitments to the Division of Juvenile Services, a review of the Bureau's activities with juveniles was conducted. The Bureau reported that midway through the fiscal year it supervised some 682 juvenile cases. Should they be transferred along with some personnel and equipment, eight to ten officers would be required for coverage. At the Fiscal Year 1992 budget ratio of 1:92, the transfer of these 682 cases would require eight parole officers. Also, with the Bureau's vehicle to officer ratio of 2.5:1, three to four vehicles would be required. Further refinement, however, of the estimate revealed that five parole officers are assigned to the Juvenile Aftercare Program. Since they have caseloads capped at fifty, 432 cases are left to be supervised at the 1:92 ratio. At the latest refinement, there would be a ten-officer requirement along with four vehicles. Presently, statute requires that each parolee remain in the custody of the Commissioner of Corrections under the supervision of the Bureau of Parole of the Department of Corrections.

In a related matter, the Bureau has been advised about juvenile commitments who abscond from parole supervision following their eighteenth birthday. If the juvenile is charged under 2C:29-5 and is subsequently arrested, he or she may be lodged, on those adult charges, in an adult facility. Clarification on this matter was requested because ongoing advisement has been that juvenile commitments could only be housed in juvenile facilities as parole violators regardless of their age. The determination recognized that the new charge is filed as an adult charge and, therefore, the adult charge is the determining factor.

Bureau management participated as members of a Department ad hoc committee. This committee was convened to prepare a brief report for the Department identifying recommendations for increasing the volume of cases to be considered for parole and the resulting decrease in an offender's stay in the institution. The committee met subsequent to the submission of recommendations set forth by the Office of the Public Defender. Both sets of suggestions were forwarded to the Office of the Attorney General at their request. The Department supported restoration of funding to the Board so that they may return to efficient functioning under existing parole procedures. There has, reportedly, been some delay in hearings and releases in view of the shortages. General recommendations included expanded use of intermediate sanctions such as an electronic monitoring program and the Administrative Office of the Courts' Intensive Supervision Program. Further recommendations included modification to the Board's Administrative Code concerning indeterminate cases, juvenile offenders and parole violations that would result in earlier parole release dates. Further, the conscientious use of presumptive parole unencumbered by additional conditions was also recommended.

The departmental report went on to recommend the development and initiation of a presumptive parole discharge procedure to help relieve the caseload pressure being experienced by field parole officers. However, it was strongly underscored that if there is a significant increase in releases to parole then there would be, as a result, an impact on existing Bureau of Parole supervision caseloads. Reference was made to the present funding ratio of 1:92 that is already more than twenty above the traditional funding average ratio of 1:70. The report advised that any significant increase in releases will require additional staffing for the Bureau of Parole to ensure appropriate services to the client and adequate protection to the community. The Public Defender's recommendations primarily centered on technical pre-release and revocation matters. However, they, too, recommended greater use of intermediate sanctions.

District Parole Supervisor James Joyce has received the remainder of his \$10,000 award because of his suggestion that the Bureau teleconference parole officer testimony at final revocation hearings. A year or so ago, Mr. Joyce was provided with an interim award based on the pilot program that was successfully operating at Bayside State Prison. During the regular meeting in September, the State Awards Committee heard testimony from District Parole Supervisor Joyce and Bureau management. The Committee was told that the program is operational in each of the Department of Corrections' juvenile and adult institutions and the thirteen district parole offices. Estimated savings to the state were conservatively set at \$100,000 per annum since staff is no longer being required to spend hours traveling to and from the site of the hearing. Teleconferencing to all sites became a

reality in August as equipment had been installed in all the institutions. Emergent technical problems were resolved as they were reported to management and no major problems were reported with the program. The teleconferencing of parole officer testimony at final revocation hearings, except in unusual circumstances, has now become an integral part of the Bureau's basic operating procedure.

The Bureau of Parole selected Elizabeth Gomez, Senior Clerk Transcriber assigned to District Office No. 2, as merit awardee for 1990. The award committee made this selection from those nominated by staff. They cited her nineteen years of experience with the Bureau, her dependability, and her excellence in performance. She had received a Department of Corrections' perfect attendance award for the year 1989 and has been exceptionally helpful in assisting the district in times of staff shortage. She was cited for excellence in the performance of routine tasks along with her exacting duties including that of district timekeeper. The luncheon honoring the Departmental awardees, including Ms. Gomez, was held during October 1991.

DEVELOPMENTS

During the year, the initial presentation of the Bureau's Basic Training course was completed. The target audience was the Bureau's twenty most recently hired parole officers. In addition, some six to ten senior staff were in attendance in order to provide feedback on both the substance and the delivery of the training program. The training was held at the Correction Officers Training Academy (COTA). Except for trainers in specialty courses, the trainers were Bureau staff. The cycle lasted for eight days and covered a multitude of subjects. The curriculum included an overview of the criminal justice system, human relations in parole, pre-release mechanism, counseling and interviewing techniques, field supervision, report writing, violation procedure, arrests, and inter-agency relationships. The initial program presentation was evaluated by examining video tapes of the various sessions and by discussion among senior staff observers. Appropriate modifications are being made.

During the year, stipend payments were approved for senior parole officers with field assignments in the electronic monitoring Home Confinement Program. The purpose of this compensation recognizes that these officers perform different duties and responsibilities than do other senior parole officers. These HCP field officers provide active and ongoing supervision to offenders who are on inmate status and therefore must be knowledgeable with the different statuses and procedures for offender violations and returns to custody. Further, they must receive specialized

training and must have the ability to understand electronic monitoring and telephone technology. Finally, they must be available 24 hours a day, 7 days a week to respond to emergency situations and the routine needs of supervision. The stipend of \$2,080 total annual compensation is applied as though these individuals received a promotional increment for the different functions. The stipend, therefore, will not be reduced if the employee is on any approved leave with pay. Reduction of this payment is only made if the employee is not in pay status. If, the officer is dispatched from his on-call status beyond the normal workday, overtime payments are then afforded.

The electronically monitored Home Confinement Program expanded rapidly during the year. However, as a result of an incident occurring with one of the participants, a Department determination has been made to slow its rapid growth while program review transpires. Several new procedures have been implemented including an ongoing review of the Base Station incident computer printout, testing of all equipment in use, and physical examination of the equipment to assure that there is no tampering. Further, the program has been under scrutiny by an outside consultant, the Senate Law and Public Safety Committee, and Internal Affairs. Once the results of all the reviews have been provided, the direction and growth of the program will be determined. The electronically monitored Home Confinement Program has been described by a variety of officials as one way to alleviate prison overcrowding.

Implementation of a plan has begun which will eventually allow each district office, along with the Central Office Statistical Unit, to access the County Correctional Information System (CCIS) on the OBCIS terminal assigned to each facility. The CCIS provides information on individuals housed, whether serving time or pending court action, in the sixteen county jails that are presently a part of the program. The information includes those who are confined in each facility, the nature of their charges, the dates they were admitted and the anticipated release date. As the year ended, the system was available to the Central Office along with District Office Nos. 6 and 8. Training is provided by the Administrative Office of the Courts as each unit comes on line.

In a related matter, the Bureau has been advised that field unit accessibility to the CJIS Program will become available soon. State Police who are prepared to begin site investigations determined, however, that each unit must be assigned its own ORI. Subsequently application has been made for ORI assignment to each district. Once this technicality has been completed, the site investigations to determine suitability and security will be made, which eventually will lead to district offices accessing CCH and III. Activity has been underway during the year to

secure the necessary security clearances for terminal operators in each district office.

Pursuant to a proposal by the assistant commissioner, the State Parole Board approved a plan to hasten the transfer of appropriate cases from ISSP to traditional supervision. Under the procedure district parole supervisors may transfer ISSP cases to traditional supervision upon completion of a six-month period. However, the person being transferred must have satisfactorily complied with the conditions of parole. Further, the case cannot be transferred if the State Parole Board had previously stipulated jurisdiction over the ISSP period. The Board has requested prompt notification in each instance where such a change in supervision status has occurred. As a result, ISSP officers have been advised to prepare an assessment of any case in the program for six months for review by the assistant district parole supervisor assigned to the program. The supervisor's scrutiny of the assessment will assure compliance with the policy that only for good cause may a case remain in the ISSP longer than six months. During the fiscal year, ISSP officers have been disengaged from involvement in other specialty programs so that they may concentrate their attention and activity on the program goals as originally set forth.

A major development in the efforts to automate Bureau records and case counts occurred during the fiscal year. Certain clerical positions were reclassified to the principal data entry machine operator title and following examination by the Department of Personnel, principal data entry machine operators were appointed to each of the district offices. With personnel in place, it is management's intention, as a matter of first priority, to establish within OBCIS an accurate count of cases by officer, district and Bureau. Once this project has been completed, a variety of others are waiting. OBCIS itself is in the process of becoming more Bureau of Parole friendly. Additional programs including warrant tracking have been added. Others including adding the county correctional institutions to the system are pending. Efforts continue through the Statistical Unit Task Force to cause changes within OBCIS to further meet the needs of the Bureau.

The Bureau's participation in the NCIC/SCIC Program was audited twice during the fiscal year. Although previous audits had been conducted by the FBI, the first audit this fiscal year occurred in September when the State Police visited the Central Office Statistical Unit. The State Police audit consisted of the officer-in-charge's responses to a series of questions posed by the auditors and was supplemented by physical examination of pertinent required documentation. It appeared that Bureau policy, as reflected in the responses, was in conformity with current policies related to NCIC/SCIC wanted person procedures. After that, several randomly selected files produced by various dis-

trict offices were reviewed for compliance to wanted notifications, Department probable cause, and related investigation reports. Finally, the warrant tracking system was reviewed. Despite the presence of other division representatives, all compliance at the time of the physical audit was limited to the Bureau of Parole and its activity via the use of its ORI. A second audit was held as the fiscal year drew to an end, this time conducted by representatives of the FBI. Their reported findings are yet to be supplied.

One modification discussed at a supervisors' meeting was transferring all recorded revenue cases to the Central Office Revenue Unit. Following that meeting, other staff approached management with a similar idea. As a result, a plan has been prepared under which, if implemented, the Central Office Revenue Unit would monitor all recorded revenue cases. Staff, besides making routine collections by mail, would correspond with the Department of Labor on selected non-paying cases each month to ascertain current addresses and employment locations. Then correspondence with a demand for payment would be sent to the non-paying cases. If there is not significant response, the case will be referred to the Office of the Attorney General for collection action. The bulk of the cases would be banked. However, there will be action on a limited number as described above. It would provide relief to the districts by removing over 10,000 cases from them. It would, also, free-up staff currently supervising recorded revenue cases. Before implementation, however, a limited amount of staff and equipment must be acquired and sufficient room to house the unit must be found.

A further suggestion to isolate the New Jersey cases residing out-of-state and put them into a special unit was also considered and planning begun. This plan has the potential of removing an additional 1,300 cases from the districts' caseload. These 1,300 cases combined with the 10,000 recorded revenue cases would result in over 11,000 cases being centrally managed. Removal of these cases from the districts would cause the districts' case-count to drop to, approximately, 17,000 cases. The New Jersey cases residing out-of-state would be supervised by two senior parole officers with two senior clerk transcribers as clerical support. It is planned that they will review case folders and incoming correspondence and make the necessary responses and recommendations. The revenue collection for this unit would be relegated to the Central Office Revenue Unit. Procedures have been promulgated and appear viable, given the necessary staff, equipment and space. District staff, if both plans are implemented, would be left only with cases that continued under supervision still owing the time portion of their sentence.

The United States Department of Treasury, Bureau of Alcohol, Tobacco and Firearms requested that the Bureau participate in

their Violent Offender Program. They have requested names of parolees for placement into the NCIC so that should these persons be stopped and found in possession of a firearm, an ATF agent would be required to respond to the scene. The agent would decide whether to effect an ATF arrest or release to local custody. The object of the program is to pre-identify violent armed career criminals operating within the jurisdiction. Those entered must have a minimum of three prior convictions for specific types of crimes. Included are crimes of violence, serious drug offenses, crimes of violence where a firearm or other weapon was used, and crimes where the subject injured or killed his victim. Also subject must be on probation or parole or released from prison within the past five years. Further investigation into procedure revealed that the Department is supplying OBCIS tapes directly to ATF for their review in making entries on proper cases.

During the latter part of the year, management and administrators were addressed by representatives of Margate Systems, Inc., a Kansas City, Missouri systems firm who demonstrated and explained their automated revenue collection system. After a review and discussion of the capabilities of the system, it became apparent that it might well suit the Bureau's needs. The program would not only automate record keeping, providing necessary reports to all who so require, but can be used, also, to automate the accounting system itself. After the departure of Margate representatives discussion continued. Placement of computers in each of the Bureau's collection sites, the Bureau of Audits and Accounts, and perhaps the Violent Crimes Compensation Board's offices would significantly enhance the Bureau's programs. A centralized data storage center linked to individual computers by modem is also needed. As a result, management has requested that Margate Systems provide the Bureau with a delineation of hardware and software needs and the approximate cost of such a system. Representatives of OTIS and the Bureau of Audits and Accounts also attended the demonstration to be oriented to the needs and possibilities.

The Joint Connection's First Annual Employment Awards Ceremony for the South Jersey area was held toward the end of the year in the City of Camden's Council Chambers at City Hall. District Parole Supervisor Wentzel, District Office No. 7 was invited to address the assembly. For several years the Joint Connection has been helping ex-offenders in their efforts to gain employment. Their activity has been within the areas of District Office Nos. 2, 7, 9 and 13. A representative is assigned to each of the four district offices. First, parolees are interviewed and screened. After that, efforts are made to place the parolee into an available employment position. The program has enjoyed some degree of success and continues a contractual arrangement with the Department of Corrections.

The ongoing substandard conditions of the facility housing District Office No. 4 were made public during the Spring. Investigative reporters from both the Jersey Journal and the Newark Star Ledger sought and received authorization to interview parole staff and to photograph the facility. The Jersey Journal through unknown sources had possession of a series of internal memos both describing conditions existing in the facility over a considerable time and the efforts to gain assistance in correcting problems. The landlord has achieved a certain degree of political recognition and, unfortunately, as a result the stories made certain innuendoes. In any event, the facility has been in a deteriorating state of repair over the past fifteen years or more and proper corrective action has been difficult to achieve. With the notoriety, instant action began regarding the replacement of the HVAC system that has long been a source of concern plus action to correct certain other problems. As the year ended, several alternatives were under review by the Department of Treasury, which will ultimately make the decision as to the site that will house the district. The activity currently under way at the present site might suffice to convince Treasury officials to renew the former lease. However, a site chosen a year or so ago by the district parole supervisor is also under consideration. Finally, a state office building is planned for construction in Jersey City in the future and the district office is included in the plans to be housed therein. A determination is awaited.

Over the past decade and more, the Bureau of Parole has met offenders' emergent medical and dental services, prescription drugs, counseling, and urine monitoring needs from the Health Services Fund. Recently, the Department of Corrections Health Services Unit and certain auditors have questioned such expenditures on any offender other than inmates. The question arose over several recent cases who had AIDS when paroled and other cases whose medical attention stems from injuries received in the institution. In all the instances, immediate demands on the Health Services account were made to meet the high cost of life sustaining prescription drugs and to maintain the ongoing quality of life. An opinion has been sought to clarify the Bureau's obligations and the appropriate use of the Health Services Fund, if it is not to be used the way it has been previously expended.

Due to budgetary constraints, the contract between the Developmentally Disabled Offender Program and the Department of Corrections has not been renewed for the coming fiscal year. Despite the lack of a formal contract, however, services will not be totally eliminated but, by necessity, will be curtailed. The program's director advised that they will continue to consult with the district office staff about the best way to supervise developmentally disabled parolees. Where appropriate, they will

continue to develop the personalized justice plan which could facilitate the parole of inmates with developmental disabilities. The plan could also be used as a tool for the district offices to monitor the parolee's progress in the community. They will further continue to identify community service providers who may be willing to provide services to inmates with developmental disabilities once paroled. They will also consult with the State Parole Board and the Bureau of Parole representatives to facilitate the parole of inmates with developmental disabilities.

Bureau management along with other division representatives met with Mr. John Koewer of the Governor's Office of Employee Relations and PBA Local #326 representatives. The agenda for the most part was relevant to the questions and issues raised by the local. Mr. Koewer made it clear to all present that the meeting was not a negotiating session but might be considered a periodic meeting for which there is provision in the contract. Negotiations are conducted with the state recognized bargaining unit of the PBA and not the locals although the locals may designate representatives to the state bargaining unit. Many items on the agenda were not resolved at the meeting. Management and the local had a mutual interest in certain matters over which neither had control. Clarification about job postings resolved several issues. According to Mr. Koewer, responses to job postings are not binding upon management. When making assignments and reassignments, the Department of Personnel's Administrative Code is the primary guideline. However because of the contract, postings are required in order to provide information of position openings and each posting must occur vacancy by vacancy and describe the job that is vacant.

A proposed amendment to NJS 2C:46-1, now known as Senate Bill #633, provides for a one dollar transaction fee whenever a defendant probationer makes a part payment, or installment payment on a revenue obligation which is part of a court sentence. The transaction fees would be deposited in a collection fund dedicated to the development, establishment, operation and maintenance of a computerized system for use of the Administrative Office of the Courts for tracking and collecting assessments. As the fiscal year ended, efforts were under way to include the Department of Corrections in the provisions of the amendment. It would allow for the same transaction fees to be collected on payments made by inmates and parolees and placed in the fund for use by the Department of Corrections in implementing those elements as delineated above. The modification has been submitted by the Department to the senator who is sponsoring the bill for consideration to include in his proposed Legislation.

The Relapse Prevention Program conducted by treatment staff of the Adult Diagnostic and Treatment Center (ADTC) expanded during the year to include sessions both in District Office No. 12 in

Paterson and District Office No. 3 in Red Bank. Avenel treatment staff conducts group and individual sessions with persons paroled from ADTC who are assigned to specific district offices. Those assigned to District Office Nos. 1 and 12 are seen at District Office No. 12. Those assigned to District Office Nos. 3 and 8 are seen at District Office No.3. The sessions may include other interested parties and frequent contact is made with parole staff by treatment staff.

In a related matter, during the year, the Commissioner announced the re-appointment of Central Office Revenue Unit supervisor Susanne Pavelec to membership of the Special Classification Review Board for ADTC. Her term will be for another three years and will expire in January 1995.

The Violent Crimes Compensation Board Task Force met on several occasions during the year. It is the work of this task force to increase revenues for the Board with an emphasis on collections from inmates. Thus far, because of the task force's efforts, collections are routinely made from those who are on work release and efforts are under way to begin collections from all inmates for all revenue obligations. During the year, former task force member and VCCB Commissioner Thomas Kaczmarick retired. He was replaced by newly appointed Commissioner Anthony Carrino. The work of the task force, along with the efforts of the Department of Corrections, have been explained to the new commissioner and his staff. Efforts continued with further planning in light of legislation passed during the year which increased the amount of the assessments and financially provided for other aspects of the program.

PERSONNEL

As of June 30, 1992, according to the administrative assistant, the total compliment of 507 staff members were distributed as follows:

Chief	1
Assistant Chiefs	2
Supervising Parole Officers	5
Project Specialist (DO #5)	1
District Parole Supervisor	14
Assistant District Parole Supervisor	23
Senior Parole Officer	113
Senior Parole Officer (IPO)	17
Executive Assistant	1
Parole Officer	199
Parole Officer (IPO)	3
Administrative Assistant	1
Clerical	<u>127</u>
 TOTAL	 <u>507</u>

Fiscal Year 1992 Budget provided for thirty-seven additional positions for use in the expanded specialty programs. As a result, caseload and position assignments were made by specific program (EMHC, IPDP, ISSP, JAP) rather than by specialty officer.

The Bureau reclassified thirteen positions to that of principal data entry machine operator and subsequently assigned one to each of the district offices. Appointments were made from the Department of Personnel list.

The Bureau was successful in reclassifying two positions to supervising parole officer. The positions were filled for use in monitoring and auditing field operations.

As the year ended, the Bureau continued to await results on its efforts to reclassify several additional positions to that of assistant district parole supervisor. They are needed to assign a second such position to those district offices that now have only one.

The Bureau received no additional positions for general supervision in the Fiscal Year 1992 budget and caseloads were funded on the ratio of 1:92. No additional funding was anticipated for the coming fiscal year where budget estimates indicate caseloads will rise to 1:111.

Matters involving the hiring of entry level positions along with initiating disciplinary action have been delegated to district parole supervisors.

The Commissioner announced the reappointment of Central Office Revenue Unit supervisor Susanne Pavelec to membership on the Special Classification Review Board for ADTC for another three-year term.

Stipend payments are routinely made to staff members who are required to respond to pagers during off duty hours.

Overtime payments are being made to specialty program officers who are dispatched by supervisors as required by circumstances to attend to field matters.

DPS Pavelec, Central Office and Sr. P.O. Maureen Halpin, District Office No. 4 continued as members on the Board of Trustees for the Volunteers in Courts and Corrections of New Jersey.

Retirements during the past year included Domenick Sparaino, Assistant Chief, Central Office; Joan Doheny, Senior Parole Officer, Central Office; Nathaniel Perry, Senior Parole Officer, East Jersey State Prison; Walter Tienken, Parole Officer, District Office No. 6; Dan James, Parole Officer, District Office No. 12; and Martha Voyda, Principal Clerk Transcriber, Institutional Parole Office at Garden State Reception and Youth Correctional Facility.

The bureau was saddened by the death of former Parole Officer Walter Teinken shortly after his retirement.

CASELOAD

As of June 30, 1992, a total of 31,086 cases were reported as the responsibility of the Bureau of Parole by its various units. This represents an increase of 5438 cases, or 21.2% over what was reported one year prior. Unit caseloads as of June 30, 1992 were as follows:

DO #1 - 2,753	DO #8 - 2,409
DO #2 - 2,178	DO #9 - 1,990
DO #3 - 1,706	DO #10 - 1,591
DO #4 - 2,755	DO #11 - 2,122
DO #5 - 1,921	DO #12 - 2,833
DO #6 - 2,929	DO #13 - 2,598
DO #7 - 2,522	CORU - 779

Bureau Total - 31,086
(includes inmate participants in EMHCP)

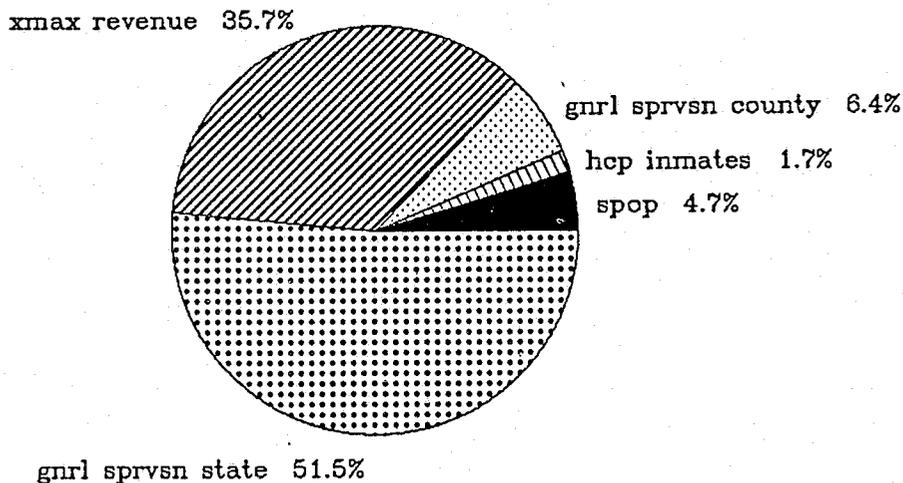
This total casecount is comprised of the following:

- 18023 - parolees residing in New Jersey
 - 1315 - females
 - 16708 - males
 - 2005 - county sentenced parolees
 - 764 - parolees supervised for other states
 - 609 - juvenile parolees
- 1452 - New Jersey parolees residing out-of-state
- 11093 - state sentenced cases past maximum still owing certain court ordered revenue obligations
- 518 - inmate participants in the electronically monitored Home Confinement Program

A responsibility of the bureau's Central Office Revenue Unit are non-HCP inmates owing and amortizing revenue obligations. These cases are not included in the bureau casecount, as they appear on the counts of the various institutions.

CASELOAD BREAKDOWN

as of June 30, 1992

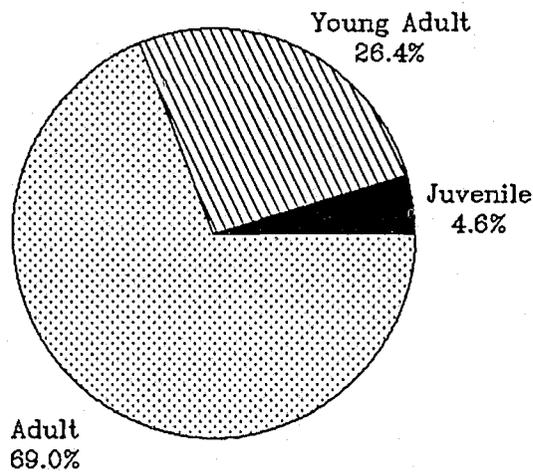


DISCHARGE PRIOR TO EXPIRATION OF MAXIMUM

Grants of discharge from parole are extended by the Parole Board upon the recommendation of the Bureau. During the fiscal year eighty-seven discharges were granted by the three Board panels; juvenile (4), young adult (23), and adult (60). Those discharges were distributed as depicted in the following graph:

EARLY DISCHARGES GRANTED

Fiscal Year 1992



PROBABLE CAUSE HEARINGS

These hearings, mandated by the U.S. Supreme Court in the Morrissey vs Brewer decision, are conducted by an administrative senior parole officer assigned to each district office. Initially, the hearings were conducted by supervising parole officers (the highest title under assistant chief). Once policy and operating procedures were developed, a Probable Cause Hearing Unit composed of several senior parole officers and headed by a supervising parole officer was established to conduct all of the hearings. This unit was in existence from January of 1978 until September of 1979. At that time, due to vehicle and budgetary restraints, the unit was disbanded and for the same reasons has never been re-established, although efforts to do so continue.

The following is a record of the number of probable cause hearings scheduled and decisions rendered during Fiscal 1992.

Total hearings scheduled	4796
Hearing requested and hearing held	1904
Hearing waived and hearing held	542
No response from parolee and hearing held	1664
Hearing waived and no hearing held	686
Total Decisions Rendered	4796
Probable cause found and formal revocation hearing to follow	4463
Continuation of parole recommended although valid violations determined	208
Continuation of parole recommended - no valid violations determined	88
Other	37

Probable cause was found with a revocation hearing to follow in 4463 of the decisions rendered or 93.1% of the time.

The number of hearings held (4110) during FY 92 represents an increase of 11% over the number of hearings held in FY 91 and an increase of 172% over the number of hearings held ten years ago in FY 82. During this same ten year span the total number of general supervision cases supervised during FY 92 represented a 279% increase over the total number of comparable cases supervised during FY 82.

RATIO OF FIELD TO OFFICE TIME

The following chart indicates the hours and percentage of officer's time spent in the office as compared to the field in Fiscal 1992.

<u>DISTRICT OFFICE</u>	<u>Office</u>	<u>Field</u>	<u>Total</u>
DO #1	14,259	13,751	28,010
DO #2	16,624	7,455	24,079
DO #3	13,946	11,491	25,437
DO #4	21,413	8,142	29,555
DO #5	15,941	11,281	27,222
DO #6	14,168	11,122	25,290
DO #7	25,210	13,552	38,762
DO #8	11,858	14,765	26,623
DO #9	13,969	10,869	24,838
DO #10	11,372	8,566	19,938
DO #11	15,020	9,630	24,650
DO #12	17,906	14,076	31,982
DO #13	<u>16,610</u>	<u>7,030</u>	<u>23,640</u>
Totals	208,296	141,730	350,026
Percent	60%	40%	100%

OFF-HOUR VISITS

During the fiscal year, Bureau staff made contacts after normal working hours as follows:

DO #1	-	244 contacts
DO #2	-	192 contacts
DO #3	-	10 contacts
DO #4	-	301 contacts
DO #5	-	397 contacts
DO #6	-	106 contacts
DO #7	-	1318 contacts
DO #8	-	892 contacts
DO #9	-	55 contacts
DO #10	-	578 contacts
DO #11	-	2114 contacts
DO #12	-	771 contacts
DO #13	-	167 contacts

Bureau staff made a grand total of 7,145 contacts after normal working hours.

CASEBOOK REVIEWS

Casebook reviews are considered a personnel management tool of the district supervisor in that it permits a check of actual recorded contacts on each case assigned to an officer against the recorded activities of the officer on any specific day. The reviews are also casework supervisory tools in that the supervisor has the opportunity to review the progress of the various cases. Upon completion of the review, the reviewer evaluates the casework and casebook maintenance either satisfactory or unsatisfactory.

During the course of the year 210 reviews were completed resulting in 22 (10.5%) unsatisfactory ratings. An unsatisfactory rating is followed by a 30 day period during which an opportunity is provided to remedy the deficiencies. Ultimately, termination of employment may result from failure to correct the deficiencies.

FURLOUGH/HOME VISIT/WORK/STUDY PROGRAM

A fair share of the credit for the continued success of the pre-parole temporary community release programs may be claimed by the Bureau of Parole, as the district offices maintain their role in the investigation and monitoring of adult furlough and juvenile home visit sites, initial investigation of certain employment sites for institutional work release programs, and sustaining liaison/contact with the appropriate police departments affected by these programs. The Bureau's contributions include: insuring uniformity and consistency in operating procedures, notifying law enforcement authorities, and providing feedback to Institutional Classification Committees.

Adult Furlough: During Fiscal Year 1992, the Bureau of Parole received 2,914 requests for investigation of destinations proposed for escorted/unescorted furloughs from the adult institutions. Two thousand five hundred thirty two (2,536) investigations were completed, consisting of 1996 approvals and 540 disapprovals.

Juvenile Home Visits: During the fiscal year the Bureau of Parole received 441 requests for investigation of destinations proposed for escorted and unescorted juvenile home visits. Three hundred sixty one (360) were completed, consisting of 292 approvals and 68 disapprovals.

All of the above activities in both the adult and juvenile program involved driving a total of 39,040 miles and spending a total of 6,368 hours on furlough/home-visit related work.

The following table provides a distribution of monthly furlough/home-visit related investigatory efforts by district offices.

District Office No.	Requested	Completed	Disapproved
1	181	166	24
2	240	216	24
3	155	151	34
4	204	185	54
5	284	226	24
6	237	187	64
7	468	441	116
8	356	344	83
9	204	204	7
10	315	221	84
11	148	123	33
12	376	296	49
13	<u>196</u>	<u>136</u>	<u>12</u>
Total	3364	2896	608

Work/Study Release: During Fiscal Year 1992 with 13 district offices reporting, a total of 68 requests for investigations of work release were received. Sixty-one (61) investigations were completed consisting of 47 approvals and 14 disapprovals. The above activities required a total of 46 hours and 644 miles driven by Parole staff.

As the number of State institutions and the inmate population increases, the number of furloughs and required investigations may increase, simply on the basis of comparable increase in the number of eligible inmates. Providing the privilege of work release for state sentenced inmates housed in county facilities, remains a possibility; enlarging the scope of the program in this way would require additional initial investigations and could very well add the responsibility of ongoing monitoring in those counties having work release programs.

INSTITUTIONAL PAROLE PROGRAM

Twelve institutional parole offices are located at major state institutions, with some of the offices covering more than one institution and all covering at least one satellite institution. They provide the services needed between the institution and the field staff to effect a smooth re-entry into the community of offenders released on parole. In addition, the district offices provide pre-parole planning and release services to the various county facilities for both state and county inmates, and to community pre-release centers for state inmates. Services other than those indicated below, such as pre-Home Confinement Program interviews and pre-release interviews of individuals scheduled to be released at maximum sentence who have not yet paid their court mandated revenue obligation, have overtaxed the current staff members. In view of this, it is evident that there is a need for expansion in personnel at some locations, along with the need for a unit to service county facilities and pre-release centers.

State Institutional Parole Activities

Inst.	Parole Releases	Placement Releases	Pre-Parole Interviews	Inmate Requested Interviews	Parole Classes	Orientation Classes
LMcCTS	98	0	662	77	96	662
NJTSB	411	43	1292	22	175	2
JMFS	79	2	176	34	79	176
MYCF	1250	92	2035	1916	154	48
ACWYCF	565	57	1221	242	256	7
GSRC	583	46	1212	622	185	44
EMCF	453	74	820	804	453	3
BSP	1172	235	2105	667	974	0
MSCF	403	129	754	705	403	7
NSP	528	102	1588	686	555	0
EJSP	699	101	1137	436	493	11
RFSP	507	43	1258	1071	266	19
SSCF I&II	635	144	1276	1186	737	0
NJSP	250	46	1367	689	250	1
ADYC	9	0	34	58	5	0
TOTAL	7642	1114	16937	9215	5081	980

Note - Lloyd McCorkle Training School (LMcCTS) officially closed on June 12, 1992.

District Office Institutional Parole Activities

District Office	Pre-Parole Interviews	Parole Releases
1	1132	628
2	1183	1163
3	273	168
4	562	361
5	313	306
6	725	494
7	691	550
8	1148	677
9	0	237
10	1169	655
11	514	424
12	1438	783
13	3	3
TOTAL	9151	6449

The pre-parole interviews conducted at state institutions during fiscal 1992 showed an increase of 8.2% over the number of interviews conducted in the previous fiscal year. However, the pre-parole interviews conducted by district office staff in fiscal 1992 decreased 10.6% from the number that they conducted in fiscal 1991.

TEAM SUPERVISION

Team membership does not lessen a parole officer's individual caseload responsibilities. It does make his particular expertise - and that of other team members - available to the aggregate caseload. As of June 30, 1992, the districts reported the following team involvement:

- DO #1 - No longer operational.
- DO #2 - Two teams of six and one team of three.
- DO #3 - Three teams of four, five and six respectively.
- DO #4 - Two teams of eight.
- DO #5 - No longer operational.
- DO #6 - One team of seven.
- DO #7 - One team of eleven and one team of six.
- DO #8 - One team of four.
- DO #9 - One team of five and one team of six.
- DO #10 - One team of eleven.
- DO #11 - One team of two, one team of five and one team of six.
- DO #12 - No longer operational.
- DO #13 - One team of seven and one team of eight.

It should be noted that the number, size and makeup of teams varies not only from district to district, but within each district from time to time depending upon availability of staff. In addition to the team structure cited above, each district also maintains individual caseloads for one-on-one supervision.

Team leaders usually are senior parole officers. They play an essential role in the field training of team members who are usually parole officers and may have significantly less experience. Team members usually cover caseloads of those on the team who are absent either because of illness or vacation.

Further, classification teams comprised primarily of the assistant district parole supervisor and senior parole officers, continue to meet periodically in each district office. They make decisions/recommendations regarding such casework matters as caseload assignment, status assignments and changes, VIPP matchups, discharge consideration, and like matters.

PAROLEE EARNINGS (Calendar 1990)

The Report of Parolee Earnings was last compiled for Calendar Year 1990. It revealed that there were 22,157 parolees under supervision in New Jersey during that year and they earned a grand total of \$61,360,280. Thirty-nine percent (39%) of all parolees were employed, 41% were unemployed, and 20% were unemployable. Four years earlier, as a result of the 1986 tally, there were 16,892 parolees under supervision in New Jersey and they had earned \$61,128,616. At that time, 50% were employed, 30% unemployed and 20% unemployable. Figures compiled for Calendar Year 1990 reflect the fact that the parolees surveyed were under supervision for shorter periods of time as compared to 1986. Further, the nature of the economy during 1990 as compared to 1986 may have had a significant impact on the employment rate and the grand total of earnings. Excluded from any factoring in these reports are those persons for whom the Bureau is responsible solely for the collection of revenue. In 1990, this amounted to 6,394 cases.

The report continues under review relative to content and timing. The latest document was produced via personal computer which allowed for the promulgation of graphs and charts not previously included. Perhaps every five years might be an appropriate time sequence for the publication of such a report.

TRAINING

Orientation and On-the-Job Training: In addition to the Bureau-wide orientation provided periodically to a gathering of professional employees, each field officer hired is given a 30 day on the job training in the district office. Prior to assuming a caseload, each officer is given an orientation to office procedure and systems and is familiarized with the Administrative Manual. Then the officer is required to accompany experienced staff into the field for introduction to other agencies and the district caseload. The observations of the field officers daily activities is followed by performance under the critical scrutiny of veteran personnel. Caseload assumption does not transpire until after a full 30 days of intensified training.

Similar on-the-job training is also provided for those senior parole officers who assume the duties of a probable cause hearing officer. They, too, observe hearings being conducted by more experienced officers and then are under critical scrutiny in the performance of their new responsibilities until they feel comfortable in acting independently. Meetings are held at the Central Office to discuss emergent issues and to ensure as much procedural uniformity as is possible. Central Office also

provides necessary reference material for the hearing officer's ongoing use. The updated policy is distributed as the need arises.

The bureau's district revenue coordinators attend quarterly training meetings at Central Office. Presentations are made by persons from other agencies involved in the collection and/or disbursement of funds. Central Office Revenue Unit staff provide ongoing collection and bookkeeping training to district staff.

In-Service Training: Training is held on a district office level usually at staff meetings where various concepts, procedures and agencies are introduced to staff. Bureau policy is reviewed at those district staff meeting when a portion of the Administrative Manual is read and discussed. Further, policy emanating at the managerial level is presented to staff at these forums. Finally, significant personnel from various community agencies with whom the district works directly are invited to the staff meetings to make presentations and answer staff questions.

Basic Training Curriculum Development: The Basic Training Curriculum is in final draft form with minor corrections being resolved by training consultants with the Correction Officer Training Academy and Staff Development Center (C.O.T.A.). The necessary testing material is also being completed by the consultants. A conference with the proposed trainers is being planned and it is further anticipated that a training session will be scheduled for early in the next fiscal year.

Other Training Activities: Various personnel attended the following training:

Stress Management Seminar
Police Security Expo '92
Rutgers Summer School of Alcohol and Drug Studies
American Probation and Parole Association (APPA) Mid-Winter Institute
"Drug Testing in Probation and Parole" sponsored by APPA and BJA
"When Management Becomes Leadership" given by John Neufield, Administrative Office of the Courts
Probation Association of New Jersey Training Institute
Volunteers in Courts and Corrections Annual Training Institute
16th Annual APPA Training Institute

REVENUE COLLECTION PROGRAM

Revenue collection by the Bureau of Parole is authorized by statute. The Parole Act of 1979 and subsequent statutory amendments, along with N.J.S. 2C:46-4, allow the collection of certain revenues by the Bureau from persons who following conviction of an offense have been committed to a state correctional institution, be they current inmates, persons on parole or persons who have completed the time portion of their sentence.

Violent Crimes Compensation Assessment (VCCB): A court imposed assessment against all adults convicted of an offense and juveniles adjudicated delinquent. The money that is collected by the Bureau is deposited in a Department of the Treasury general account and then transferred to a special account available to the Violent Crimes Compensation Board. This Board administers compensation to victims of violent crimes for loss of earnings and non-reimbursed medical expenses. Recent legislation raised the minimum assessment from \$30 to \$50 for adults convicted of non-violent offenses and to \$100 for adults convicted of violent offenses. For all juvenile offenders, the minimum amount was raised from \$20 to \$30. The maximum amount remains \$10,000 for all violent offenders. Five dollars of the first \$30 of each assessment is applied toward the Victim/Witness Advocacy Fund administered by the Division of Law of the Department of Law and Public Safety. VCCB assessments, in accordance with statute, have first priority of payment and all payments are applied to this assessment until the assessment is paid in full.

Restitution: The court may award crime victims restitution for losses suffered. The State Parole Board may also require that a person granted parole make full or partial restitution, the amount of which is set by the sentencing court upon request by the Board. Statutorily restitution has second priority of payment after a VCCB assessment is paid in full.

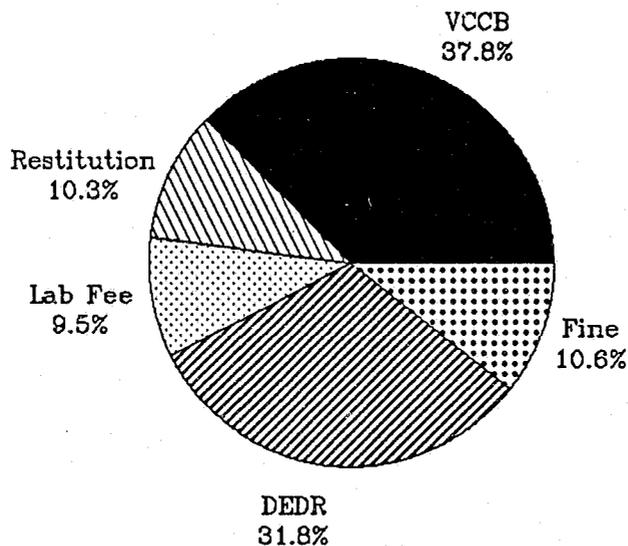
Forensic Laboratory Fee (FLF): When disposing of charges attendant to the "Comprehensive Drug Reform Act of 1986", the Court must assess a criminal laboratory analysis fee of \$50 for each offense for which there is a conviction. Juvenile offenders shall be assessed \$25 for each adjudicated offense. The fees collected are disbursed in accordance with N.J.S. 2C:35-20, and are to defray the cost attendant to the laboratory analysis of substances taken as evidence. Forensic Laboratory Fees have third priority of payment.

Mandatory Drug Enforcement and Demand Reduction Penalty (DEDR): Each person convicted or adjudicated delinquent for a violation of any offense delineated in the "Comprehensive Drug Reform Act of 1986" must be assessed by the Court a DEDR penalty ranging from \$3000 for an crime of the first degree to \$500 for a disor-

derly or petty disorderly person offense. According to statute, all monies collected shall be forwarded to the Department of the Treasury to be deposited in a nonlapsing revolving fund to be known as the "Drug Enforcement and Demand Reduction Fund". Monies in the fund shall be appropriated by the Legislature on an annual basis for the purposes of funding of the Alliance to Prevent Alcoholism and Drug Abuse and other alcohol and drug abuse programs. The DEDR penalty is the fourth priority of payment.

Fine: In addition to any or all of the above, the court may sentence a defendant to pay a fine in addition to a sentence of imprisonment. Fines are the fifth priority of payment.

ALLOCATION OF COLLECTIONS Fiscal Year 1992



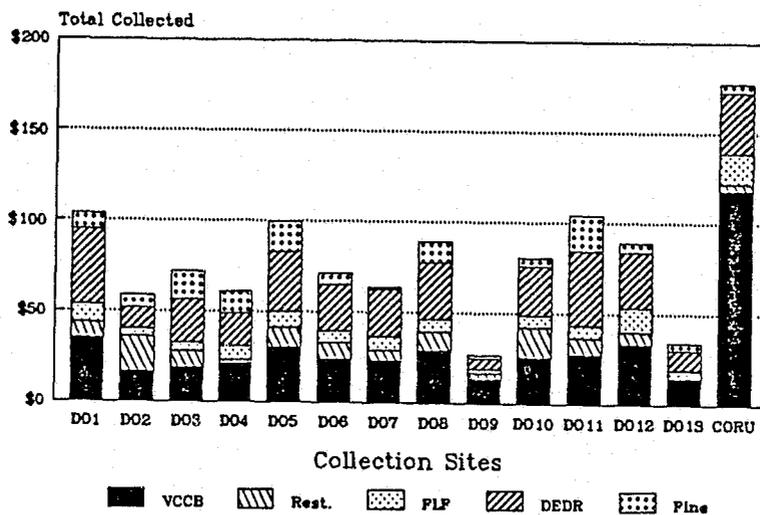
The above graph depicts the allocation of the \$1,130,930 that the bureau collected during the past fiscal year.

Revenue Collection: The Central Office Revenue Unit (CORU) reports, both by chart and graph, the following total bureau collections by revenue obligation type and location of collection for Fiscal Year 1992.

DISTRICT	*VCCB PENALTY	*FORENSIC LAB FEE	*DEDR PENALTY	*RESTITUTION	*FINE	TOTAL
1	34,776	9,916	41,795	8,705	8,411	103,603
2	16,111	3,751	11,610	19,937	7,157	58,566
3	18,292	4,526	23,703	9,609	15,556	71,686
4	20,923	7,960	17,693	2,046	12,340	60,962
5	30,093	8,713	33,200	10,836	16,564	99,406
6	24,012	6,212	25,425	9,130	6,543	71,322
7	22,982	7,976	25,994	5,729	1,071	63,752
8	28,812	7,085	31,464	10,394	11,471	89,226
9	13,321	2,270	5,914	3,414	1,860	26,779
10	25,597	6,763	26,878	16,535	4,806	80,579
11	27,381	6,976	41,136	8,890	20,115	104,498
12	32,752	13,443	30,605	7,082	5,268	89,150
13	14,044	4,583	11,001	683	3,657	33,968
** CORU	118,164	17,107	33,331	3,929	4,902	177,433
TOTAL	\$427,260	\$107,281	\$359,749	\$116,919	\$119,721	\$1,130,930

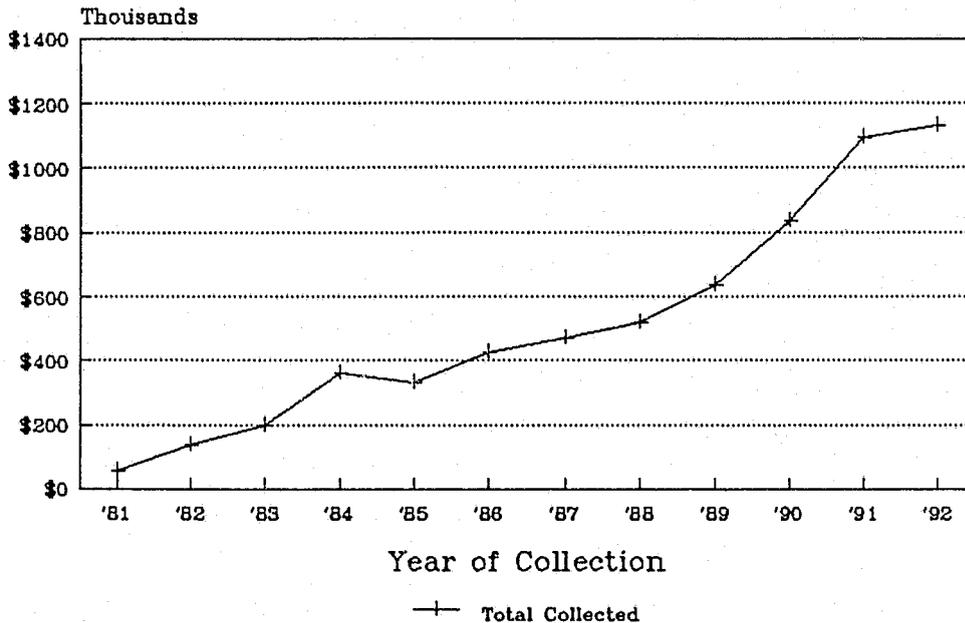
* All figures are rounded to the nearest dollar amount

FY 1992 REVENUE COLLECTIONS as of June 30, 1992



For the second year in a row over one million dollars has been collected. The following depicts the annual collection for each year since the inception of the Bureau's revenue collection program.

ANNUAL BUREAU COLLECTIONS FISCAL YEARS 1981 to 1992



The total recorded accounts receivable for the Bureau at the end of the fiscal year was \$47,859,479. This amount is broken down as follows:

DO #1	\$5,963,652	DO #8	\$3,979,425
DO #2	\$1,932,652	DO #9	\$1,413,358
DO #3	\$2,496,573	DO #10	\$1,758,049
DO #4	\$2,731,750	DO #11	\$3,904,295
DO #5	\$3,050,198	DO #12	\$9,761,244
DO #6	\$3,522,167	DO #13	\$1,577,424
DO #7	\$1,014,866	CORU	\$4,754,058

Central Office Revenue Unit (CORU) collections are from Department of Corrections deductions from inmate wages as per authorization of statutes dealing with deductions from inmate work release and institutional wages and regular payments from those inmates assigned to halfway houses. District Office collections are from parolees, and from inmates participating in the Home Confinement Program. Both CORU and the district offices collect from those individuals whose maximum sentence has expired, but revenue is still owed.

Parolees are required to maintain a schedule of payments which is based on a realistic ability to pay. Revenue adjustment sessions and Probable Cause Hearings (part of the parole revocation process) are held for parolees who fail to make their scheduled payments.

All inmates/parolees who have reached the maximum date of their sentence (x-max) still owing revenue are also required to maintain a schedule of payments. Their debt may be referred to the Attorney General for collection when scheduled payments are not made if they have a known address and a source of income and/or assets. The Attorney General will bring a lawsuit or any such action as deemed appropriate to effect collection. Thirty referrals were made during this past fiscal year from eight of the district offices and CORU.

District Office 11 in New Brunswick, for the second consecutive fiscal year had the highest total collection of over one hundred thousand dollars. Through their efforts to demand payment DO #11 professional staff Margie Willis and Kevin Fowler made outstanding recoveries of \$5238 and \$3240 respectively.

Revenue Officers' Training:

The Central Office Revenue unit continued to arrange and host quarterly training sessions for the revenue officers from the district offices at the departmental central office complex. Trainers were CORU staff and guest speakers from various outside agencies that are involved in some aspect of the bureau's revenue collection program. The training provided helps to ensure a more efficient and unified operation of the collection program and gives the staff a better understanding of the bureau's relationship with the many agencies.

Central Office Revenue Unit Contacts with Other Agencies:

* U.S. Bureau of Prisons, Federal Wardens and/or Case Managers, U.S. Marshall Service, and U.S. Immigration and Naturalization Service regarding the payment of revenue obligations by federal inmates or detainees to New Jersey under the guidelines of the Federal Inmate Financial Responsibility Act

* Various county probation departments regarding transfer of collection responsibilities for obligations owed

* Administrative Office of the Courts regarding obligations owed by inmates resentenced to their Intensive Supervision Program

* Various New Jersey Municipal Courts regarding obligations owed by inmates

- * Various county prosecutors regarding confiscation of property to partially or wholly satisfy revenue obligations
- * Violent Crimes Compensation Board regarding victim compensation and reimbursement
- * New Jersey Bar Association's Client Security Fund regarding restitution to victims who were defrauded by New Jersey attorneys
- * Receivables Management Section of the Department of the Treasury regarding write-offs of accounts of the deceased
- * New Jersey Department of Labor's Division of Income regarding name and address of most recent employer for both delinquent payers and parole absconders
- * New Jersey Department of Health's Bureau of Vital Statistics regarding verification of the death of persons with open accounts

INTENSIVE SUPERVISION SPECIALTY PROGRAMS

At the close of the fiscal year, there were four special intensive supervision programs in operation; the Intensive Supervision and Surveillance Program (ISSP); the electronically monitored Home Confinement Program (HCP); the Intensive Parole Drug Program (IPDP); and the Juvenile After-Care Program (JAP). Senior parole officers are assigned to supervise the caseloads in these special programs as their experience has provided them with the expertise essential to meet the varied needs of the population supervised. Officers attempt to control the behavior of the parolees and/or inmates assigned to their supervision through casework and, if necessary, by removal of the parolee or inmate from the community. The programs facilitate community reintegration of offenders while at the same time assuring public safety through the judicious use of the violation process. Officers provide direct counselling services when warranted and feasible, but when not, make direct referrals to the appropriate public and private community resource agencies. It is incumbent on the program staff to develop a network among law enforcement personnel who then can assist with the removal of violators from the community. The programs emphasize a pro-active supervision philosophy. Officers develop case plans with concrete goals and objectives which are updated as needed. The special programs are based upon the belief that smaller caseload size will enable officers to provide higher levels of both service delivery and monitoring of parolee and/or inmate activity. Ideally caseload size should not exceed twenty-five.

At the end of the fiscal year 1992, there were 785 offenders in the various special intensive supervision programs. Of this number, 25% were in ISSP, 59% were in HCP, 12% in IPDP and 4% were in JAP.

Intensive Supervision and Surveillance Program (ISSP): The ISSP began operations in June of 1986. The program was designed and developed to provide a particularly intensive level of supervision for certain parolees requiring special attention. The philosophical foundation of the program is the belief that at any given time there are a number of individuals incarcerated who could safely be paroled providing that they participate in a highly structured program. All violations are dealt with swiftly and consistently either through modification of the parole treatment plan or through removal of the offender from the community.

Home Confinement Program (HCP): The HCP began operation in September of 1989. The eligible offender population are both inmates and parolees. The goals of the program are to enhance the readiness for parole of inmates, to reduce recidivism of parolees, and to protect the general public. Depending on the case, the HCP may be employed with technical parole violators to achieve behavior change through short term punishment and/or temporary incapacitation. When the HCP is imposed as a special condition of parole, a very restrictive and intensive form of community control and supervision is imposed. The HCP lends itself to the graduated sanction approach to supervision.

Inmates assigned to the program are within 120 days of the their parole eligibility date or their date of parole. If an inmate assigned to the program violates a condition(s) of release, the inmate is subject to disciplinary charges and is not entitled to the same due process as a parolee who violates a condition of the program.

Parolees assigned by the State Parole Board to the program have failed under traditional parole supervision, have had their parole revoked and are given a second chance at parole under the auspices of the HCP. The level of due process afforded a parolee charged with a program violation, while not as extensive as that afforded any ordinary citizen charge with a violation of law, is considerably more than that afforded an inmate charged with a program violation.

Intensive Parole Drug Program (IPDP): The IPDP became operational in March of 1991. The goal of this program is to reduce recidivism through the use of specially trained officers, the use of electronic monitoring (if appropriate) and the coordination of treatment with community based drug treatment programs. The supervision standards are the same as for the ISSP.

Juvenile After-care Program (JAP): The JAP was established to create linkages between juvenile inmates or parolees and community based programs. It is a joint initiative between the Bureau of Parole and the Division of Juvenile Services, and is operational in two district offices, numbers 7 and 12. The underlying philosophy of the program is that smaller specialized caseloads will enable the juvenile after-care specialists to develop comprehensive case plans and to perform increased supportive and monitoring functions.

Juvenile after-care specialist are required to begin the case planning process and develop connections with community agencies prior to the release of an inmate on parole. By interfacing among community agencies, the institution and the parolee, the specialist is in a position to identify case needs and develop case plans. The specialists coordinate service delivery and supervisory functions with the county Youth Services Commissions. Supportive after-care services include counselling; utilization of vocational, educational, and employment resources; and the use of residential living arrangements. Smaller caseloads afford specialists the time to work extensively with family members to resolve problems which may negatively impact on the ability of the parolee to adjust positively in the community.

MISCELLANEOUS PROJECTS

The Bureau continues in cooperative arrangement with staff of the Joint Connection's Parolee Employment Assistance Project. Client referrals for job placement are made by staff of Parole District Office Nos. 2, 7, 9 and 13. The Parolee Employment Assistance Project is responsible for applicant screening, testing, job development and placement.

The Bureau continued participation in the Turrell Fund Scholarship Program until the end of the past fiscal year. Field units submitted applications on behalf of qualified parolees who wished to be considered for a scholarship to the college of their choice. This long standing cooperative effort had led to the education of several individuals who might not have otherwise been afforded the opportunity. As the year drew to a close, so did the program involving opportunities for parolees. The program modification targeted younger more malleable individuals for the available scholarships.

Students from various colleges and universities continue to serve internships at the Bureau field sites as part of a cooperative arrangement involving the Volunteers in Parole Program.

OFFICE OF INTERSTATE SERVICES

Formerly a part of the Bureau of Parole in the Division of Policy and Planning, the Office of Interstate Services was transferred on December 1, 1986 to the Division of Adult and Juvenile Institutions. Although it is no longer a part of the Bureau of Parole, presently there is a procedure whereby the New Jersey cases residing out-of-state are placed on a New Jersey district office casecount. The district then becomes responsible for maintaining the correspondence, follow-ups and certain decision making authority concerning these cases. They also maintain contacts, as necessary, with other states through the Office of Interstate Services. Similarly, the New Jersey cases who are residing out-of-state and who have completed the time portion of their parole still owing revenue obligations are being monitored by the district offices for collection purposes.

VOLUNTEERS IN PAROLE PROGRAM

As a component of the Bureau of Parole, the Volunteers in Parole Program is designed to provide a pool of individuals from the community that are qualified and willing to assist the Bureau personnel in serving the varied needs of its many diverse clients.

The following volunteer categories reflect the service needs of the Bureau of Parole while giving an indication of the scope of ways in which volunteers can provide valuable assistance.

Casework Aide - works in conjunction with a parole officer to provide one to one supervision and crisis intervention.

Parole Officer Aide - assists the parole officer with various investigations and acts as officer of the day.

Professional Aide - a member of a profession offering specific services on an as needed basis.

Administrative Aide - works in a district office in an administrative or clerical capacity.

Student Intern - assumes the same role as parole officer aide. The category is the development of the cooperation between the Bureau and institutions of higher learning.

This past fiscal year, we increased our total pool of volunteers. As most of our volunteers are student interns who serve on a short term basis, the total available at any given time may fluctuate greatly during the course of the year. Of the forty-

four Student Interns this past year, thirty-four assisted in a special voice verification project at the Base Station of the electronic monitoring Home Confinement Program.

TWO YEAR COMPARISON - TYPES OF VOLUNTEERS

	<u>FY 91</u>	<u>FY 92</u>
Casework Aide	3	1
Parole Officer Aide	0	0
Professional Aide	0	0
Administrative Aide	0	0
Student Aide	7	44
Total	10	45

During the past year, two current Bureau staff members, Maureen Halpin and Susanne Pavelec and one retired staff member, Walter Tienken continued to serve on the Board of Directors of Volunteers in Courts and Corrections of New Jersey. Mrs. Pavelec served as president through May 1992. VCCNJ was founded in 1972 as a non-profit organization to provide statewide support for volunteers and to promote volunteerism and volunteer programs.

NCIC/SCIC OPERATIONS

The primary responsibilities of the NCIC/SCIC operator is to enter all "wants", supplemental wants, modifications and cancellations as well as to obtain administrative inquiries, criminal histories and to take the necessary actions in notifying the Office of Interstate Services and the district office involved of any "hits". Further, unit personnel directs that a notice to "clear" appropriate entries is forwarded and follows up to assure that the action is taken. In addition, all entries (wants) and cancellations are relayed to the Department's Central Communications Unit daily where a mirror file is kept so as to provide 24 hour a day, 365 days a year verification of the status of wanted persons for requesting agencies.

As a prerequisite for staying in the system, a validation of a selection of previously entered records must be completed and notice of same given to the New Jersey State Police on a monthly basis.

The figures for computer activity for the fiscal year indicate a high rate of usage, which was luckily accomplished with a minimum of "down time" as most of the bugs appeared to have been worked out of the system.

The yearly computer activity was as follows:

Entries	1299
Cancellations	1184
Criminal Histories	7683
Modifications	33
Supplementals	1211
Inquiries	1045
Notifications	755
FBI Rapsheets	1070
Teletypes	8
LEA Inquiries	208
EM Print Out	354
Multi-State Records	<u>254</u>
Total Transactions	16415

PUBLIC RELATIONS

Positive public relations contacts are always an essential responsibility of each Bureau of Parole employee. Parole failures tend to be well publicized, while parole successes, although a good deal larger in number, are understandably usually known only to a relatively few. Further, as the Bureau's responsibilities expand into larger, more complex programs, emphasis must be placed on educating the public as to the role that the Bureau plays in New Jersey today.

A random sampling of some of the direct contacts within the community where impact is notable is as follows:

ALCON Project of Newark
Alliance of Information and Referral Service of N.J.
American Correctional Association, New Jersey Chapter
American Probation and Parole Association
Asbury Park Drug Free Alliance
Atlantic Mental Health Center Oasis Program
Bayshore Youth and Family Services
Bergen Pines Hospital Out-Patient Drug Counselling
Burlington County Detectives Association
Center of Love (a drug and alcohol counselling center)
Delaware Valley Law Enforcement Association
Drug Enforcement Agency
Essex Substance Abuse Center, Inc.
Evergreen Detox Program
Genesis Program of Union County
Hamilton Township Detectives Association
Hispanic Information Center of Passaic

H.O.P.E. for Ex-Offenders of Hackensack
Juvenile Conference Committees
Joint Connection
Mercer County Community Guidance Center
Mid-Atlantic States Correctional Association
Monmouth County Family Net Team
Monmouth County Juvenile Conference Committee
Monmouth/Ocean Intelligence Bureau
Morrow project
Orange Drug and Alcohol Abuse Center
Passaic County Detectives' Crime Clinic
Passaic Valley/Northern Valley Detective Group
Salvation Army
Union County Investigators Association
Tri-State Investigators Association
Volunteers in Courts and Corrections of New Jersey
Volunteers of America

- and a variety of police agencies, prosecutors offices and other community agencies.

Staff of the Bureau of parole served organizations in the following capacities:

Michael Bernal, SrPO, as a member of the Board of Directors of the Hispanic Information Center of Passaic.

James Coop, SrPO, as a member of the Board of Directors of the New Jersey Chapter of the American Correctional Association

Leslie Couillard, SrPO, as a member of the Board of Directors of the Alliance of Information and Referral Services of New Jersey and as a member of the Advisory Board of the Alcon Project

Alexander Domorski, SrPO, as a member of the Bayshore Youth and Family Services

W. James Erdmann, SrPO, as President of H.O.P.E. of Ex-Offenders of Hackensack

Martin Fitzgerald, SrPO, as a member of the Juvenile Conference Committee in Red Bank

Maureen Halpin, SrPO, as a member of the Board of Trustees of the Volunteers in Courts and Corrections of New Jersey

Michael Johnson, PO, as a member of the Asbury Park Drug Free Alliance

Susanne Pavelec, DPS, as President and a member of the Board of Trustees of the Volunteers in Courts and Corrections of New Jersey, and as a member of the Special Classification Review Board at ADTC

Mario Paparozzi, SPO, as Treasurer and a member of the Board of Directors of the American Probation and Parole Association

STATISTICAL TABLES

The figures which are compiled for and reported in the following charts and tables are completed manually from manually maintained records. Various staff members from several of the operating units are responsible for this work in conjunction with many other job responsibilities. Therefore, a margin of error must be allowed.

At the start of this fiscal year, the Bureau changed the manner in which statistical records were maintained in order to more realistically reflect the type and volume of the caseload responsibilities of the Bureau. But, as all records are still maintained manually, this conversion has in itself created a margin of error. Also, due to this conversion, many comparisons to figures of prior years cannot be made. Hopefully, within a year or two comparisons can again be made, which in turn may allow for trend projections.

The categories of cases for which the Bureau is responsible are broken down as follows:

- * general supervision cases with sub-categories by commitment type. These are both state and county sentenced parolees still serving the time portion of their sentence and residing in New Jersey.

- * New Jersey cases residing out-of-state with no sub-categories. These are persons paroled from New Jersey state institutions and residing in another state while still serving the time portion of their sentence.

- * revenue collection only cases with no sub-categories. These are state sentenced cases where the time portion of their sentence has expired, yet they still owe court imposed penalties, restitution, fees and/or fines.

- * Home Confinement Program cases who are state sentenced inmates while they participate in the electronically monitored Home Confinement Program.

Not included are certain state sentenced inmates from various institutions for which the Bureau is responsible for the monitoring of their activities while they are on furlough/work release.

CASELOADS (See Table 1)

On June 30, 1992, the Bureau of Parole was responsible for 31,086 cases of which 18,023 were general supervision cases, 1452 were New Jersey cases residing out-of-state, 11,093 were revenue collection only cases and 518 were inmates in the Home Confinement Program.

RETURNS TO THE INSTITUTIONS (Tables 2 and 2A)

Figures concerning the recidivism rate require some elaboration. The percentages are based on the total general supervision cases supervised during the year, which because of the current decentralized manual record keeping process includes cases transferred between district offices. Further those sentenced subsequent to the expiration of maximum sentence for crimes committed while under parole supervision are not included in the commitment or recommitment figures, however cases still under general supervision who are sentenced for crimes committed prior to the parole date are included in the figures. The revocation process for technical violations alone can be only be initiated when the violations are interpreted as serious and/or persistent. In accordance with the Parole Act of 1979, proceedings cannot be initiated against those who admit guilt to a new offense or those whose arrests were under circumstances which might indicate prima fascia evidence of their guilt. Returns to the institutions by commitments and technical violations during the fiscal year 1991-1992 were 10.8% of the Bureau's general supervision caseload. The court commitment/recommitment rate was 1.9% and the technical violation rate was 8.9%. As indicated previously these figures cannot be compared to prior years due to the record keeping conversion.

MISSING CASES (Tables 3 and 3A)

The percentage of general supervision missing cases on June 30, 1992 in relation to the total number of general supervision cases at that time was 9.7%. In spite of the change in record keeping, this represents only a slight increase over the last year rate of 9.2%.

SUPERVISION (Table 4)

In the course of supervising the Bureau's caseload during Fiscal Year 1992, the Bureau field staff made a grand total of 404,823 supervision contacts and 34,957 investigation contacts. A total of 141,730 hours of the officer's time was spent in the field and the state vehicles assigned to the district offices were driven 1,468,604 miles.

CONCLUSION

In spite of the change in record keeping during the past year, the Bureau of Parole is still reliant solely on its components for the manual submission of information from which statistical data can be compiled. Efforts continue by Department personnel to bring the mainframe programming of the Offender Based Correctional Information System in line with the Bureau's needs. Once this is completed, the Bureau will be able to convert exclusively to electronic record keeping and to electronically generate the various statistical information.

TABLE #1

TOTAL CASES UNDER SUPERVISION - FISCAL YEAR 1992 (By Commitment Type)

COMMITMENT TYPE	Under Supervision 7/1/91	*Total Cases Added	*Total No. Super- vised 1991-92	*Total Cases Dropped	Under Supervision 6/30/92
SPOP	1031	1487	2518	1066	1452
X-Max Revenue	7924	10440	18364	7271	11093
Sub-Total	8955	11927	20882	8337	12545

EMHCP Inmates	463	1498	1961	1443	518
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Juvenile Females	39	15	54	29	25
Adult Females	820	709	1529	537	992
Out-of-State Females	66	30	96	38	58
County Females	219	471	690	450	240
Juvenile Males	611	696	1307	698	609
Youth Males	2504	864	3368	1113	2255
Adult Males	9558	7790	17348	6032	11316
Sex Offender (Diagnostic Center)	50	22	72	15	57
Out-of-State Males	709	409	1118	412	706
County Males	1427	3483	4910	3145	1765
Sub-Total (General Supervision)	16003	14489	30492	12469	18023

GRAND TOTAL	25421	27914	53335	22249	31086
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CATEGORIES					
Under Supervision (1991)	25421				
Total Cases Added*		27914			
Total Number Supervised			53335		
Total Cases Dropped*				22249	
Under Supervision (1991)					31086

*Figures include cases involving transfers between districts.

Figures include revenue only cases; but do not include inmates under supervision in the Electronic Monitoring Home Confinement Program

TABLE #2

NUMBER AND PERCENTAGE OF RETURNS TO INSTITUTIONS
 BASED ON TOTAL NUMBER SUPERVISED
 BY DISTRICT
 1991-1992

Districts	Total Number Supervised During Year	NUMBER AND PERCENT OF VIOLATORS				TOTAL	
		Committed or Recommitted		Returned as Technical Violators		Number	Percent
		Number	Percent	Number	Percent		
1. Clifton	2527	77	3.05%	169	6.69%	246	9.73%
2. East Orange	2204	48	2.18%	166	7.53%	214	9.71%
3. Red Bank	1899	31	1.63%	216	11.37%	247	13.01%
4. Jersey City	2925	48	1.64%	272	9.30%	320	10.94%
5. Elizabeth	1966	27	1.37%	249	12.67%	276	14.04%
6. Trenton	3147	5	0.16%	244	7.75%	249	7.91%
7. Camden	2771	40	1.44%	365	13.17%	405	14.62%
8. Atlantic City	2301	25	1.09%	289	12.56%	314	13.65%
9. Newark-East	1701	48	2.82%	111	6.53%	159	9.35%
10. Vineland	1758	11	0.63%	225	12.80%	236	13.42%
11. New Brunswick	1804	40	2.22%	106	5.88%	146	8.09%
12. Paterson	2977	104	3.49%	178	5.98%	282	9.47%
13. Newark-West	2512	65	2.59%	125	4.98%	190	7.56%
TOTAL	30492	569	1.87%	2715	8.90%	3284	10.77%

Revenue only cases and New Jersey cases residing out-of-state are not included in these figures

TABLE #2A

NUMBER AND PERCENTAGE OF RETURNS TO INSTITUTIONS
 BASED ON TOTAL NUMBER SUPERVISED
 BY COMMITMENT TYPE
 1991-1992

Districts	Total Number Supervised During Year	NUMBER AND PERCENT OF VIOLATORS				TOTAL	
		Committed or Recommitted		Returned as Technical Violators		Number	Percent
		Number	Percent	Number	Percent		
Juvenile Females	54	0	0.00%	4	7.41%	4	7.41%
Adult Females	1529	17	1.11%	130	8.50%	147	9.61%
Out-of-State Female	96	1	1.04%	1	1.04%	2	2.08%
County Females	690	3	0.43%	16	2.32%	19	2.75%
Juvenile males	1307	60	4.59%	130	9.95%	190	14.54%
Youth Males	3368	103	3.06%	477	14.16%	580	17.22%
Adult males	17348	365	2.10%	1820	10.49%	2185	12.60%
Sex Offender (ADTC)	72	0	0.00%	1	1.39%	1	1.39%
Out-of-State Males	1118	10	0.89%	32	2.86%	42	3.76%
County Males	4910	10	0.20%	104	2.12%	114	2.32%
TOTAL	30492	569	1.87%	2715	8.90%	3284	10.77%

Revenue only cases and New Jersey cases residing out-of-state are not included in these figures

TABLE #3

RECORD OF GENERAL SUPERVISION MISSING CASES
BY DISTRICT
1991-1992

Districts	CASELOAD ON 6/30/92	Missing as of 6/30/91	Became Missing Between 7/1/91 and 6/30/92	Total Missing	Accounted for Between 7/1/91 and 6/30/92	Total Missing 6/30/92	NET CHANGE	PERCENT OF MISSING IN RELATION TO CASELOAD ON 6/30/92
1. Clifton	1395	95	141	236	133	103	8	7.4%
2. East Orange	1357	65	84	149	49	100	35	7.4%
3. Red Bank	995	81	104	185	109	76	-5	7.6%
4. Jersey City	1755	231	260	491	289	202	-29	11.5%
5. Elizabeth	1169	103	142	245	134	111	8	9.5%
6. Trenton	1929	168	51	219	39	180	12	9.3%
7. Camden	1582	193	267	460	192	268	75	16.9%
8. Atlantic City	1294	91	80	171	92	79	-12	6.1%
9. Newark-East	1123	120	86	206	72	134	14	11.9%
10. Vineland	975	106	149	255	140	115	9	11.8%
11. New Brunswick	1087	52	50	102	53	49	-3	4.5%
12. Paterson	1669	118	189	307	148	159	41	9.5%
13. Newark-West	1693	140	170	310	139	171	31	10.1%
TOTAL	18023	1563	1773	3336	1589	1747	184	9.7%

TABLE #3A

RECORD OF GENERAL SUPERVISION MISSING CASES
BY COMMITMENT TYPE
1991-1992

Institution	CASELOAD ON 6/30/92	Missing as of 6/30/91	Became Missing Between 7/1/91 and 6/30/92	Total Missing	Accounted for Between 7/1/91 and 6/30/92	Total Missing 6/30/92	NET CHANGE	PERCENT OF MISSING IN RELATION TO CASELOAD ON 6/30/92
GN	25	5	3	8	5	3	-2	12.0%
WN	992	110	115	225	90	135	25	13.6%
OS-F	58	1	3	4	2	2	1	3.4%
CO-F	240	21	19	40	19	21	0	8.8%
JN	609	50	63	113	45	68	18	11.2%
YN	2255	386	241	627	310	317	-69	14.1%
PN	11316	885	1191	2076	1013	1063	178	9.4%
DN	57	4	3	7	0	7	3	12.3%
OS-M	706	17	38	55	34	21	4	3.0%
CO-M	1765	84	97	181	71	110	26	6.2%
TOTAL	18023	1563	1773	3336	1589	1747	184	9.7%

TABLE #4
SUMMARY OF DAILY RECORDS OF ACTIVITIES
1991-1992

District Office	OFFICE AND FIELD CONTACTS													REPORTS SUBMITTED									HOURS		MILEAGE	
	TYPE OF CONTACT (1)								SUPERVISION (2)			INVESTIGATIONS (3)		SUPERVISION (4)			INVESTIGATIONS (5)			SUMMARIES SUBMITTED (6)						
	C	E	H	N	O	S	PCH	RH	P	PO	R	P	N	F-19	F-21	PP	SR	DR	OA	TR	TS	OFFICE	FIELD	STATE	PER- SONAL	
DO #1	7364	525	7534	3170	9807	1	108	81	19373	15227	1779	2149	1248	1832	2810	1480	572	9	0	132	315	14259	13751	135834	1272	
DO #2	2307	130	4307	2038	9883	33	77	34	13213	7122	773	836	1016	681	866	868	460	36	14	95	345	16624	7455	41193	496	
DO #3	8407	389	7290	3068	10311	10	118	88	19116	17530	1510	2304	654	1312	1627	965	263	5	12	85	223	13946	11491	127218	268	
DO #4	7755	140	4192	1676	15937	8	323	213	23662	13648	2191	1607	515	2428	2524	1840	571	2	3	109	29	21413	8142	69725	148	
DO #5	6426	177	7978	1995	10670	41	207	74	19586	15917	2551	4230	2735	1426	1780	1027	190	7	9	104	293	15941	11281	88623	6515	
DO #6	6825	432	6739	3311	12454	18	220	117	18730	12717	1863	2502	703	1580	2190	1386	51	27	19	111	460	14168	11122	97024	0	
DO #7	8678	544	15951	7543	24732	40	475	275	34916	29228	4968	6365	1452	2872	3327	2361	1276	121	565	115	638	25210	13552	165083	0	
DO #8	11889	728	10397	3808	13211	38	204	92	21401	21038	2599	2234	1628	2027	2760	2074	244	1	353	166	669	11858	14765	169327	0	
DO #9	2530	429	7466	2396	9240	90	189	65	14328	9784	1047	1955	1634	1585	1583	1436	45	0	2	127	361	13969	10869	65174	513	
DO #10	9728	232	3986	2082	14514	3	278	67	20473	19248	2477	1437	469	1426	2386	1438	698	14	606	107	355	11372	8566	149469	140	
DO #11	5280	352	6423	1795	9768	8	90	49	16759	13363	2179	2516	623	1118	1820	1066	435	55	1	122	226	15020	9630	107939	1094	
DO #12	8261	677	7930	3255	21533	19	143	105	28433	21780	3709	4628	1116	2019	3078	2141	399	23	0	89	712	17906	14076	207053	5334	
DO #13	4724	251	4922	1994	9985	4	267	102	14481	10870	1186	2196	812	1116	1617	1362	504	6	7	64	282	16610	7030	44942	920	
SUB-TOTAL	90174	4986	95115	38129	172045	313	2699	1362	264471	207472	28832	34957	14605	21400	28368	19444	5708	306	1591	1426	4908	208296	141730	1468604	16700	
GRAND TOTAL	404,823								500,775			49,562		49,768		25,458			7,925			350,026		1,485,304		

Legend:

- | | | | | | |
|---|--|--|--|--|---|
| (1) C - Community contact other than E or S
E - Employment Contact
H - Home Contact
N - Visit Made - No Contact
O - Office Contact
S - School Contact
PCH - Probable Cause Hearing
RH - Revocation Hearing | (2) P - Positive Contact with parolee
PO - Positive Contact other than Parolee
R - Case review with or without parolee | (3) P - Positive Contact
N - Negative Contact | (4) F-19 Chronological Report
F-21 Special Report | (5) PP - Preparole Report
SR - Special Report | (6) DR - Discharge Summary
TR - Transfer Summary
TS - Termination Summary |
|---|--|--|--|--|---|