



ALBERT C. WAGNER YOUTH CORRECTIONAL FACILITY

ANNUAL REPORT JULY 1, 1992 - JUNE 30, 1993

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**JOSEPH E. BUTLER
ADMINISTRATOR**

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ALBERT C. WAGNER YOUTH CORRECTIONAL FACILITY
BORDENTOWN, NEW JERSEY

SUMMARY ANNUAL REPORT - FISCAL YEAR 1992 - 1993

MAJOR DEVELOPMENTS & HIGHLIGHTS

During the past fiscal year, a change in Administration took place. Officially, on May 10, 1993, Mr. Joseph Butler assumed leadership of Albert C. Wagner, as the facility's new Administrator. He came to Wagner with a great deal of knowledge and years of experience incurred from previous positions held at East Jersey State Prison, Rahway where he was the Associate Administrator, Assistant Superintendent, Assistant to the Superintendent and at New Jersey State Prison, Trenton working as an Internal Affairs Investigator and Senior Corrections Officer. Mr. Donald Lewis, former Wagner Administrator, assumed the position of Superintendent at Riverfront State Prison to fill the vacancy created by Mr. Thomas Hundley.

On a monthly basis, the Administrator attended the following meetings: Board of Trustees, department head, and Special Classification Committee meetings at Central Office (until the new Administrator arrived). Periodically, he also attended the following meetings: Superintendents', Claims Committee, CWA, PBA, and Superior Officers Association.

Overtime meetings were conducted throughout the year to closely review expenditures and to identify areas where measures could be taken to reduce overtime costs.

Various construction projects were completed by the maintenance department during fiscal year 1992-93. Major projects accomplished included the following: The perimeter fence was painted, as well as the Center Corridor. F/1 and F/2 Control Booth glass was replaced, and the Grill Gate Center Corridor to F/Wing was installed. Also installed metal desk units, welded lockers to beds, and bolted beds to the floor in B/Wing. Expanded metal in all housing dugouts to be used for wing storage was installed and the Basketball Court in I/Wing was moved to the back of the unit.

Administration conducted several meetings during the past fiscal year with administrative staff, the Business Manager, the Director of Custody, the Engineer in Charge of Maintenance, and DOC Institutional Support Services staff to discuss the kitchen floor project which was completed in FY 93.

A meeting was held in the Administrator's office with Administrator Lewis and Business Manager of Garden State and Wagner's Associate Administrator and Business Manager, as well as the Unit Supervisor of the Field Service Operation (DOC) and staff from the Division of State Police. Discussion focused on the future closing of the garage, which occurred on September 18, 1992.

Upon the request of a former Wagner employee, on July 23, 1992, Administrator Lewis gave a speech to Criminal Justice students at the Mercer County Community College.

On July 30, 1992, the Associate Administrator held a meeting with the Assistant Superintendent, Engineer in Charge of Maintenance, and the Building Services Specialist (DOC) to discuss procedures involving the American Disabilities Act.

Meetings were held on August 11 and 13, 1992, with Wagner executive staff and the Building Services Specialist (DOC) to discuss the electrical shutdown, scheduled to take place on Tuesday, August 18, 1992. The shutdown was ordered to allow electrical connections be made in the kitchen.

Training sessions were conducted during the month of August to prepare employees for the possibility of bumping, if their positions have been targeted. In addition, a meeting was held on August 12, 1992, by Administrator Lewis, with the Associate Administrator, Business Manager, and Personnel Officer concerning Adaptive Management Strategies due to the upcoming layoffs.

On August 24, 1992, Administrator Lewis met with the DOC Chief Hearing Officer, as well as Wagner's Executive Assistant, Supervisor of Education, Administrative Captain, Inmate Paralegals, and Inmate Congress Chairman and Vice-Chairman to discuss the Disciplinary Hearing Officer/Paralegal Relationship.

An introductory meeting was held by Administrator Lewis on August 25, 1992, with the DOC Internal Affairs Unit Chief and Wagner's newly appointed Principal Investigator, Mr. Barney Dyrnes, who was previously assigned to Riverfront State Prison. Mr. Dyrnes replaced Mr. James Willie, who was promoted to Assistant Chief, DOC Internal Affairs Unit.

On Monday, August 31, 1992, Administrator Lewis videotaped a presentation of the Albert C. Wagner Youth Correctional Facility. The filming took place at the Adult Diagnostic and Treatment Center, Avenel. This video will be utilized in future inmate orientation programs.

The Annual Volunteer Banquet was held on September 18, 1992. Approximately 35 volunteers were honored for their dedication and service to the inmate population. This year's guest speaker was Ms. Robin Yeager, an Assistant Professor at Rutgers University and County 4-H Agent.

News of Wagner employees whose positions were targeted through the bumping process by other State employees from various DOC locations, brought much concern to Administration. The last day of employment at Wagner for affected staff was October 2, 1992.

With the transfer of our former Director of Custody Operations to Riverfront State Prison, Administrator Lewis interviewed custody from various facilities for this position. Mr. Douglas Cochran, former Captain of East Jersey State Prison was selected for the position.

Administrator Lewis was the guest speaker at the Graduation Ceremony of Correction Officer Recruits, held on November 6, 1992, at C.O.T.A., Skillman.

On November 24, 1992, Administrator Lewis attended a Body Alarm Demonstration at the New Jersey State Prison, Trenton which was conducted by the Telecourier Company.

Wagner hosted a Supervisor of Education meeting in I/Wing, on December 11, 1992, and Administrator Lewis addressed those in attendance.

The annual Holiday Banquet was held for the inmates on Friday, December 18, 1992. This event was hosted by the Wagner Volunteers, who supplied various baked goods for the occasion.

Administrator Lewis met with an employee of the Division of Vocational Rehabilitation, on December 22, 1992, to analyze the duty responsibilities of the ACSU Correction Captain, who had been on a medical leave due to a serious motorcycle accident which occurred in August, 1992.

The following entertainment was conducted during Fiscal Year 1993, for the inmate population. On December 8, 1992, Ms. Carol McCloud, recording artist, performed two shows for the inmate population. In addition, the Department of Corrections Boxing Tournament was hosted by the Wagner Facility in March, 1993.

Administrator Lewis toured the Fairton Federal Correctional Institution in Fairton Federal Correctional Institution in Fairton, NJ, on January 19, 1993, as part of a Unit Management Control Review.

On Monday, February 1, 1993, an automobile accident occurred on grounds of ACWYCF, involving two institutional vehicles. One correction officer was medivaced to Cooper Trauma Center in Camden, NJ, and six inmates were taken to local hospitals. All inmates were returned shortly thereafter to Wagner and the officer was released a few days later.

Administrator Lewis and his assistants traveled to Riverfront State Prison on February 1, 1993, to meet with their staff, tour the facility, and personally observe the operations of the HUT teams.

The new kitchen was officially opened on February 3, 1993. The conversion back into the building from the outside tent went rather well. Since the kitchen went back into operation, there have been no problems reported. Tours were taken by several Central Office dignitaries.

On February 8, 1993, the Associate Administrator met with contractors from DBC, to discuss F/Wing Air Conditioning.

A presentation of an updated inmate telephone system and visual ID program was conducted by a sales representative from the Business Telecommunications System, on February 18, 1993. In attendance was Administrator Lewis, the Associate Administrator, Assistant Superintendent, Acting Director of Custody Operations, Business Manager, and Principal Investigator.

On March 1, 1993, Administrator Lewis met with the Associate Administrator, Assistant Superintendent (Main), Assistant Superintendent (ACSU), Director of Custody Operations, Business Manager, and Maintenance Engineer regarding Visit Hall Renovations.

Health Inspections were conducted at Wagner from September 28-30, 1992 and March 1-3, 1993. Overall, on the first inspection in September, we received a conditional satisfactory rating. This was due to the condition of the kitchen floor. However, following the March, 1993 inspection and the completion of the kitchen floor, we received a satisfactory rating, along with a letter of commendation from Mr. John Forker, Director - Office of Institutional Support Services. Never, in the past fifteen years has Wagner achieved a satisfactory rating. The Administrator considered this to be an outstanding achievement.

Administrator Lewis attended a Classification Task Force Meeting on March 12, 1993, at the Department of Corrections.

On March 25, 1993, Administrator Lewis, Assistant Superintendent (Minimum Units) and Director of Custody Operations met with the Montgomery Township Committee members to review and discuss Cedar Lodge policies and procedures with respect to security. The meeting concluded with a tour of Cedar Lodge.

A luncheon was held on March 26, 1993, for Dr. Trivedi, who retired from his position as Principal Clinical Psychologist, after 20 years of service. Administration attended the luncheon for Dr. Trivedi, who officially retired on April 1.

On April 14, 1993, two State Assemblymen visited Wagner to tour the renovated kitchen. They were accompanied by Office of Institutional Support Services staff, the Deputy Director, and the Administrator. Upon completion of the tour, lunch was served at I/Wing. Even though the visitors realized the age of Wagner, they were impressed with the orderliness of the facility.

With April being open enrollment month for health coverage, employees were able to change their designated medical/dental coverage. With this in mind, Wagner sponsored a health fair on April 15. Employees who participated were given the opportunity of having their cholesterol checked and blood pressure taken. They were also checked for diabetes, body fat content, and the condition of their lungs. Administrator Lewis was pleased with the turnout, and suggested that the health fair become an annual event.

On Thursday, May 13, 1993, Administrator Butler held his first monthly department head meeting at the home of Mr. Edwin Crotty. Following the meeting, Mr. Crotty graciously prepared a special luncheon for staff.

Administrator Butler held a meeting on May 25, 1993, with the Associate Administrator, Assistant Superintendents and Personnel Officer to discuss justification of requesting another Assistant Superintendent position.

A fire inspection meeting was held by Administrator Butler on May 26, 1993, with the Associate Administrator, Maintenance Engineer, the institutional Fire Marshall and his assistant.

A meeting was held on June 8, 1993, in the Administrator's office with the Associate Administrator, Assistant Superintendents, Director of Custody, Principal Investigator, and Manager of the Burlington McDonalds to review concerns at this work release site.

Administrator Butler attended the 42nd Annual Graduation Awards Ceremony and Banquet held on June 24, 1993. The affair was catered by The Perfect Host and attended by approximately 95 student graduates. A former inmate served as keynote speaker.

A custody employee of the Wagner facility was honored for his dedication and services to the institution. Senior Corrections Officer Frank Vesce was selected as this year's Officer of the Year. A luncheon was held to honor all officers chosen from each facility, at the Mastoris Diner in Bordentown.

INMATE MOVEMENT AND CHARACTERISTICS

The institution started this fiscal year with a count of 1,424 and closed with a count of 1,367. The highest count was 1,424 in July of 1992 and the lowest count was 1,366 in January of 1993. These figures include all inmates in the main institution, the satellite units at New Lisbon, Skillman, H/Wing, I/Wing, and Work Release, and the Administrative Close Supervision Unit. The yearly average for the main was 890, Skillman - 44, New Lisbon - 84, Work Release House - 36, H/Wing - 59, and I/Wing - 125. The Administrative Close Supervision Unit had a high count of 162 and a low count of 140. The yearly average for this unit was 153.

STATUS OF INMATE MORALE

Inmate morale has remained stable during the year despite the increased inmate population. Major incidents reported throughout the year are listed as follows:

- July, 1992 (1) #92-3363 Disturbance on Unit A/3
- August, 1992 (1) #92-3364 Disturbance on Unit F/1-C Pod
- September, 1992 (0)
- October, 1992 (2) #IR14392 Disturbance on Unit D/3; #IR15992 Assault on Staff by Inmate Frank Smith #115332
- November, 1992 (1) #IR18592 Drug Investigation
- December, 1992 (2) #IR22892 A/1 Assault of Inmate; #IR22992 A/3 Drug Investigation
- January, 1993 (9) #IR24692 Escape from I/Wing - inmate Oscar Sequinot 115679; #IR25292 Assault of inmate James Keyes 116358; #IR25392 E/2 Lockdown, Assault of inmate Timothy Mott 115488; #IR26293 Allegations of Inmate/Staff Involvement; #IR26493 Disturbance on F/1/A Pod; #IR26593 Attempted Escape from Skillman; #IR27193 Drug Investigation, Visit Hall - Seizure of CDS; #IR27993 Seizure of Drugs on the State Use Bus; #IR28693 Escape from I/Wing - inmate Thomas MacPhee 116456
- February, 1993 (5) #IR30793 Motor Vehicle Accident on Grounds of ACWYCF; #IR30893 Missing Funds Inmate Trust Fund Account; #IR31493 Inmate Injury Resulting from Staff Negligence; #IR31793 Execution of a Search Warrant; #IR32993 Attempted Escape from ACSU West Yard
- March, 1993 (7) #IR33193 Disturbance on D/1, Cell 42; #IR33293 Weapons Incident with SCO William McDonald; #IR33793 Escape of Inmate Edward Sheppard 116044; #IR34493 Disturbance on G/3-O; #IR34693 Self-Mutilation John Orofiro 108245; #IR35193 Attempted Suicide Roberto Rois 116594; #IR35893 Fire Emergency at Skillman, Cedar Lodge

April, 1993 (4) #IR39093 Escape and Apprehension of inmate Ricky Smith 111307; #IR39793 Motor Vehicle Accident, inmate Gary Felton 94538; #IR40093 Assault on Staff, inmate Damon Thomas 114865; #IR40493 Threatening Another Inmate with a Weapon (N.L.U.), inmate Nelson Santiago 117004

May, 1993 (6) #IR43593 Unreported Forced Cell Entry in ACSU - Cell #106; #IR43693 SCO Joan Brown - Off Duty Incident; #IR44993 Premature Release of Inmate Steve Thompson 114890; #IR45493 Missing Rope in the Visit Hall; #IR45893 Seizure of CDS in the Visit Hall, inmate Michael Linson 112832; #IR46693 Disturbance on A/2

June, 1993 (1) #IR47293 Disturbance on A/3

MAIL & VISIT PROGRAM

MAIN INSTITUTION: There was a total of 20,239 inmates receiving visitors with a total of 38,668 visitors during the fiscal year. The visit program processed 2,414 personal property packages with 9,814 food packages processed. Incoming mailed in packages totaled 7,964. Outside inventories totaled 1,067.

ADMINISTRATIVE CLOSE SUPERVISION UNIT: During the fiscal year, 1,387 inmates received 2,628 visitors. The visit program processed 1,839 personal property packages and 634 food packages.

DISCIPLINARY ACTIONS

During the fiscal year, it is noted that the number of appeals received have decreased by 39 with a total of 1,618 compared to 1,657 received last year. This is equal to approximately 4.3 per month compared to last year's monthly average.

	<u>FY91-92</u>	<u>FY92-93</u>
Denied	346	373
Modified	1,077	1,086
Rescinded	37	32
Pending	166	114
Returned without Action (Late)	31	13

INMATE CONGRESS MEETINGS

The Administrator attended meetings of the Inmate Congress Committee on the following dates, during the past fiscal year, to keep abreast of the concerns and requests of the inmates. Listed are staff members who were in attendance. The last meeting with Inmate Congress to include all tier reps and wing councilmen was held on January 11, 1993. A briefing took place on January 29, 1993, advising the Congress that some changes would be made in the near future. The constitution was reviewed and Inmate Congress was restructured into housing unit teams, by wing. The main body of the Inmate Congress is made up of five elected wing councilmen. These individuals will meet with the Administrator and his staff monthly to discuss pertinent problems arising in the institution. Agendas and meetings will become effective beginning in the month of July, 1993.

- 7/02/92 Administrator Lewis, Director of Custody Operations Zimmer, Business Manager Denney, Executive Assistant Wyers, and Inmate Congress Liaison Lt. Moore
- 8/06/92 Associate Administrator Robertshaw, Director of Custody Operations Zimmer, Business Manager Denney, Executive Assistant Wyers, and Inmate Congress Liaison Lt. Moore
- 9/10/92 Associate Administrator Robertshaw, Director of Custody Operations Zimmer, Business Manager Denney, Executive Assistant Wyers, and Inmate Congress Liaison Lt. Moore
- 10/08/92 Associate Administrator Robertshaw, Director of Custody Operations Zimmer, Business Manager Denney, Executive Assistant Wyers, Supervisor of Education McDaniels, and Inmate Congress Liaison Lt. Moore
- 11/05/92 Administrator Lewis, Acting Director of Custody Operations Heath, Business Manager Denney, Executive Assistant Wyers, and Inmate Congress Liaison Lt. Moore
- 11/20/92 Administrator Lewis, Associate Administrator Robertshaw, Captain Reiser, Program Assistant Stephan, Executive Assistant Wyers, and Inmate Congress Liaison Lt. Moore
- 12/21/92 Administrator Lewis, Assistant Superintendent Cunningham, Acting Director of Custody Operations Heath, and Lt. Foley
- 1/29/93 Administrator Lewis, Associate Administrator Robertshaw, Director of Custody Operations Cochran, Business Manager Denney, Executive Assistant Wyers, and Inmate Congress Liaison Lt. Moore
- 5/27/93 Administrator Butler, Associate Administrator Robertshaw, Business Manager Denney, Executive Assistant Wyers, Inmate Congress Liaison Lt. Moore, and Mail Room Sergeant Cleveland

PERSONNEL

During Fiscal Year 93, the following personnel activities took place:

	<u>FY91-92</u>	<u>FY92-93</u>
New Hires	25	5
Resignations/Terminations	19	19
Retirements	16	20
Transfers In	12	12
Transfers Out	16	15
Promotions	50	2
Demotions	9	0
Deaths	4	1
Grievances	48	46
Voluntary Furloughs	0	207
Reduction in Force:	7 Layoffs	
	18 Transfers In	
	20 Transfers Out	

Disciplinary Actions: Minor 371 - resulted in (261) Official Written Reprimands, (41) \$50.00 fines, (25) \$60.00 fines, (19) \$70.00 fines and (87) suspension days.

Major 33 - resulted in (5) Indefinite suspensions, (80) Suspension days, (7) \$90.00 fines, (13) removals and (1) resignation not in good standing.

As the new fiscal year opened, the Governor maintained the statewide hiring freeze. This freeze continued to include the "direct care" titles which had been exempt in prior freezes. The continuation of the freeze resulted in further staff shortages which has made it extremely difficult for some departments to provide other than minimal services.

Again during this fiscal year, much staff time was devoted to cleaning up employee history records in the Personnel Management Information System (PMIS). Approximately 850 PMIS transactions were processed during the year, many of which were also duplicated in System 36.

In addition to the normal PMIS transactions processed, a considerable amount of staff time was expended reviewing and correcting all employee history records in PMIS as the new fiscal year opened. This necessitated comparing the personnel file to the computer files to insure the records were accurate due to the impending reduction in force.

The Personnel Assistant 1 and Personnel Assistant 3 spent considerable time holding training sessions for those employees who were expected to be affected by the RIF. In addition to the group training sessions, many employees were also seen on an individual basis in order to insure that they understood their rights and were making good decisions with respect to their choices in a RIF situation.

The months spent preparing for the RIF and the few weeks during the actual interviews and bumping process, were extremely stressful for all the employees involved in the layoff process. It certainly took its toll on the employees in the Personnel Office.

On a much lighter note, by the close of the fiscal year, we started seeing the reversal of some of the effects of the RIF. Many employees have been returned to their former titles and appointing authorities.

The Governor's hiring freeze remained in effect throughout the entire fiscal year.

BUSINESS MANAGEMENT ACTIVITIES

During the past fiscal year, affected by the Reduction in Force were the following staff: Mr. John Burke lost his position as the Assistant Business Manager, exercised his bumping rights and selected a position with State Use Industries. Mrs. Charlotte Murphy was also affected and chose a position with the Division of Juvenile Services. Mr. Nicholas Manukas, Mr. John Reed and Mrs. Carol Montervino were all laid off. Mrs. Yvonne Lemane and Ms. Susan Shea selected Wagner. Their previous positions were located at NJ State Prison and Central Office respectively. In addition, Kelly Barbalacci chose to transfer from the Maintenance department to the Business Office.

The garage operation was reassigned to Central Motor Pool, Trenton on September 18, 1992. As a result, the two positions in the garage were abolished. Due to the closing, a new policy was implemented regarding the use of gas pumps and State vehicle breakdown. Mr. Lawson, Maintenance Engineer, has been assigned as the vehicle coordinator for the facility.

During the month of October, 1992, the Business Manager attended a Procurement Procedure Seminar at Central Office, outlining the importance of utilizing vendors with State contracts.

The Business Manager submitted a Needs Assessment Survey to support training logistics and to provide data in the successful planning for the comprehensive training for the new NJCDS/MACS-E.

The Business Manager attended a meeting conducted by Assistant Commissioner Waldis, referencing staff and additional responsibilities due to the layoffs.

The Business Office staff completed training on the NJ Comprehensive Financial System Overview during the latter part of March, 1993. The Internal Control Evaluation was completed and forwarded to the Office of the Commissioner.

SYSTEM 36 COMPUTER

During FY 93, the data processing needs of this institution were met by the System 36. No major system shutdowns occurred due to hardware failures related to the CPU, but service call on printers, display stations, and LAN cabling continued to increase over FY 93. The largest impact on data processing operations, during FY 93, was the turnover in staff due to the October layoffs.

In the first quarter of FY 93, three Classification members were given training by the NJ State Police on using the CCH Module of the OBCIS System.

Implementation of the System 36 Overtime Reporting System took place at Wagner during Pay Period #4. Reports are being reviewed and sent to DOC on a bi-weekly basis.

Overall training on the operation of the System 36 and related mainframe applications involved 35 people with a total of 422 hours logged for training purposes.

In summary, this past year has been one of great staff turnover caused by the October layoffs and the implementation of a new accounting and purchase order system. In addition, the coordinator picked up the tasks which had been assigned to the Assistant Business Manager, when his position was abolished.

MAINTENANCE

The department received 7,414 work requests during this reporting period. A total of 4,396 general maintenance and 3,018 preventative maintenance requests were also handled.

Two employees, John and Robert Griswold, transferred in from Lloyd McCorkle Training School in Skillman, to fill vacant maintenance positions. In addition, Ms. Lorraine Stella transferred in due to the layoff procedure and was able to return to her former position at NJ State Prison. Mrs. Olga Romero-Medina,

returned to Wagner from NJ State Prison, and was reassigned to Maintenance also after being affected by the layoff process.

DBC PROJECTS FOR FISCAL YEAR 1992/1993 WERE AS FOLLOWS:

- DBC-C336 - State Use Expansion - Punch list items continue to be open.
- DBC-C383 - Sewage Plant Improvements - Testing and Study Phase in progress.
- DBC-C447 - Septic System/Work Release - On hold.
- DBC-C507 - F/Wing Air Conditioning - Complete.
- DBC-C513 - Kitchen Floor Replacement/Kitchen Loading Dock - Complete.
- DBC-C0399 - Water Tower Painting and Repairs - On hold for lack of funds.
- DBC-C0426 - State Use Roof Replacement - Waiting for direction from O.I.S.S.

HIGHLIGHTS OF PROJECTS COMPLETED BY THE DEPARTMENT THAT WOULD NOT BE CLASSIFIED AS GENERAL MAINTENANCE:

- 1) Installed slide bolts on shower doors A.C.S.U.
- 2) Painted perimeter fence
- 3) Replaced glass F/1 and F/2 Control Booth
- 4) Tiled entrance to Support Building A.C.S.U.
- 5) Installed grill gate Center Corridor to F/Wing
- 6) Added flat stock to Hospital bars
- 7) Installed bars on windows above lower roofs A & B Wings
- 8) Installed metal desk units, welded lockers to beds, and bolted beds to floor - E/Wing
- 9) Refinished all doors in Hospital
- 10) Replaced tile floor in All Purpose Room H/Wing
- 11) Painted Storeroom
- 12) Painted Center Corridor
- 13) Installed expanded metal in all housing dugouts to be used for wing storage
- 14) Painted Sally Port
- 15) Moved basketball court to back of I/Wing

Utilities: Water Plant, Sewer Plant, and Powerhouse

The water plant treated 212,536,800 gallons of water and used 730 pounds of chlorine.

The sewage plant is operated by CFM Inc., and information is not available at this time.

The powerhouse produced 198,828,600 pounds of steam using 1,661,044 gallons of #6 fuel oil.

The above utilities service both Albert C. Wagner Youth Facility and Garden State Reception and Youth Correctional Facility.

STOREROOM/CANTEEN OPERATIONS

During the past fiscal year, no personnel changes were made in the Storeroom.

The Storeroom assumed responsibility for receiving, storing and distributing all food items.

During this reporting period, physical inventories were completed monthly.

FOOD SERVICE

During the past fiscal year, the Food Service Department operated for a brief period out of a tent on the back premises of the facility, while the floor to the Main Kitchen was being replaced. In February, 1993, Phase I of the Kitchen was opened. On or about May 17, 1993 Riverfront State Prison no longer provided the regathermic meals to I/Wing and Ad. Seg. They are now being prepared by our Third Shift Food Service Department.

During the past fiscal year, the Food Service Department had two health inspections and received a satisfactory rating on the final inspection due to the completion of the kitchen floor.

The Food Service Department hosted numerous banquets during the fiscal year and prepared special holiday meals for the population.

A Culinary Arts Clas for inmates began on April 20, 1993, using two ITIs as Class Instructors. This program will be completed at the end of July, 1993.

Wagner's Annual Child Nutrition Inspection was held by the Office of Institutional Support Services and we received a satisfactory rating. In addition, an inspection of the Federal Surplus Commodities was conducted for which Wagner also received a rating of satisfactory.

The Institutional Trade Instructors in this Department completed a Fire Training course, held in the Training Trailer, from May 25-27, 1993.

FARM OPERATIONS

As of July 1, 1992, there were three Farmers, two Dairy workers, and two Farm Supervisors. Since then, one Farmer was terminated and as of July 1, 1993, the Farm Supervisor, Mr. James Worrell retired.

Presently, with two Farmers and two Dairymen we are farming less ground, approximately 33 acres, and raising 160 animals and milking 80 Holsteins. We planted 80 acres of corn, 90 acres of soybean, and baled 30 acres of alfalfa hay, 12 acres of dry cow hay, and 70 acres of rye straw for bedding.

Budget cuts and the hiring freeze has definitely made the job more demanding but the staff and H/Wing inmates continue to perform satisfactorily. Due to the great support from the Administration and the custody staff, the Wagner Farm is second to none.

There was no new equipment purchased last year, but we continue to work with what we have. Farm and dairy equipment and parts are becoming very difficult to purchase in this area.

LAUNDRY

During the Summer of 1992, the department was forced to close on occasion due to the heat. Although inmates volunteered to remain within the department until the daily workload was completed, on most occasions under extreme heat, the department closed at 1 p.m. This caused some backlogs in certain workloads and delays with a few institutions picking up their clean linen.

With the closing of the Lloyd McCorkle Training School for Boys, the department received its last workload from them in July, 1992. Although it was a small workload, it did amount to between 25,000 and 30,000 pounds annually. In addition, with the closing of the Johnstone Training Center, the department received its last workload from them in September, 1992. Their annual incoming poundage amounted to between 18,000 and 20,000 pounds.

On March 2, 1993, the department began isolating the linen workload from Mountainview. When this isolation process began, Mountainview was told that if their workload did not increase, that they would revert back to a direct exchange. Over a period of fifteen weeks, Mountainview sent an average of 850 sheets for processing with no significant increase in poundage. To isolate and process this small workload took approximately 2½ to 3 hours. It was determined that we would revert back to a direct exchange on June 8, 1993, which occurred.

Throughout Fiscal Year 1993, there have been numerous meetings with Tri-O-Clean concerning installation of ozone equipment within the department. Initial installation has been delayed. However, we have been advised that the equipment will be installed on July 15, 1993.

During Fiscal Year 1993, the washwheels had broken down on several occasions. These washwheels are over twenty-five years old. It is becoming increasingly difficult to purchase the parts and rather expensive when they are available. The Laundry Supervisor suggested that consideration be given in the near future for the acquisition of new washwheels.

Other than allowing for equipment breakdowns and holiday closings which created backlogs, the Laundry Supervisor felt that Fiscal Year 1993 has been a productive one for the department. Poundage has been more or less stable, even with the closing of the Lloyd McCorkle Training School and Johnstone Training Center.

<u>FLAT</u>	<u>ROUGH</u>	<u>PRESS</u>	<u>TOTAL</u>
1,328,890	442,079	240,823	2,011,792

STATE USE INDUSTRIES

There were 300 inmates assigned throughout the year to the Metal Shop. This includes 204 new inmates and 181 inmates who were transferred or paroled.

The Metal Shop shipped a total of 943 units of shelving and 3,415 units of major metal products.

During this fiscal year, the Metal Shop saw the full utilization of the Metal Shop expansion. This expansion brought a significant increase in production over the previous year.

Mr. Joseph Partyka has been permanently assigned to the Misc. Mfg. Shop at Garden State as an ITI.

In October, 1992, the Principal Clerk position in Metal Shop was lost due to State layoffs and bumping. This position has since been reinstated to this location.

Mr. John Clarici has been temporarily assigned to the Deptcor Metal Shop from East Jersey State Prison. No problems or conflicts have occurred from this situation. This assignment, effective for 90 days, began on June 16, 1993.

Deptcor (Central Office) has submitted a request for the hiring of two ITIs to the Vacancy Review Board. We are currently awaiting response from same. The appointment of these two positions will bring the shop's personnel up to full capacity.

During the year, various Deptcor staff members to include the Chief, have visited the shop on a regular basis. There have also been several visits from different vendors and customers for the purpose of observing our shop production procedures and for product demonstrations.

Inventory went smoothly on June 28 and 29. Although there was no production, a skeleton detail was utilized to assist with inventory and clean up.

Staff meetings were attended at both this institution and Deptcor Central Office. Regular staff meetings were conducted on an as needed basis to reinforce safety rules and regulations and to review shop procedures.

CLASSIFICATION

As a result of the Reduction in Force, three positions within the classification department were affected. Mr. Ricky Whybark was replaced by Cheryl Johnson. Carol Jackson was replaced by Daniel DiBenedetti. Allena Bowman was replaced by Jacqueline Proctor, who since returned to her previous position at NJ State Prison. Ms. Erica Brech filled the vacant position created by Ms. Proctor through an active promotional list.

Eloshia Beckett, Classification Officer and Jenny Traks, Principal Data Entry Machine Operator took advantage of the early retirement program which became effective July 1, 1993. Both positions are physically assigned to the ACSU - Classification section. Vacancy Review Board packets were submitted for these titles as they are vital in the operation of the Classification Department as a whole. Mrs. Lori Reed, Technical Assistant, has been reassigned to the ACSU - Classification Department, pending the decision of the Vacancy Review Board.

In accordance with the Attorney General's Advisory regarding inmates who receive concurrent sentences on the same day by the same judge, all Classification Departments were directed to initiate a review process to identify such cases to determine whether an adjustment to the maximum date was required. The AG opinion declared that inmates may not have received the full benefit of the jail credit in the calculation of their maximum sentence which the sentencing court intended. The identification and recalculation process was expected to be completed within six months. A written notice was sent to every inmate whose maximum dated had been changed.

On February 1, 1993, a rule exemption to revise eligibility requirements for inmates sentenced to a term with a mandatory minimum, specifically, NJAC 10A: 0-4.6 (f) became effective. A review was done to identify those inmates affected by this change.

<u>ACWYCF (Main) Classification Committee Activities</u>	<u>FY91-92</u>	<u>FY92-93</u>
Total Number of Classification Committee 1 Meetings	0	50
Total Number of Cases Prepared for Classification Committee 1	0	4,601
Total Number of Classification Committee 2 Meetings	52	52
Total Number of Cases Prepared for Classification Committee 2	4,815	2,045
Total Number of PIC Cases	374	464
Total Number of Reassignment Job Changes	1,069	973
Total Number of Disciplinary Hearing Referrals	223	314
Total Number of Discussion I Cases	1,039	939
Total Number of Discussion II Cases	309	310
Total Number of PCU Cases	410	324
Total Number of Hold In Cases	323	50
Total Number of SPB Initial Hearings	63	59
Total Number of SPB Panel Hearings	38	36
Total Number of Juvenile Panel Hearings	10	16

<u>ACWYCF (Main) Disciplinary Program</u>	<u>FY91-92</u>	<u>FY92-93</u>
Total Number of Guilty Findings	4,217	4,668
Total Number of Not Guilty Findings	625	888
Total Number of Appeals Received	1,074	1,620
Total Number of Appeal Decisions Received	1,689	1,572
Total Number of Staff Meetings	18	18
Total Number of Detainers Received	605	612
Total Number of Detainers Returned	113	270
Total Number of Cases Prepared for IICC	315	323
Average Monthly Count of Inmates in County Jails	13	23
Total Admissions	1,044	1,216
Total Releases	850	802
Total Transfers	502	408

<u>ACWYCF (ACSU) Classification Committee Activities</u>	<u>FY91-92</u>	<u>FY92-93</u>
Total Number of Classification Committee Meetings	54	52
Total Cases Prepared for Classification Committee	1,183	1,107
Total Transfer Cases (Initial Review)	386	384
Total Job Change Cases	202	252
Total Ad. Seg. Reviews	424	153
Total P.C. Program Reviews	119	327
Total Number SPB Initial Hearing Reviews	90	82
Total Number SPB Panel Hearing Reviews	12	71
Total Number of SPB Juvenile Hearing Reviews	1	8

<u>ACWYCF (ACSU) Disciplinary Program</u>	<u>FY91-92</u>	<u>FY92-93</u>
Number of Guilty Reports	1,223	1,201
Number of Not Guilty Reports	174	217
Number of Appeals Received	449	544
Number of Appeal Decisions Received	392	485
Number of Cases for IICC	388	534
Number of Cases for SASRC	533	529

EDUCATION

During FY 92-93, the Education Department continued with a rotational schedule for the Adult Education II, III, and IV classes, allowing teachers to focus on one area of subject matter. Students functioning at the lower level, Adult Education I, maintained a self-contained classroom environment. The Chapter I class continued as the supplemental class for the student population under 21 years of age.

The Education staff participated in a variety of professional growth activities which included the following: American Correctional Conference, Asbury Park, NJ; New Jersey Education Association Convention, Atlantic City, NJ; and the Correctional Education Association Convention, Ellenville, NY.

During the month of February, two speakers delivered cultural enrichment lectures to students enrolled in academic and/or vocational classes. Dr. Stephen Chukumba, Department of African-American Studies, Trenton State College, and Ms. Pearl Beatty, Executive Director of the Martin Luther King Commemorative Commission were well received by the students in attendance.

The forty-second annual graduation ceremony was held on Thursday, June 24, 1993. Approximately 95 students participated, receiving recognition for various achievements in both the academic and vocational programs. The keynote speaker was Dr. Matthew Sheridan, an employee of the Department of Corrections.

Program Review

- Adult Education I** - The Adult Education I class services students in need of increasing their basic functional literacy skills. The course is designed for the non-reader to those functioning at a 3.0 grade point average. The average monthly class enrollment was 9 per class.
- Adult Education II** - The Adult Education II class accommodates students functioning at a 3.0 - 6.0 grade level. The course is designed to help students develop and apply the basic academic skills of reading, writing and mathematics. The average monthly enrollment was 15 per class.
- Adult Education III** - The Adult Education III class accommodates students functioning at a 6.0 to 8.0 grade level. This Pre-GED course prepares students for entry into the GED (AE IV) level classes. The average monthly enrollment was 20 per class.
- Adult Education IV** - The Adult Education IV class is designed for students functioning at an 8.0 grade level or above. Upon successful completion of this class, the student is administered the GED exam. The average monthly enrollment was 20 per class.

Learning Disabilities Teacher/Consultant (LDT/C) -

The LDTC coordinates with the classroom teachers in the implementation of student individualized education plans (IEP) and the classification of learning disabled students. Approximately 11 learning disabled students receive on-going individualized tutoring from the LDTC.

Chapter I -

This federal program is designed to provide supplemental instruction for students enrolled in academic programming, under 21 years of age. It is supplemental to the student's core instruction. The average monthly enrollment was 6 per class.

Orientation Testing - The Test of Adult Basic Education (TABE) is administered during the inmate's orientation period, to all incoming inmates, to assess their current academic skills. The results are used as a basis for academic and/or vocational placement.

H/Wing - Adult Basic Education classes are offered twice a week to the population housed in H/Wing. Residents of H/Wing also participate in GED testing at the Main facility.

I/Wing - Adult Basic Education classes are offered three times a week to the population housed in I/Wing. Residents of I/Wing also participate in GED testing at the Main facility.

Administrative Close Supervision Unit (ACSU) -

A full time instructor is assigned daily, during the morning, to instruct Adult Basic Education to the residents of this unit. Individualized instruction is provided for both Administrative Segregation and Protective Custody inmates.

New Lisbon Learning Center -

Adult Basic Education is available and offered full-time to inmates desiring education programming at the New Lisbon Unit. The average monthly enrollment was 16. Residents of New Lisbon also participate in GED testing at the Main facility.

Skillman Learning Center -

Adult Basic Education is available and offered full-time to inmates desiring education programming at the Skillman Unit. The average monthly enrollment was 11. Residents of Skillman also participate in GED testing at the Main facility.

English as a Second Language (ESL) -

This program is targeted for the inmate population who do not fluently speak English as a primary language. Students are mainstreamed into a regular academic program when their Language Arts skills in English are sufficient for them to successfully function in the Adult Basic Education classes.

Library -

During this reporting period, the library continued to provide a variety of services to the population, and the Administrative Close Supervision Unit. Numerous reference and pleasure reading titles were added to our present collection and a variety of video cassettes are available. Para-legal training courses were offered throughout the year, adding to the inmate para-legal staff. Currently, the library contains a general collection of 9,445 books and an additional 3,563 law books.

Heat Ventilation, Air Conditioning and Refrigeration -

Students enrolled in this program acquire the basic knowledge of the heating and cooling systems of residential and commercial buildings. Basic technical, combined with practical skills are acquired as students complete on-the-job training projects throughout the facility, guided by the classroom teacher.

Plumbing -

Students enrolled in the Plumbing class continue to receive a solid foundation in the basic skills of plumbing. They are taught blueprint reading, how to lay out, install and repair all types of plumbing for residential and commercial buildings. The students complete on-the-job training projects within the facility, guided by the classroom teacher. This program is located in the Maintenance Building and enrolls minimum custody inmates.

Welding -

Students enrolled in the Welding class receive an extensive background in the welding trade. The students take part in the fabrication and repair of numerous institutional projects, guided by the classroom teacher.

Cosmetology -

This program is designed to train students interested in entering the cosmetology profession. The student will receive a minimum of 1200 hours of instruction which will qualify him upon release, to take the State Board examination for licensing.

Barbering -

This program is designed to train and process candidates for placement in the inmate barber shop.

Upholstery Shop -

The Upholstery Program is an on-the-job training program. This shop is located in the Maintenance Building which enrolls minimum custody inmates. The completion of in-house projects and projects for various state and government agencies has been steady, resulting in a productive year.

Print Shop -

Students enrolled in the Print Shop, an on-the-job training program, continue to produce new forms, the Inmate Handbook, special programs and various other institutional printing projects. The students are taught the operation of the various machines involved in the printing trade.

Computer -

This basic 12-week course is designed to provide students with the basic knowledge of computer literacy. The course is a combination of theory and hands-on approach. As a result of lay-offs and reassignments, this course operates with a part-time instructor under special service funds. The course was offered three days a week, March 2 - June 30, 1993.

Recreation -

The recreation program incorporates active and passive recreation for the main building, satellite units, the Work Release House and the Administrative Close Supervision Unit. Several inmates participated in the Department of Corrections Art and Poetry Exhibit.

Physical Education/Health -

This course services students enrolled in school programming who are under 21 years old. The class is offered two days per week as is mandated by the Department of Education.

Apprenticeship Program -

This facility currently has two students enrolled in the Federal Labor Bureau Apprenticeship Program. Upon completion of the program, the students attain full apprenticeship status which, upon release, enables them to enroll in the Journeyman's Program. Currently enrolled in the Apprenticeship Program are two students in the Metal Shop.

Culinary Arts -

This course commenced on April 20, 1993, and is offered through the Burlington County Institute of Technology. Through theory and hands-on approach, students learn the basics of food preparation for restaurants and institutions. Topics include sanitation, safety, preparing sauces, stocks, entrees, salads and vegetable dishes. The course spans 15 weeks (180 hours). Upon successful completion, students may equate the credit to 3 college credit hours, redeemable through Burlington County College.

Summary

Overall, the academic and vocational programs continued to progress throughout this fiscal year despite the reduction in force of one teacher lay-off, three teacher reassignments to other facilities and two retirements. It is our hope, with continuous program review and evaluation of our present offerings, the Education Department will continue to grow and meet the needs of the increasing inmate population. As a result, students will develop increased motivation, knowledge and skills to reflect a positive re-entry to society.

Yearly Program Statistics

FY92

FY93

Academic

Adult Education I	117	45 *
Adult Education II	345	170
Adult Education III	490	200
Adult Education IV	276	280
Learning Disabilities Teacher Consultant	51	55
Chapter I	63	35
English as a Second Language	47	11
Behavior Modification I	620	460 *
Behavior Modification II	300	210 *
Burlington County College Program	65	00 *
Pre-College Remedial Program	103	00 *
New Jersey Basic Skills College Placement Test	39	00 *
New Lisbon Learning Center	160	150
Skillman Learning Center	83	95
H/Wing	71	65
I/Wing	58	50
Art	39	00 *
GED Testing Sessions	3	4
Total Tested	49	74
Total Passed	28	34

Continuing Assessment Program (CAP)

Testing (6-month Evaluation TABE Testing)	195	181
Placement Interviews	859	326
Pre-Parole Reports	986	1,087
Orientation Intake Testing	515	690

Vocational

Computer	263	20 *
Heat, Ventilation, Air Conditioning & Refrigeration	21	25
Plumbing	20	18
Welding	120	75
Upholstery	60	40 *
Print Shop	3	3
Cosmetology	16	27
Barbering	0	15

Recreation

Varsity Softball	132	195
Varsity Basketball	125	130
Boxing	35	20
Music	36	33
Weightlifting	20	23
Athletic Officiating	12	14

* Programs affected by a reduction in force due to lay-offs, reassignments and retirements.

Library

Law Collection	3,240	3,563
General Collection	9,491	9,445
Annual Circulation	6,112	6,985
Total Visits - Lending Library	4,321	4,968
Total Visits - Law Library	588	677
ACSU Legal Requests	1,282	1,144

SOCIAL SERVICES

Programs

The staff is responsible for providing treatment programs and services to the inmate populace. As such, each staff is assigned a minimum of one housing unit. The units are visited by the staff daily to address concerns of the inmates. Caseloads average one hundred inmates per staff member.

Individual/group counseling, substance abuse individual/group counseling and the ADDICT program are afforded to the inmate population by the staff. Each staff member is responsible for facilitating a minimum of two groups and five individual counseling cases. Both individual and group counseling are offered over a ten week period. At the completion of the ten week sessions, the inmates are presented with certificates if they have satisfactorily met all the requirements of the program.

The ADDICT program, facilitated by the Substance Abuse Counselors, has been well-received by the inmate population since its inception in June of 1992. This is a ten week educational substance abuse program.

Community volunteers facilitate the Alcoholics Anonymous program weekly. The group meets once a week and attendance has been good.

The Gamblers Anonymous group was terminated because the inmate population lacked interest.

The department was involved in various institutional projects during the years of 1992 and 1993. On December 3, 1992, the staff delivered holiday gifts to the inmate population. The gifts, donated by the Salvation Army, contained toothpaste, toothbrushes, soap, powder, shampoo, and were well received by the inmates.

Eleven staff members were affected by the State's budget cuts in October, 1992.

Organizations

L.A.C.O.: From June 1, 1992, to October, 1992, The Latin American Cultural Organization was not under the auspices of the Social Service Department. This change occurred as a result of reorganization within the institution. LACO and the Latin United Organization (LUO) was a separate entity and came under the institution's Department of Hispanic Services. However, in the latter part of October, both organizations were reassigned to the Social Services Department. LACO held general and executive board meetings. The main source of funds were through the sales of underwear, head rags, and greeting cards. On December 11, 1992, LACO held their Christmas banquet. There were 150 guests in attendance and the banquet was a success. The Mother's Day banquet, held on May 7, 1993, was also very successful. Approximately 100 guests attended.

L.U.O.: The organization conducted executive and general meetings throughout the year. Sales of cards, underwear, and greeting cards were also sources of funding. On December 4, 1992, LUO held their Christmas banquet and 42 guests attended. The LUO Mother's Day banquet was held on May 14, 1993. Both banquets were successful.

JAYCEES: The Jaycees conducted executive board and general meetings throughout the year. On November 20, 1992, the Jaycees held their Christmas banquet which was very successful. There were approximately 100 guests in attendance. The organization was involved in charitable donations. In December of 1992, \$125.00 was donated by the organization to the Children's Hospital AIDS Program (CHAPS) and \$75.00 to the International Youth Organization. On December 25, 1992, gifts were given to the children during inmate visits for the holiday. On April 15, 1993, the Jaycees conducted an Easter project, and the children were presented with Easter baskets. On June 11, 1993, the Jaycees held their Annual Awards banquet. Approximately 225 guests attended.

SUMMARY:

During the past year, major changes in staff took place because of the State's budget cuts. This adversely impacted on the inmate population and staff. However, services to inmates continued to be provided and demands made by the Administration were met.

There is a need to expand programs to the inmate populace. However, this can only be accomplished if an area that is conducive to facilitate programs is afforded to Social Services.

The goals of the department are to continue to enhance the delivery of services to inmates, provide continuing education for staff, reduce waiting lists for inmate programs, and expand programs to inmates.

Situational Contacts

	Yearly Total	
	<u>FY91-92</u>	<u>FY92-93</u>
Total Inmates Seen	29,383	25,974
Emergency Passes	738	257
Scheduled Passes	5,407	5,460
Inmates Seen Throughout the Institution	23,825	23,125
Attorney Calls	509	786

	Yearly Total	
	<u>FY91-92</u>	<u>FY92-93</u>
<u>Individual Counseling</u>		
Number of IC Cases (SW)	358	448
Number of IC Cases (SAC)	230	349
<u>Group Counseling</u>		
Number of Groups (SW)	143	119
Total Number of Inmate Participants (SW)	1,821	1,268
Number of Groups (SAC)	176	224
Total Number of Inmate Participants (SAC)	1,971	2,382
<u>Orientation/Intake Unit</u>		
Orientation Presentations	132	133
Counseling Referrals to Staff	-	1
Inmate Emergency Calls	-	1
Inmate Problems/Situation Counseling	-	314
Case Assessments	961	1,185
Case Assessments w/o PSI's	160	173
Inmates Under 21 Years of Age	125	214
Inmates of Hispanic Origin	-	30

Mr. Larry Minors was assigned to the Orientation Program on March 31, 1993.

PSYCHOLOGICAL AND PSYCHIATRIC SERVICES

The Psychology Department submitted 3,662 psychological reports during this fiscal year as compared to 3,408 reports the previous year. Details of these statistics are as follows: Admission Evaluation - 1,410, Promotion in Custody (PIC) - 482, Community Release Assessments - 254, A.C.S.U. Evaluations (Ad. Seg./P.C.) - 246, and Pre-Parole Evaluations - 1,270. Also, 1372 hours were spent in individual counseling and psychotherapy services.

The Director of Psychology monitors, coordinates and schedules appointments for the consulting psychiatrists (Drs. Jorge Bascara and Octavio Munoz). Psychiatric consultants were scheduled daily for interviews and follow-up evaluations. There was a total of 776 psychiatric contacts conducted for the reporting period in the main, and an additional 531 psychiatric contacts reported in the Administrative Close Supervision Unit.

Close Watch reports were monitored daily and recorded. One hundred ten reports were recorded at the end of the fiscal year for Wagner main with an average of 9 per month. Additionally, a Close Watch list for the Administrative Close Supervision Unit averaged 8 men per month and 92 reported for the year.

Suicide Watches and Commitments to the Forensic Psychiatric Hospital were also monitored by Psychology. A total of 19 Suicide Watch cases were reported for the year, inclusive of 9 in Wagner Main and 10 in ACSU. No one actually succeeded in committing suicide. Also, 12 men were committed to the Forensic Psychiatric Hospital during the past fiscal year. Four of the total twelve cases were from ACSU, and eight from the Wagner main building.

On July 31, 1992, Dr. Richard Cevasco, Psychology Consultant to the Department of Corrections (Office of Institutional Support Services), visited Wagner to conduct the annual psychology audit. We were informed that we were in 100% conformity with required standards.

During the past fiscal year, changes were made in clerical staff for the department. Ms. Bernadette Laviolette resigned and Mrs. Cathy Driver replaced her. In addition, a full-time Health Services Counselor from the State Department of Health, Mrs. Jackie Barnes-McMillan, was assigned to work out of our office suite beginning December 14, 1992. She counsels inmates on issues relating to the AIDS-causing virus.

Dr. A.K. Trivedi, Principal Clinical Psychologist, retired from State service effective April 1, 1993. A retirement luncheon was hosted in his honor, as well as for Dr. Paul Alberti, who also retired from State service after 30 years of employment. Dr. Alberti left Wagner in October, 1992, and accepted a psychology position at Mid-State Correctional Facility, due to the State layoff.

MEDICAL AND DENTAL SERVICES

During the reporting period from July, 1992 to June, 1993, the Annual TB Surveillance was completed, and the Mercer County Bloodmobile came to the facility to accept blood donations by Wagner employees.

<u>Hospital Visits</u>	<u>FY91-92</u>	<u>FY92-93</u>
Doctor & Sick Call Visits	20,230	21,594
Patients Admitted to ACWYCF Infirmary	118	503
Patient Bed Days at ACWYCF Infirmary	1,742	1,723
Patients Admitted to SFPJ	21	39
Patient Bed Days at SFPJ	435	220
Patients Admitted to FPH	30	25
Patient Bed Days at FPH	492	411

Visiting Residents

Surgeon	325	357
Orthopedic	331	252
Optometrist	620	382
Psychiatrist	1,031	1,209

Consultants

Cardiologist	0	6
Oncologist	0	1
Ear, Nose & Throat	25	16
Ophthalmologist	66	29
Neurologist	2	4
Dermatologist	41	25
Podiatrist	19	21
Urologist	19	12
Prosthetician	8	10
Internal Medicine	11	3
Pulmonary Specialist	39	10

Inmates Receiving Physiotherapy/Special Medication

Physiotherapy	1	0
Diabetics on Insulin	4	24
Epileptic Medication	101	56
Anti-Tuberculin	512	495

X-Rays (Inmates & Employees)

X-Rays Employees - Diagnostic Aid	33	27
X-Rays Employees - Bony Pathology	4	2
X-Rays Inmates - Pathology	883	837
X-Rays Inmates - Diagnostic Aid	606	404

<u>Total Patients X-Rayed</u>	1,526	1,270
<u>Total Exposures Taken</u>	2,723	2,468

Employee Accidents & Injuries

Lost Time Accidents	108	62
Reported to Claims	122	90
Days Lost to Accidents	1,489	608
Minor Injuries	86	80
Pre-Employment Physicals	7	0
Minor Illnesses	268	206

Laboratory Procedures

Residents - VDRL	280	323
Urines	230	251
Liver Profiles	1,043	1,243
Other	649	744
Total	2,202	2,561

Phenothiazines

Three times a day	33	28
Two times a day	60	49
Once a day	75	90

Tranquilizers

Three times a day	34	12
Two times a day	107	78
Once a day	11	99

Anti-Depressants

Three times a day	27	17
Two times a day	39	62
Once a day	91	168

Anti-Convulsive

Four times a day	3	0
Three times a day	1	0
Two times a day	27	12
Once a day	82	45

<u>Hypnotics H.S.</u>	36	5
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<u>Total Taking Psychiatric Medication</u>	727	665
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Non-Psychiatric Medication

Four times a day	883	923
Three times a day	2,110	1,460
Two times a day	4,065	4,005
Once a day	1,161	1,133

<u>Total Taking Non-Psychiatric Medication</u>	8,219	7,521
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DENTAL

Visit to Dental Office	4,575	4,588
Initial Examinations	579	611
Dental X-Rays	273	258
Extractions	574	539
Sutures	152	199
Post Operative Treatment	165	202
Medication	859	831
Fillings	2,216	2,235
Full and Partial Dentures	149	174
Impressions	179	197
Bite Registrations	68	157
Try-In	142	151
Dental Repairs	42	33
Adjustments	147	182
Crowns	11	44
Periodontal Treatment	75	111
Cleaning	447	517
Oral Hygiene Instruction	447	530
Consultations	655	683
Broken Appointments	411	285

Pharmacy

The Pharmacy department has been operating cost effectively by using State-approved generic drugs during this fiscal year. All medication transfers are going well and have been with no problems to report. Tuberculosis testing went well this year and supplies held up. Dialysis supplies are ample, but due to cost factors, they have put us over budget. We will work with the Business Office to take these costs into account for the upcoming year. All System 36 updates are in and our file is up to date. DEA registration has been changed to reflect our current medical director. The smooth operation of this department is partially due to the cooperation of custody and nursing staff at a maximum.

RELIGIOUS GUIDANCE

Chaplaincy Services

Pastoral Care is provided to the staff and inmates of this institution through the ministry of 4 full-time chaplains, who bring to this institution not only the rich diversity of Faiths/Traditions, but also plurality in pastoral style, presence and experience.

Catholic Services

	<u>FY91-92</u>	<u>FY92-93</u>
Sunday Mass	76	180
Kairos	144	144
New Lisbon Mass	48	48
Skillman	28	48
H/Wing	4	12
I/Wing	4	144
Kairos at I/Wing	72	84
Work Release House	4	34
Divine Word	--	132
Seminarian Lecture Groups	-	204
ACSU Communion	132	516
New Lisbon Communion	16	48
Skillman Communion	28	48

Protestant Services

	<u>FY91-92</u>	<u>FY92-93</u>
Sunday Worship	272	1,032
Fountain of Life Service	28	96
Spanish Pentecostal Services	30	0
Wednesday Bible Study	68	168
Thursday Bible Study	60	144
H/Wing Sunday Services	16	24
H/Wing Bible Study	12	24
Work Release Bible Study	24	60
New Lisbon Fountain of Life Service	36	144
Monday Eucharist (Main)	36	96
I/Wing Eucharist (Tuesdays)	24	48
New Lisbon Eucharist (bi-weekly)	10	72
Skillman (Wednesdays)	4	
Friday Morning Bible Study	40	60
Reverend Washington	90	216

Pastoral Counseling

	<u>FY91-92</u>	<u>FY92-93</u>
Individual Counseling	983	1,432
Group Counseling	156	840

Islamic Services

	<u>FY91-92</u>	<u>FY92-93</u>
Jumah Prayer	332	876
Taleem Service (video)	128	600
Prayer Taleem	104	144
New Lisbon Service	100	120
Skillman Service	24	24
Work Release Service	12	36
H/Wing Service	24	84
I/Wing Service	32	108
ACSU Visitation	72	288
G/3 Detention	-	72
Arabic Language Class	92	312
Qur'anic Study	124	360
Noon Prayer	184	264
Sunset Prayer	416	600
Special Lecture	-	600

Pastoral Counseling

Individual	983	1,132
Group	156	288

Special Services

Bereavement Ceremony	-	3
Kairos Retreat	39	9
Pastoral Visits	40	22

Special Programs

Holiday Dinner	-	75
Volunteer Banquet	-	108
Seminarian Program	-	3
Number of Volunteers	-	128
Volunteer Chaplains	-	6
Catholic Deacons	-	3

Meetings

NJSICA (4) per year per Chaplain	-	16
Marriage Committee	-	12
Inmate Orientation	-	52

New Groups

Jerico Ministries	-	TBA
Christian Scientist	-	TBA

Special Events

	<u>FY91-92</u>	<u>FY92-93</u>
Ramadan	79	115
Eid Fitr	134	350
Holy Thursday	25	15
Easter	45	62
Thanksgiving	-	50
Advent	-	15
Christmas	-	46
Holidays	-	8

CUSTODIAL OPERATIONS

During this reporting period, there were 3 new post orders written. In addition, 55 Post Orders were updated during Fiscal Year 92-93.

SUMMARY

The Wagner Institution saw quite a few changes in Fiscal Year 1993. In addition to the new Administrator, Custody also received a new Director. Also, the kitchen project was completed in a timely manner, with all renovations made and all equipment in working order. Housing unit F/2 has been air conditioned and the G/2 air conditioning project has begun. Both civilian and custody staff have made a joint effort to make these projects pliable with minimal disruption to the institution and its running.

Effectiveness and efficiency, through fairness is still the goal of the Custody Department.

SATELLITE UNITS

New Lisbon Unit

Total number of admissions was 230, and 36 paroles for this fiscal year. There was a total of 105 on-the-spot corrections issued, including reprimands. The daily average population was 88 for this period with a high count of 91 and a low count of 83. Total number of inmates receiving visits was 899 with 1,724 visitors. Total number of packages processed was 238.

Skillman

Total number of admissions was 93, with 34 inmates paroled. The average daily population was 45 with a high of 50 and a low of 35. There was a total of 81 on-the-spot corrections issued, including reprimands. Total number of inmates receiving visits was 545 with 1,408 visitors. Packages processed totaled 519.

H/Wing

Total number of admissions was 53, and 20 inmates were paroled. The average daily population was 57 for this unit with a high count of 60 and a low count of 55. There was a total of 20 on-the-spot corrections and 13 disciplinary charges issued. Total inmates receiving visits was 556 with 3,733 visitors.

I/Wing

Total number of admissions was 267, and 75 inmates were paroled. The average daily population was 129 for this unit, with a high count of 132 and a low count of 109. There was a total of 150 on-the-spot corrections issued. Also, a total of 2,437 inmates received 4,747 visits which averaged out to 91 visitors weekly. In addition, 482 packages were received.

SPECIAL TREATMENT UNIT PROGRAMS

Administrative Close Supervision Unit

Number of admissions totaled 388, with 330 inmates transferred, and 33 inmates paroled. The average daily population was 153, with a high of 162, and a low of 140. There was a total of 293 on-the-spot corrections and 1,232 disciplinaries.

COMMUNITY RELEASE PROGRAM

During the 1992-93 fiscal year, there has been a decline of Work Release participants. There were 26 inmates on Work Release at the beginning of the fiscal year with a peak of 30 participants in September of 1992. There are currently 19 participants in the Work Release Program. The number of work sites declined to four this year with a no rehire policy at two Denny's Restaurant work locations due to their corporate office policy not to utilize work release programs on a national level. As a result of this policy, the Work Release Program lost a total of 13 employment slots and experienced a reduction of slots at another work site (McDonalds) by 5. The Work Release Program is in the process of opening two new work sites to increase employment opportunities for the 1993-1994 Fiscal Year. Three vehicle accidents occurred during this period.

The following is the statistical Work Release Report:

	<u>FY91-92</u>	<u>FY92-93</u>
Approved for Work Release	164	123
Terminated from Work Release	50	24
Inmates Readmitted to Work Release	6	3
Inmates Paroled/Maxed Out from Work Release	41	33
State Parole Board Hearings	83	55
Dental Appointments	101	69
Doctor Calls	265	168
Court Trips	17	2
Inmate Shopping Trips	0	0
Pre-Parole Physicals	28	17
Psychological Evaluations	28	35
Unit Meetings	12	13
Inmates Receiving Visits		723
Visitors		1,341
	<u>FY91-92</u>	<u>FY92-93</u>
Employers Utilized	5	4
Inmates in Program	119	81
Gross Earnings	\$174,479	\$129,134
Net Earnings	145,632	109,495
Maintenance	29,061	17,225
VCCB	2,868	1,400

The Furlough Program witnessed an increase in Fiscal Year 1992 - 1993, with 10 escorted furloughs and 12 unescorted furloughs being completed. There was one violation reported.

The Halfway House Program had a slight decrease this year with 116 inmates being transferred to the Northern Regional Center for clearance to the Northern Halfway House Programs, along with direct transfers to Clinton House, Trenton, VOA - Camden and Pathway House, Clarksburg. There were a total of 29 returns to ACWYCF from NRC and Community Release Programs.

The Para-Professional Program at the Training School for Boys, Jamesburg, lifted their moratorium on applicants in May of 1993, and currently have one ACWYCF participant in the optical lab.

During this fiscal year, the Community Release Department experienced major staffing set backs. From July 1 thru October 15, 1992, the Community Release Coordinator, Ms. Fless was on maternity leave resulting in a dual role for the Work Release Program Director to also manage the Community Release Department. Due to the lay-off situation, another individual, Mr. Robert Bingham, took Ms. Fless' position and had to be trained specifically for the department. Mr. Bingham left on extended sick leave in December of 1992, and on February 22, 1993, he died. This position has never been reopened for hiring. On June 30, 1993, Mr. Jones, the Work Release driver, retired and his position will not be filled at this time.

The Community Release department, during fiscal year 1993, offered two programs to ready inmates for Parole and Community Release in conjunction with the Psychology Department and the Department of Labor. The Job Readiness Workshop was offered to inmates residing in ACWYCF Main Building and serviced approximately 105 inmates during this period. This program has been terminated due to the lack of staffing and the retiring of the Department of Labor's Workshop presenter. The Community Release Vocational Group is offered to inmates residing in the Work Release, I/Wing and H/Wing Satellite Units and has graduated approximately 80 inmates during its course of operation.

COMMUNITY SERVICE PROJECTS

Special Purpose Detail

During the fiscal year for the period covering June 21, 1992 to June 20, 1993, the Special Purpose Detail worked a cumulative total of 215 days. The number of inmates utilized ranged from 1 to 7 inmates depending upon the nature of the specific assignment. The combined number of man hours worked by the inmates totaled 5,592 compared to 6,266 hours in FY 92. The detail serviced the following state agencies: The Departments of Personnel, Insurance, Corrections, Judiciary, Transportation, Education, Environmental Protection, Agriculture, Law and Public Safety, and Commerce.

Primary tasks of the detail included delivering, loading and unloading office supplies and furnishings, state office relocations, general warehouse duties, record storage, and assisting with recycling efforts. Additionally, the detail assisted in the relocation of the Correctional Officer Training Academy and conducted special assignments at the Wagner facility.

There were no reported disciplinary incidents or concerns regarding the detail's performance. Commendations reflecting the officer's and inmates' capabilities were received from the Directors of the Division of Medical Assistance and Division of Travel and Tourism.

Highway Cleanup Program

During the past fiscal year, the highway detail worked a total of 1,013.50 hours on Interstates 195 and 295, as compared to 1,043 hours in FY 92. This detail, per week, collected an average of 66 bags of garbage and debris. Due to inclement weather, vehicle repairs and state holidays, the highway cleanup detail was cancelled a total of 99 times. This detail operates out of the I/Wing Minimum Unit located on the grounds of Wagner and maintains an average of 12 inmates assigned per week.

State Use Warehouse Detail

On December 14, 1992, Wagner took over the State Use Warehouse Detail, which was previously provided by Mountainview Youth Correctional Facility. The detail which is comprised of I/Wing Minimum Unit inmates, initially began with 15 inmates, and worked up to a capacity of 28 men. During the following months, throughout the remainder of the fiscal year, the detail operated with a low of 9 and a high of 29 inmates. They work daily at a Trenton Warehouse and perform such duties as operating fork lift trucks, printing machines, shredding old license plates, and assisting in the kitchen. The detail was cancelled a total of nine times throughout its existence, twice due to inclement weather and seven times due to State holidays.

INMATE WORK OPPORTUNITIES - Non State Use

Inmate work opportunities have not changed during this reporting period.

VOLUNTEER SERVICES

The following data has been compiled on volunteers assigned to Albert C. Wagner Youth Correctional Facility:

<u>Program</u>	<u>Volunteers</u>	<u>Total Hours</u>
Alcoholic Anonymous	10	520
Volunteer Chaplains	3	172
Seminarian Interns	3	2,808
Catholic	5	520
Protestant	17	1,768
Divine Word - Main	5	520
Divine Word (New Lisbon)	11	1,144
Fountain of Life - Main	6	624
Fountain of Life - New Lisbon	1	104
Jehovah's Witness	4	416
Kairos	26	1,716
Fundamental Bible Ministries	10	1,040
Total Religious Volunteers/Hours	91	10,832
Cumulative Volunteers/Hours	101	11,352

TRAINING PROGRAMS

During FY 92-93, the following training programs were completed in addition to the number of staff who attended:

1. On-Duty Weapons Refresher (2 hours)	356
2. Off-Duty Weapons Refresher (2 hours)	122
3. Off-Duty Initial Eight-Hour Use of Force	10
4. Range Attendance (On-Duty Qualification)	289
5. Range Attendance (Off-Duty Qualification)	113
6. Firearms Instructor Course (Requalification Course)	5
7. Newly Assigned Custody Members from Laterals, Promotions, etc.	5
8. Agency Training (C.O.R. - 80 Hour Course)	6
9. C.O.T.A. Recruits Presently in Attendance	14
10. C.O.T.A. Recruits Graduated	11
11. Advanced Officers Training Academy	2
12. M.O.I. Class	2
13. Lieutenants Seminar C.O.T.A.	1
14. Rifle Instructor Course	1
15. Fire Safety Instructor Course C.O.T.A.	9
16. Post Order Updates	60
17. Post Orders (New)	3
18. S.O.G. Training (Special Assignments)	37
19. S.O.G. (Activations - Missions)	199
20. Civilian Orientation	20
21. Inmate Manipulation Class	39
22. Surviving Edged Weapons Class	8
23. C.P.R. Class	13
24. Hostage Class	119
25. Right-to-Know Class	12
26. Fire Marshall Inspections - Main, A.C.S.U., H/Wing, Work Release House, New Lisbon and Skillman	33
27. C.O.R. Survey Test (Officers) C.O.T.A.	28
28. Fire Safety Class conducted by the Fire Marshall	55
29. Special In-House Training Program	5
30. C.O.R. On-the-Job Training	5
31. Job Analysis Task Force Panel	2
32. Supervisor's Workshop	1
33. D.O.C. Firearms (Weapons) Committee	3
34. Firearms Meeting	6
35. Semi-Automatic Transition Training Instructor	3
36. Semi-Automatic Transition Instructor's Training	3

FIRE MARSHALL'S REPORT

The areas of the main institution, as well as A.C.S.U., Work Release House, I/Wing, H/Wing, Skillman, and New Lisbon received fire inspections on a monthly basis. Five fires were reported during this period, with damages totaling \$330.20. No fire drills were held during this reporting period.

SAFETY REPORT

There were 78 inmate injuries reported during this period, with no safety violations to report.

GIFTS & DONATIONS

During FY 92-93 the following gifts and donations were received:

Brauninger News Agency, Trenton, NJ donated 529 paperbacks to our library, with an approximate value of \$2,000. The Training School for Boys, Jamesburg donated 305 hardcover books with an approximate value of \$3,600.

Pemberton Fabricators, Rancocas, NJ, donated stainless steel, aluminum and carbon steel for use in the vocational welding class, with an approximate value of \$7,500.

The total value of all gifts and donations to this institution to benefit the inmate population was \$6,792.00.

Reviewed and Approved by:



Joseph E. Butler, Administrator