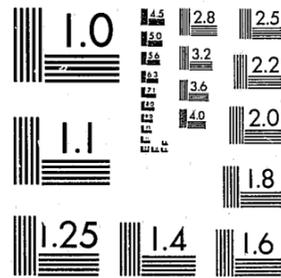


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State of New Jersey

YOUTH CORRECTIONAL INSTITUTION

BORDENTOWN, NEW JERSEY

ANNUAL REPORT

JULY 1, 1980 - JUNE 30, 1981

SIDNEY HICKS

SUPERINTENDENT

811270

SUMMARY ANNUAL REPORT

Fiscal Year

1980 - 1981

YOUTH CORRECTIONAL INSTITUTION

BORDENTOWN, NEW JERSEY

HIGHLIGHTS OF
ACCOMPLISHMENTS,
CONCERNS AND
DEVELOPMENTS

The institution was able to achieve many of its goals and objectives this past year with the cooperation of our staff and the Department of Corrections.

Bordentown has been accredited by the American Correctional Association. The superintendent, along with involved staff, was present at the final review at Williamsburg, Virginia where the Certificate of Accreditation was presented. Bordentown is the first large adult institution in the State of New Jersey to be accredited by the American Correctional Association. Credit should go to the institution staff whose hard work resulted in this significant achievement. The accreditation review team made special note in its report on the high morale of the inmates and the apparent excellent relationship between inmates and staff.

Mr. William Jemison was appointed second assistant superintendent at Bordentown in May of this year upon his transfer from Trenton State Prison.

The first part of the fiscal year the budget deficit was of great concern to the institution. A major portion of the deficit was resolved leaving a significant amount to be eliminated by the institution.

The superintendent served as Chairman of the Inter-Institutional Classification Committee for four months which was held weekly at Yardville, attended the New Jersey Jail Warden's Association meeting on January 4th, and was guest speaker at the Burlington County College Criminal Justice Dinner Theater held March 25th. The superintendent and staff members attended a one-day seminar at the National Forum on Crime held in Cherry Hill on June 15th. Weekly interview line was held to see any inmate that had a special concern that he wanted to bring to the attention of the superintendent.

Scheduled Inmate Congress meetings were held on a monthly basis except when cancellation was requested by the Congress.

Several meetings were held with the Department of Corrections regarding the overcrowded conditions. The superintendent, with the approval of the Department of Corrections, was interviewed by various media concerning various aspects of the overcrowded conditions and potential problems it will cause. Station WPIX, NYC, Channel 11, televised a program on overcrowding at this institution.

The trailer unit (H/Wing) installed on the grounds of this institution to alleviate some of the overcrowding, was occupied in May with a full complement of 48 inmates with assignments to minimum custody jobs - dairy, farm, sewage plant, etc. In addition to the custody staffing, a program director, and a part-time social worker and a teacher have been assigned to the unit. A shortage of social workers does not permit a full-time social worker at this time. The superintendent, along with the superintendent of Yardville, met with local governing officials and satisfied their concern with respect to security arrangements regarding the installation of the trailers on the institution grounds.

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Bordentown-New Jersey

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Major renovations, performed by outside contractors, are progressing on schedule. The entire A/Wing unit has been refitted with heat, hot water, showers, etc. and the work has been extended to the B/Wing unit. The institution maintenance engineer has monitored the construction on these projects. Despite the complete evacuation of the wings, to facilitate the construction, the general population did not register any negative reactions. We have encountered many administrative problems with respect to the major renovations. We have been able to overcome most of the problems and keep on schedule.

On February 9th a major fire broke out in the auditorium area causing extensive heat, smoke and water damage to the auditorium and staff dining room. The staff dining room has been restored and is now in use. The auditorium is still in the process of renovation - windows, sound system, and other areas are not completed. The loss of the auditorium for scheduled activities has caused serious problems in activities. Inmate understanding of the disruption and their cooperation have been outstanding.

The maintenance department converted two rooms in A/Shop to accommodate the classification department providing convenient and generous quarters for this extensive department. Maintenance has also constructed an addition to the Thomas E. Stone Cottage (work release house). This addition has increased the number of residents from 20 to 34 placing 31 inmates out into community employment. Dedication of this addition was held in December with the Commissioner, members of the Thomas E. Stone family, staff, and community employers present.

The institution experienced certain problems as a result of the transition from a Board of Trustees to the State Parole Board paroling authority. A certain degree of confusion still exists primarily due to the inmates' inability to understand in a simplistic manner the Board's decision making process, administrative problems due to last minute notifications, etc. The Inmate Congress requested through the superintendent and the Department of Corrections to meet with the Board members in order to have some of their concerns clarified and explained. The initial confusion and disappointment contributed to the assault by inmate James Carter #49866 on Mr. Douglas Chiesa, Parole Counsellor.

Mr. Carl Engi, Foreman Plumber, was selected "Employee of the Year" and was honored at the Department of Corrections luncheon held February 21st.

The 30th Annual Graduation Exercises were held October 28th with 111 inmates being honored. The Boxing Team, sponsored by the Recreation Department, participated in the inter-institutional boxing matches and hosted the finals winning the championship for the year 1981.

The paint detail at the New Lisbon State School continued successfully through the year employing 5 Bordentown inmates.

The psychology department re-scheduled and expanded counselling areas, sponsored training seminars for staff and personnel of other institutions.

Continuous training programs for each department have been implemented in order to meet the ACA requirements.

Again this year, the institution garden has been most successful and as a result fresh vegetables and fruits have been enjoyed by the inmate population and staff.

INMATE POPULATION AND CLASSIFICATION ; The fiscal year began with 732 inmates and ended with 805. The highest count was 823 on June 25, 1981. The average daily count was 741 as compared to 720 in the previous year.

Commitments from the Reception Center totalled 785 as compared to 976 in the past fiscal year. The decrease in commitments is due to the longer stays imposed on the inmates under the new Penal Code and Parole Bill thus reducing the movement in and out of the institution. This is reflected in that 50% of the population (400) as of June 30, 1981, is classified as determinate (State Prison) cases. A total of 621 were paroled - 464 indeterminate cases, 157 determinate cases, 12 release on maximum, Transfers to the prison complex totalled 50, Yardville 8. A total of 776 inmates went out to court as compared to 865 in the last year.

The Classification Department prepared caseloads for 52 classification meetings, 52 tier and job change meetings, 10 special status change meetings with 5,205 cases reviewed at these meetings. A total of 646 cases were prepared for the State Parole Board - 342 for the hearing officers, 300 panel hearings and 4 juvenile panel as compared to 196 cases in the previous year.

Staff meetings are conducted monthly. Training sessions on the new Parole Bill, orientation of new employees, and a three day middle management program was attended by the classification officer and four staff members.

Of primary concern to the department is the seeming inability to maintain a full staff. The available staff has functioned well throughout the year but we are in a constant state of catching up. We are in a better position to react to the needs of the State Parole Board due to scheduling at the institutional level once a monthly hearing list has been submitted by the Board.

CUSTODY The department has functioned effectively over the past fiscal year, and officer and inmate morale and performance has been exemplary during emergency situations. The construction (renovations of cells, bathrooms, etc.) continues and areas under construction were necessarily expanded to include areas damaged by fire in the auditorium on February 1981. In order to expedite and facilitate construction, inmates have been evacuated from A/Wing and B/Wing housing units to the Gym. This inconvenience has not created negative reactions from the general population which indicates high morale.

All Post Orders were upgraded and approved. Revisions were recommended to the Inmate Handbook. Post Orders were formulated for the H/Wing Trailer Unit. Ten 10 additional officers were added to accommodate the H/Wing unit. One lieutenant was promoted to captain, 2 sergeants promoted to lieutenants.

The Operations Unit scheduled 776 court trips showing an increase of 99 trips over last year. Medical and psychiatric trips totalled 678 as compared to 579 in the previous year. A total of 5231 disciplinary reports were issued reflecting an increase of 290 over last year. A total of 883 on-the-spot corrections were issued. Two (2) inmate escaped from the institution and one is still at large. There remains a total of 7 active escapes at large as of June 30, 1981. A monthly average of 120 inmates received an average of 227 visitors on Saturdays. Sunday visitors average 227 monthly for 120 inmates.

PERSONNEL During this fiscal period the following personnel activities took place - 56 hired as compared to 40 in the previous year, 33 resignations, 12 retirements, 13 transfers in and 5 transfers out. Promotions totalled 24 and 6 demotions were processed. There were 18 grievances were filed as compared 22 filed in the previous year. Sick leave injury applications were approved for 30 employees. The medical department maintained a full complement of staff with a minimum of turnover for the first time in many years. Problems in recruitment for operating engineers and craft positions exist. During the first part of the fiscal year we experienced a large turnover of clerical employees and encountered difficulties in recruitment; however, once these positions were filled the work force remained stable.

We continually ask for certifications to fill the steady turnover in the correction officer positions that we face at this institution. Every effort possible is being made on a continuing basis to reduce or eliminate overtime as much as possible. In many instances this requires coordination and special planning. The staff response to our efforts have been excellent. Our experience shows that the biggest source of overtime expenditures comes from the use of sick time by custody staff. The fact that 15 days may be used before significant disciplinary action is taken, has thwarted the efforts to effect a more stringent control of overtime caused by the use of sick days.

TRAINING The institutional training officer conducted 8 on-site training programs with 93 non-custody personnel, 534 custody personnel. Range qualifications were attended by 216 custody personnel and 3 non-custody personnel, orientation for new employees 3, on-the-job training for new employees 36 custody and 21 non-custody personnel, video camera and recorder training 57 custody personnel, review of disciplinary standards 200 custody and 67 non-custody personnel, and veterans' on-the-job training was attended by 14 custody personnel.

The Department of Corrections training programs were attended by 11 custody personnel for basic training, 15 orientation for new employees, 3 custody personnel for fire fighting, 14 non-custody for middle management training, 4 stress awareness, 2 Spanish culture, 2 non-custody for alcohol abuse program and 26 custody personnel attended an alcohol program. One correction officer attended Burlington County Fire School for 36 hours of training.

BUSINESS MANAGEMENT During the past fiscal year, two personnel changes had impact on the Business Office functions when both the personnel officer and personnel assistant were on extended leave. We were able to provide the much needed functions without interruption when a personnel assistant assumed the duties of both positions. One head clerk transferred to the Department of Corrections and was replaced with another transfer without disruption of services.

The Business Office continued to handle all purchasing of materials and supplies, payment for same and processing of employees and inmate payrolls. The financial aspects of the work release program, H/Wing (trailer unit) and the various educational elements are also handled by this department.

Lack of funding from the departmental level on down continued to hamper the overall institutional operation. Departmental freezes impacted early in the year and at this time, have been reinstated for this fiscal year. Through all of these problems both the staff and inmate population continued to receive service in a timely and accurate manner.

During the fiscal year 2574 invoices were paid as compared to 3274 in the previous year. A total of 5508 checks were issued in the total amount of \$1,071,281.92 as compared to 4415 checks issued in the amount of \$871,767.66 in the past year.

Storeroom - The inmates were supplied with sufficient goods and clothing according to the standards. The institution was saddened by the untimely death of Storekeeper Thomas Hillman who served proficiently in this department for 15 years.

Canteen - Canteen sales totalled \$339,892.84 which represents an increase of \$32,023.18. This past fiscal year was the best as far as profit for the canteen operation. This can be attributed to tight inventory and supervisory control.

FOOD SERVICE The department prepared and served 691,017 meals to inmates as compared to 677,487 in the past year at a cost of \$487,702.73. A total of 128,811 employee and 2,190 guest meals at the cost of \$101,745.57.

One institutional trade instructor (cook) retired this past year. The food service staff consists of one food service supervisor, one assistant food service supervisor, and six institutional trade instructors (cook). Equipment was replaced in the kitchen - exhaust fans, cooking utensils and general maintenance repairs were accomplished.

MAINTENANCE

An institutional trade instructor (locks) terminated his employment and was replaced in May of this year. Operating Engineer Robert Lawson retired this year and was replaced within a month.

Corrective action was again taken on the gymnasium roof which developed several leaks and was repaired by an outside contractor. The emergency generators were placed into service when the main electrical lines came down during a storm in September. Both emergency generators developed leaks and were removed and sent out for repair. Boiler No. 3 ruptured and was repaired by an outside contractor. On February 9, 1981, a fire broke out in the auditorium causing extensive damage to the stage, movie equipment and furnishings and to the staff dining room. The entire area is being restored by outside contractors.

The department accomplished the following projects in addition to the 5,510 routine work orders completed as compared to 5,168 work orders in the previous year - installed new security door leading to back kitchen, completed third phase (addition to Thomas E. Stone Cottage), installed security bars all private room and ward area of the hospital, completed installation of security bars on all D/Wing windows, renovated A/Wing rear area of IBM for upholstery program, constructed chlorine buildings (2) and installed equipment for water and sewage plants, installed new roof on Thomas E. Stone Cottage, new roof on Tower No. 1, new roof on farm shed, installed 400 lb per day ice machine in inmates dining room, removed old unit to the hospital, replaced roof on powerhouse shed, completed renovation of inmates' shower room in E/Wing and D/Wing, completed installation of security bars on D/Wing windows, replaced chemical tanks and pump sets in powerhouse for all boilers, paneled three administrators offices, constructed three offices in A/Shop, one on G/2, constructed 200 insect screens for all wings, renovated bake oven for kitchen, replaced and secured window weights and chains on all housing units, installed hasp and eyes on unit cover plates for allyport doors, and constructed and installed security screens on 12 windows on E/Wing and on all windows of A, B and D/Wings.

Plans and expectations for the fiscal year 1981-82 are - complete installation of heat to all wings and dormitory units, renovation of shower rooms on all tiers, install protection on water line to piggery, remove boiler at milkhouse, install ceiling lights in E/Wing and D/Wing, overhead door in soap shop, complete panelling of all office on second floor front, construct employee dining area, relocate security doors in storeroom in canteen, install vacuum breakers between powerhouse

and water plant, install heat in basement assistant superintendent's residence, needed repairs to well houses No. 3 and No. 4, repair quonset hut storage unit, install new floor in recreation room at superintendent's residence, construct roof over corridor extension to gym, complete installation of screens on all wing heating units, and to repair tile floor in cook house.

LAUNDRY The total poundage processed this past fiscal year was 2,018,781 lbs - 1,152,911 flat, 649,633 rough and 216,237 pressed as compared to 2,244,932 lbs processed in the previous year.

This department began a new schedule to process additional work (linen only) from the Trenton State Prison which requires a workable pick-up and delivery schedule by the prison staff. Officers hours were changed to an hour earlier to improve inmate control. Maintenance problems due to lack of small parts and items no longer stocked by manufacturers must be made a local machine shops continue to hamper the laundry operation.

STATE USE This past fiscal year one institutional trade instructor in INDUSTRIES the soap shop retired and one institutional trade instructor was hired to fill a vacancy in the metal shop. The combined shops employed 201 inmates - 127 in the metal shop and 74 in the soap shop, decrease of 48 inmates from the previous year. Inmate morale remained good throughout the year with very few minor incidents requiring charges. There were 5 job injuries to inmates and one to an instructor. Monthly meetings were held along with weekly and daily meetings on safety, machine operation, and production.

The metal shop shipped 522 shelving units, 10,246 domestic items and 5,261 miscellaneous shelving parts as compared to 3,899 shelving units, 7,802 domestic items and 7,384 miscellaneous parts. The soap shop shipped 30,696 gals of liquid products, 385/lbs dry products, 1,297 bar soap and 3,252 qts of glass cleaner and disinfectants as compared to 370,944 dry products, 38,470 gals liquid products, 1,497 bar soap, and 3,070 qts of glass cleaner and disinfectants.

PROFESSIONAL SERVICES

PSYCHOLOGICAL AND PSYCHIATRIC SERVICES The director of professional services is responsible for overall coordination of the treatment program and supervision of two staff psychologist and one part-time psychiatrist. The department had the services of a pre-masters level psychological interne who spent 400 hours under the supervision of the two staff psychologists.

The psychology staff submitted 674 diagnostic reports as compared to 684 in the previous year for the State Parole Board, classification committee, and the personnel departments. A total of 98 new employees were tested and evaluated as compared to 66 in the previous year. A total of 26 inmates were evaluated upon their return from the Trenton Psychiatric Hospital. A total of 1300 hours of therapy were provided as compared to 1504 hours in the past year. An average of between two or three groups were conducted weekly totalling 130 group sessions during this past fiscal year. Individual therapy averaged 21 inmates on a weekly basis for a total of 1100 therapy hours. The department has been receiving an increasing number of requests from inmates who have had therapy or counselling stipulated by the State Parole Board. It has been found that self-referrals have greater motivation to make progress in psychotherapy than those who have been stipulated.

The B/Wing Program, a comprehensive team system consisting of the director of professional services, a social worker and a sergeant, and which entails individual and group counselling, and daily contacts on the tier, has met through the year 64 times seeing a recorded total of 530 inmates. The above total reflects several interviews for each inmate. The A/Wing program began in April of this year and in relation to the B/Wing group the size and mobility of the A/Wing clientele prevents repeat interviews. Multiple staff permits immediate problem solving for the individual inmate. The committee takes the position of advising inmates of the benefits of programs rather than assigning them without their active involvement and found willing compliances from the inmates who were simply hesitant to join a needed program. The A/Wing committee met 35 times seeing a total of 240 inmates in three months.

The psychiatric schedule was maintained and monitored regularly for recall and follow-up cases. A total of 957 inmates were seen by one staff psychiatrist averaging 80 inmates each month.

MEDICAL - The hospital and dental departments had an active year as usual. The DENTAL hospital manual was revised, procedures for care of emotional problems and the physically disabled were written, and instructions for psychiatric transfers were also revised.

The hospital visits totalled 83,424 as compared to 81,693 in the previous year. There were 428 admissions to the institution hospital for a total of 2,554 bed days. A total of 6,023 inmates were seen by the physician as compared to 4,759 in the past fiscal year. Surgical consultations totalled 398, orthopedic 361, optometrical 488, dermatological examinations 296, laboratory procedures 848. X-rays were taken on 879 inmates and 13 employees. The prison unit at St. Francis Hospital received 82 for a total of 758 bed days. Inmate services and changeover of nursing staff placed extra demands on the hospital staff this past year.

The dental office had 2,690 patient visits as compared to 2,873 in the previous year. The dental staff performed 1,407 restorations as compared to 1,297 in the past year. Extractions totalled 795, dental X-rays 472, new dentures 76, and 36 denture repairs were made. A total of 474 appointments were broken this past fiscal year which is consistent with the previous year.

BORDENTOWN ALTERNATIVE PROGRAM (BAP) The Bordentown Alternative Program (substance abuse counselling) consists of three phases - Phase I interview and orientation, Phase II program and counselling, and Phase III follow-up and aftercare in the community. The monthly average of placements in Phase I - 36, Phase II - 42, and Phase III - 84 is consistent with the previous year. A total of 1,924 hours of group therapy were conducted and 17,368 individual counselling was provided as compared to 1,728 hours of group and 12,288 hours of individual counselling in the previous fiscal year. The substance counselling groups continue at two satellite units and are well attended.

The problem of keeping a full staff and having to rotate staff to cover weekends has curtailed the marathon and probe programs. The department has enlarged its scope of participation in institutional programs - "Save Our Children", conduct investigations for the early release program, and participation in the institution training programs. In summary, the program has managed well and as in the past we would eventually like to establish our own halfway house.

SOCIAL SERVICE Personnel turnover during this past fiscal year involved filling two vacant chaplain positions with one part-time Catholic Chaplain and one part-time Protestant Chaplain. The department secretary was transferred and replaced. Two Rutgers University seniors served a semester internship in casework in this department. Each staff member was provided 27 hours of training through the use of departmental meetings on procedures, new policies and programs. In addition, 11 staff participated in 11 programs sponsored by the Department of Corrections - orientation for new employees, alcoholism, mental health and retardation, Spanish culture orientation, etc. The social service department has not had an increase in social work personnel for several years yet the responsibilities for additional services continue - A/Wing, B/Wing (Comprehensive Tier System), and H/Wing (trailer unit) to be placed on the department. Each social worker has a minimum of three individual therapy cases one therapy group per week, assigned to two tier housing units, as well as two or more inmate activities such as A.A., Jaycees, visitors' canteen, etc. The director administers and supervises social services, religious and volunteer programs, serves as a regular member of the classification committee and inmate marriage committee.

The following one-time projects were conducted or assisted by the staff - updated social work manual, coordinated Annual A.A. Banquet, Muslim Banquet, assisted volunteers with inmate institutional Christmas Party, coordinated annual blood drive, submitted proposal for Productivity Improvement Program, Annual Latin American Cultural Banquet, assisted with alien registration forms and federal and state income tax forms, coordinated Third Annual Volunteer Banquet and prepared and documented information for the accreditation program which resulted in accreditation for this institution.

Collectively, the staff contacted 5,977 inmates on 10,257 occasions as compared to 5,435 inmates on 8,189 occasions in the previous year. A total of 160 were seen in individual therapy in 572 sessions as compared to 135 seen in 369 sessions in the previous year. There were 525 participants in 66 groups in 294 sessions. A total of 151 letters were received and 157 sent out and 835 telephone calls were received and 1,055 were made out on behalf of the inmates.

Gifts and Donations - The social service department received and distributed the following donations - The Salvation Army donated 900 toilet article kits, 900 half pound boxes of Christmas candy and 280 toys - value \$5,350. The Bordentown Volunteers 200 pies, cookies, etc. 2,000 dinner rolls, 5 baskets of sweet potatoes and collard greens - value \$1,200. Prison Outreach Ministry of Monmouth County \$10 check to 15 inmates who receive no money or visits from home - value \$150. Junior Red Circle Girls of Shiloh Baptist Church \$10 check to one inmate - value \$10. Mrs. Gladys Stewart \$10 to four inmates - value \$40. Shiloh Baptist Church two Christmas baskets to indigent families of inmates - value \$50.

RELIGION Bordentown has the services of a Protestant, Catholic and Muslim chaplain on a part-time basis. The previous fiscal year the Catholic and Protestant community was served by volunteers who conducted prayer groups and services. The institutional chaplains regularly visit the various areas of the institution for inmate contact, coordinate with the director of social services the church groups and volunteers sponsoring religious services and holiday celebrations. The chaplains also provide religious services and counselling at the satellite units on a weekly basis. Their interaction with other denominational chaplains provide a spiritual atmosphere to most of the population who seek this particular need.

Protestant Services were attended by an average of 275 inmates monthly. Guest ministers and speakers were invited to various services. The chaplain conducted weekly counselling group of 10 inmates and also formed a choir which serves at chapel. Baptismal services were provided for 15 inmates at the New Lisbon Unit with the assistance of the two Spanish Pentecostal ministers who also conduct two services weekly at the main institution. Two (2) bible study groups are conducted weekly by two volunteer correction officers.

Catholic Sunday Mass was attended by an average of 130 inmates monthly. A weekday evening mass is conducted with a bible study group. A weekly prayer group is also conducted by local volunteers.

Muslim services were attended by an average of 156 inmates monthly. There are four services and programs weekly. Imams from the outside community participated in services and 135 family members attended the holiday programs. The administration accommodated the Muslim population during the month of Fasting (Ramadan), opening the kitchen and mess hall after sunset at the end of the daily fast.

VOLUNTEERS The volunteers providing services to the inmate population are generally affiliated with the local churches and church organizations. The clergy and lay people share in the religious services and holiday celebrations. Individual volunteers escort inmates to community activities. Two (2) A.A. representatives meet twice weekly with staff and approximately 125 inmates at the main institution. The New Lisbon Unit has the services of one A.A. representative. The Princeton Jaycees Chapter sponsored the Jaycees activities at the Skillman Unit.

The volunteers jointly (approximately 100) provided the entire inmate population with a Christmas Dinner. The Latin American Cultural Organization sponsors a Feast of Epiphany Banquet in January for the Spanish-speaking inmates. Specific activities are illustrated throughout this report. The administration has expressed its appreciation for these invaluable services presenting the Third Annual Volunteers Banquet honoring approximately 100 volunteers.

SATELLITE UNITS

NEW LISBON UNIT This unit is located on the grounds of the New Jersey State School at New Lisbon with the assignment of first offenders and are placed in the food service department work force. The average daily count was 62 as in the previous fiscal year. Admissions totalled 131 this year as compared to 145 in the previous year. Disciplinary charges returned 10 to the main institution as compared to 25 in the past year. A total of 466 on-the-spot corrections were issued as compared to 527 in the previous year. A total of 45 were paroled as compared to 75 in the past year. Medical care was provided to 189 and 206 dental visits were made. A total of 1,320 inmate visits received 5,048 visitors this year.

All inmates are assigned to counselling groups for a minimum of 16 weeks, supervised by the program director, one teacher and three officers. A substance abuse group (drug Program) continues to meet three times per week with 20 inmates under the supervision of a staff member and an inmate paraprofessional. A volunteer A.A. representative meets one evening per week with 20 inmates, an increase of 10 over the previous fiscal year.

The educational program held an average monthly enrollment of 27 as compared to 25 in the past fiscal year. A total of 27 inmates passed the GED test this year. Recreational activities included movie trips, swimming, softball, and theater trips in the community. Recreational activities are provided for the entire unit population.

SKILLMAN UNIT This satellite unit is located on the grounds of the New Jersey Neuro-Psychiatric Institute at Skillman, and is a pre-release unit which houses a maximum of 48 inmates. The average daily count was 46 consistent with the previous year. Assignments totalled 104 as compared to 128. A total of 54 were paroled as compared to 61, 15 returned to main institution for disciplinary action, 26 court trips were processed, 143 medical and 225 dental all consistent with the previous year. Furloughs were granted to 23 as compared to 34 in the past fiscal year. There were 5 escapes with 3 being returned to the main institution. A total of 23 disciplinary reports were issued, 38 on-the-spot corrections, and 11 reprimands for minor infractions. The unit provided 17 inmates for work release as compared to 10 in the past year. A total of 980 inmates received 2,826 visitors as compared to 927 receiving 2,560 visitors in the previous fiscal year.

Group counselling sessions were attended by 158 and 153 individual counselling under the supervision of the program director, teacher and one officer. The substance abuse counselling program had an attendance of 211, Gamblers anonymous 68 and A.A. group was attended 164.

During the past year 275 were enrolled in the academic program, 230 in Adkins Skills as compared to 250 in academic and 189 in the previous year. Behavior Modification had 130 participants as compared to 134 in the past year. Recreational activities are provided for the inmates-off-grounds movies, unit movies, softball, swimming, and theater trips to plays and concerts. A landscaping project was initiated this year with the assistance of the agriculture extension service.

Religious services were well attended as more community volunteers visit the unit and the part-time chaplains extended their services to the inmates. Catholic services were attended by 307, Protestant services 76 and Muslim services 87 consistent with the past years attendance. Special events were scheduled on all major holidays.

WORK RELEASE HOUSE (Thomas E. Stone Cottage) A wing was added to the work release house increasing the resident capacity to 34 inmates. During this fiscal year 115 inmates were received - 58 paroled, 25 returned to the main institution for disciplinary infractions 7 of which were community related at the work release site, and one administrative transfer. Four (4) inmates were assigned as cooks for the house.

Group therapy sessions were initiated in March of this year by a staff psychologist with 6 inmates involved and discussion centers on family and job related problems. Continuous unit counselling is provided by all staff members on a situational basis. Medical and dental services are provided at the main institution where 60 pre-parole physicals, 35 dental and 69 medical cases were seen.

Furloughs were granted to 153 inmates - 48 escorted and 105 unescorted with 15 violations (returning late). Three resulted in removal from the program. Recreation included movie trips in the community, theater and concert, as well as attendance at local church services and functions. Basketball is played with the Skillman unit. Both Saturday and Sunday visits are conducted reporting 346 visits with 803 visitors. The picture sale project enable the residents to purchase items for the cottage - refrigerator, air conditioners, and gas barbeque.

In January a Rutgers University interne provided educational instruction to the residents two afternoons per week in reading, writing and mathematical areas, through May. A Bordentown teacher conducts evening adult basic education and GED classes two evenings per week. Participation and acceptance of the school programs are high.

COMMUNITY RELEASE PROGRAMS

The coordinator of the community release programs interviews, screens and assigns inmates to the work release program, community release activities - furloughs, and half-way house assignments.

WORK RELEASE The program proved highly successful throughout fiscal year 1980-81. A total of 115 different inmates participated in the program as compared to 90 in the previous year. A total of 25 were paroled, 25 removed by disciplinary, 7 fired, and 18 administratively returned to the main institution. One inmate was removed for additional time received within his sentence.

There were 11 different private employers with 8 being used presently. Only one employer agreement was terminated due to inmate-employer problems. Most employers expressed continuous satisfaction with our inmates. The job sites were visited on an average of once per month by the coordinator. Also telephone contacts two or three times per week with each employer reflected the monitoring aspect of the program. The program maintained its employment capacity of 20 between August 1980 and January 1981. In mid-January the program was expanded to a work release capacity of 30 - 31 by April. With the addition of a wing inmate placements reached 25 by mid-February and to 30-31 by mid-March maintaining full capacity since that time. Since October 1981, a 10 to 15 inmates are on a four to six week waiting list. Program popularity is denoted by the number of work release applications screened in ine months - 378 or 42 per month average.

FURLOUGHS A total of 277 furloughs were granted as compared to 230 in the past year - 143 unescorted, 132 escorted, and 2 compassionate. There were a total of 16 violations - 2 lateness, 1 concealed money, 1 urine test refusal, 1 contraband clothing, 1 out-of-state arrest, and 3 non-telephone contact on unescorted furlough. A high portion of the furloughs were issued at Stone Cottage (work release house). A key objective was met by issuing 16 furloughs to the Skillman Unit from September 1980 to July 1981 as this unit often lacks eligible work release candidates, therefore making this program an important goal.

A total of 446 inmates were screened for community release in the past nine month period. Community activities involved 8 with 24 inmates participating and assignment to halfway houses 2 with 2 returned and 1 study release, 19 were approved by the classification committee.

EDUCATION ABE/GED - There was a total of 713 enrollments in the Adult Basic Education and GED this fiscal year. A.E. IV was discontinued in January because of declining enrollment is attributed to the excellent GED pass rate of A.E. III students. The three remaining levels of instruction operated at maximum class capacity with a sharp increase in the A.E. I level. G.E.D. examinations were administered to 146 students and 109 passed (74%). Further analysis indicates that respective pass rates were 91% at New Lisbon, 83% at the main institution and 39% at Skillman.

English as a Second Language was replaced with instruction in basic communication skills for students whose English literacy functioning is below 5.0 grade level.

Title I - The first year instruction indicated encouraging results with 98 under 21 year old students were counseled and 63 subsequently enrolled in the school programs. The program received a positive evaluation by the Office of Educational Services with a recommendation for increased funding to maintain the World of Work program and to increase bi-lingual services.

College - Two four-course semesters were offered this year with a total of 58 students participating.

Social Education/Behavior Modification - The program operated at maximum capacity with 253 students. Greater emphasis was placed on life skills instruction as opposed to behavior modification.

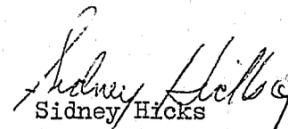
Vocational Program - An average of 105 inmates per roster period were assigned to the vocational classes. This represents an increase of 10% over last year. An academic support program was started and was considered successful, despite a six month break due to loss of teacher. The operation of the print shop ran smoothly and the addition of a plate maker helped to keep the backlog down. At the end of this fiscal year we were in the process of starting an upholstery program.

World of Work - This pre-release employability skills program was initiated in January and was complemented with a vocational counselling component in March. The program is encouraging with many of the 83 participants having received employer contact and referral services.

Other Programs - Orientation of all new arrivals continued under the auspices of the education department. Bi-weekly instruction was provided to an average of 7 participants per session in G/3 (protective custody). A part-time instructor was assigned to Stone Cottage two nights per week, one for H/Wing five mornings per week, and one to A/Wing three times per week. Part-time art instruction was provided year round and one 10-week Black Seal Training course was conducted.

The recreation program has continued to function effectively with two recreational staff. The intra-mural program and varsity sports have been successful and has had a positive impact on the morale of the inmate population. A physical education teacher was hired this year through T&E funding. Additionally, we are able to purchase a large quantity of equipment for physical education programs for the institution.

In summary, this year has been one of change not only in terms of staff, but also in terms of program changes. The end result of these changes appear to be a more conducive atmosphere for educational programs where all staff knows the strength and weaknesses of the students they are teaching. The stability factor in terms of a class roster issued every two months has led to an increase in teaching morale and overall teacher productivity as can best be demonstrated in the high number of students completing their GED.


Sidney Hicks
Superintendent

August 1981

END