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Annandale, New Jersey

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YOUTH CORRECTIONAL INSTITUTION
ANNANDALE
NEW JERSEY



ANNUAL REPORT ⁸⁷
July 1, 1986 - June 30, 1987

Stephen M. Domovich
Superintendent

NCJRS

FEB 15 1988

ACQUISITIONS

SUMMARY ANNUAL REPORT

FISCAL YEAR

1986 - 1987

YOUTH CORRECTIONAL INSTITUTION

Annandale, New Jersey

The statistics for this annual report reflect a cut off date of June 15 whereas previous reports reflect June 30. The reason for this change is a requirement by Central Office that monthly reports require certain time frames that preclude the end of the month as a cut off for monthly reporting period.

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

MAJOR DEVELOPMENTS AND HIGHLIGHTS:

Accreditation

The Administrative Policy and Procedure Manual for YCIA is in the final stages of completion. Annual reviews are conducted, as required, on each policy. Additional policies are added as needed. Special attention is focused on mandatory standards insofar as policies are developed for each one to support compliance.

The Emergency Plan Manual for YCIA has been annually reviewed, as required. Quarterly meetings of the Crisis Intervention/Hostage Negotiation Teams are conducted and any changes that result from said meetings are implemented immediately.

The Emergency Plan Manual for the Satellite Complex has been updated and delivered to the Deputy Commissioner for approval/review. When approved, these plans shall become effective and the members of the Crisis Intervention/Hostage Negotiation Team shall attend Quarterly Meetings to conform to YCIA parent institution procedures.

The YCIA Search Plan was submitted to the Assistant Commissioner of Adult Institutions on March 1, 1987, as requested. The Search Plan Coordinator submits a monthly report to the Superintendent who, in turn, submitted his report to the Assistant Commissioner on July 1, 1987 and shall submit another on January 1, 1988.

The Accreditation Manager is working with the new D.O.C. Manager in standards interpretation and other important aspects of the program. A Task Force for Accreditation has been developed by the D.O.C. Accreditation Manager and the YCIA Manager is a member of this Task Force.

The Accreditation Manager participated in a "mock audit" of Skillman, Training School for Boys in preparation for their re-accreditation.

A "mock escape" from Annandale was held on June 25, 1987. This displayed a sure preparedness on the part of all participants. The Emergency Plan Manual was immediately updated to include minor revisions as a result of constructive criticism.

During the past year the Accreditation Manager met with key personnel from Central Office and other D.O.C. institutions in continuing efforts for progress towards achieving accreditation.

YCIA Department Heads have an August 1, 1987 deadline to submit departmental manuals to the Accreditation Manager.

Fire safety procedures are in the process of scrutiny and review.

A Housekeeping Plan has been instituted to benefit staff and inmates.

Training Advisory and Safety Committees meet, as scheduled.

Application to the Commission on Accreditation weighs heavily upon confirmed completion dates for life safety improvement.

Annandale Population

The highest count in the history of this facility was 1,288 on April 12, 1987. Five hundred and forty-three of the inmates received during the past year were transferred directly from their respective county jails.

Annual Alcoholics Anonymous Meeting

On April 21, 1987, Annandale held its Annual A.A. Meeting. A total of 175 inmates and visitors from the community were in attendance. The traditional coffee and cake were offered after the program.

Annual Family Day Picnic

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

Central Medical Transportation Unit

During the past year the Central Medical Transportation Unit made 172 trips transporting 874 inmates. This was an average of 14 trips per month.

Child Study Team

The Institutional Child Study Team has continued to function smoothly and effectively this year in meeting the needs of the handicapped residents of this facility. Referrals from Clinton and Adult Diagnostic Center were handled as received. Thrust has been in the direction of developing awareness of special needs students in Parole and Corrections personnel, and in referring inmates for aftercare services with the Division of Developmental Disabilities and Division of Vocational Rehabilitation. The number of screenings for the year totaled 291.

Graduation

On October 20, 1986, the Annual Commencement Exercises were held in the school auditorium. Two hundred and fifteen young men were given recognition for earning diplomas, certificates and awards. Greetings were extended by Tony Sarlo, Office of Educational Services, Department of Corrections; Margaret Walker, Chairperson, Board of Trustees; and Dr. Robert Neumann, Superintendent, North Hunterdon Regional High School. A former inmate was the principal speaker.

Garden State College Program

One Hundred and eight Annandale inmates and 5 women from Clinton Correctional Institution were enrolled in the Garden State College Program during the year. Five inmates from Annandale were enrolled in a Sociology class at CCIW during the Spring Semester. This was the first time that men were transported from Annandale to Clinton for a college class. On October 15, 1986, the Garden State College held its Annual Picnic at Annandale. On May 27, 1987, the Annual Awards Banquet was held with 130 inmates, parents and guests in attendance. Awards were presented to 6 inmates and the former college coordinator at the Clinton Correctional Institution for Women.

Highway Detail

During the past year there was a total of 423 inmates assigned to the Highway Detail. Twenty thousand, nine hundred and twenty-six man-hours were worked and approximately 89 tons of trash and debris were collected. The detail logged 410.1 miles.

Infra-Red Perimeter Detection System

The Infra-Red Perimeter Detection System became operable during the month of July 1986. Post Orders for checking out the system on a regular basis were implemented. During the past year many problems were encountered creating false alarms. It has been most difficult to box trap and remove small animals in the vicinity and other problems resulted from high winds, driving snow and rain, and malfunctions.

Internal Affairs

The Internal Affairs Unit currently has three positions assigned to the Unit: one Principal Investigator, one Senior Investigator and one Investigator. The Unit assumes the responsibility of investigating all violations on the N.J. Criminal Code and D.O.C. Standards. Services provided by the institution include preparation of major incident reports, claim investigations, background checks on new employees and volunteers, narcotic field testing, evidence maintenance, protective custody investigations, drug urinalysis screening, and polygraph examinations. During the past year the Unit has performed 64 investigations, 69 major incident reports, 44 claim investigations, 37 background checks, 23 polygraph examinations, and handled 153 pieces of evidence.

Open House and Staff Recognition Program

Annandale's Open House and Staff Recognition Program was held on May 19, 1987. Sixty-seven staff members, totaling 720 years of service were recognized. Commissioner Fauver gave the principal address and Peter Krochta, member of the Board of Trustees, spoke on behalf of the Board. Approximately 150 persons attended this affair.

Outstanding Employee of the Year

On May 28, the Outstanding Employee of the Year Luncheon was held at Cedar Gardens in Trenton. Annandale's Outstanding Employee was Alice Pickell who has been employed for the past twenty years as Head Clerk in the Classification Office. Approximately 30 Annandale employees attended this affair.

Parole

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

Seven hundred and eighty-three inmates were paroled during the past year. There were 1,513 pre-parole interviews and 1,162 inmate interviews. There were 81 placement cases and 65 inmates were released upon expiration of their maximum sentences. The Institution Parole Officers were involved in conducting parole classes and screening for gate money.

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

Rescue Squad Service

The High Bridge Rescue Squad terminated their service to this facility on January 1, 1987. Coverage was provided by the Clinton Rescue Squad to March 8, 1987. Several issues were raised by the High Bridge Squad and an attempt was made to work out these issues. Judge Diana issued a restraint order to High Bridge and they are once again serving Annandale with Clinton as a backup. To date this has not been fully resolved.

Work Release

During the past year the Work Release Program provided opportunities to 340 inmates. They grossed \$547,932, netting \$458,257. Several months ago a waiver was received permitting an employer to utilize more than the allotted number of inmates under D.O.C. Standards.

INMATE MOVEMENT AND CHARACTERISTICS:

There was a total of 1,411 admissions to Annandale in the fiscal year 1986-1987. This figure was 30 more than the 1,381 inmates received during the previous fiscal year. This figure reflects 673 inmates received from Yardville Reception and 543 received directly from their respective counties. One hundred and ninety-five inmates were received from other institutions. The total intake gave a monthly total of admission of 118 - 4 more than the 114 of the previous year. Receiving inmates from the county jails entails the interviewing and selection of inmates by YCIA members and institutional personnel fulfilling many of the functions normally dealt with at Yardville Reception Center.

At the end of the 1986-1987 fiscal year, Annandale had 523 State Prison cases included in its population. These were individuals who were assigned to YCIA through Prison Reception, inmates sentenced to the State Prison and received directly from the county and inmates who were originally committed to the Youth Complex with pending charges and subsequently received State Prison sentences.

The average population was 1,242 as compared to 1,077 the previous year.

A total of 783 inmates were paroled from Annandale during the 1986-1987 fiscal year. Sixty-seven inmates were released on the expiration of their maximum sentences, 84 inmates were released to the Intensive Supervision Program and 108 inmates were transferred to other institutions, primarily for disciplinary reasons.

The average inmate age on admission was 24 as compared to 23.8 the previous year.

The average length of stay was 12.4 months as compared to 12.6 months in 1985-1986.

On July 29, 1986, the institution had its lowest count of the year at 1,185 and on April 12, 1987, had its highest count of 1,288.

STATUS OF INMATE MORALE:

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

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

A total of 252 inmates received furloughs. There were 139 unescorted furloughs and 113 escorted furloughs.

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

Visits:

During the year 37,445 visitors visited 21,740 inmates. Fourteen thousand, two hundred and ninety-one packages were received. Six thousand, six hundred and twenty-three cash receipts were issued to the inmate population, totaling \$128,745.00.

Inmate Activities:

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

Disciplinary Actions:

There were 3,973 disciplinary reports written which were received by 1,955 inmates. Nineteen thousand, one hundred and forty-two inmates received on-the-spot corrections, 651 appeals were submitted to the superintendent's office - 161 were adjusted.

Inmate Liaison Committee Meetings:

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

Unusual Incidents:

There were 12 escapes investigated by the Internal Affairs Unit. At the present time there are still 4 escapees at large. These escapes occurred at community based programs and included those inmates who did not return from furlough within the allotted time.

There were 3 serious incidents of assaults on staff investigated by the Internal Affairs Unit.

LAWSUITS:

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

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Tailor Shop:

An average of 20 inmates was assigned to the Tailor Shop (laundry change). During the fiscal year, 149,938 pounds of laundry were sent to Bordentown. This includes 54,228 inmate laundry changes, 4,571 clothing repairs, 1,209 new admissions processed, 156 inmates clothed for court, 113 issued civilian clothing (parolees and miscellaneous), 687 inmates sent to court and 1,009 inmates returning state issue. Five hundred and four new covers were put on mattresses.

FARM OPERATIONS:

During the past year 595,808 quarts of milk were produced. Twenty-four cows, 21 calves, 29 hogs, 3 boars and 6 sows were sold. Six hundred and forty-three shoats were shipped to Knight Farm.

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

STATE USE INDUSTRIES:

During the past year a total of 132 inmates were assigned to the State Use Warehouse Detail in Trenton. On June 15, 1987, there were 36 inmates active on the State Use Detail.

PROFESSIONAL SERVICES:

Classification/Case Conference Committee Activities:

The number of cases acted on by the Classification Committee was 6,159 as compared to 5,948 the previous year. This includes 3,153 personal appearances and 3,006 non-personal discussion cases.

Education:

The fully certified educational staff remained intact during the year and insured continuity in all phases of the educational programs. Academic classes ranging from literacy training through post-secondary were conducted. Social Education Programs, Driver Education, Art, Music, Learning Disabilities, Child Study Team services and Programmed Instruction were also conducted. New Jersey Equivalency Certificates were earned by 143 residents. The Driver Education Program continued with enthusiasm permitting students to obtain valid permits and drivers licenses. Seventy-four students participated in the Driver Education Program during the past year.

The Garden State College Program during the past year had a total of 108 students earning college credits. Eight students received Certificates of Proficiency in Data Processing. A total of 9 courses were offered during the year - 5 during the first semester and 4 during the second semester.

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

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

Recreation:

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

Treatment and Rehabilitation of Addicted Prisoners (TRAP):

During the past year TRAP staff conducted a total of 235 inmate interviews for possible program admission. One hundred and twenty-three inmates participated in the program under the direction of two Substance Abuse Counselors, a Vocational Counselor and an Instructor Counselor. Approximately 90 percent of all inmates applying to TRAP are, in fact, mandated to treatment via the New Jersey State Parole Board.

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

Social Service:

The Social Service Department performed an outstanding service to the population this past year. There was a total of 18,900 inmates seen by this department as a result of referrals from both staff and inmate requests. Five hundred and sixty-seven telephone calls between inmates and their families were arranged. This department provided initial screenings for furlough requests. There were 139 unescorted furloughs and 113 escorted furloughs granted.

Three hundred and fifty-nine grievances were filed by inmates during the year. One hundred and sixty-six were resolved and 193 remain pending.

Psychological and Psychiatric Services:

Annandale's Psychiatric Consultants continue to do an outstanding job in providing psychiatric evaluations and individual therapy to the population two days each week. They have provided a total of 605 inmate sessions on an individual basis during the past year. These figures include 207 new psychiatric evaluations and 398 individual treatment cases. The above was done with 64 visits being made to the institution.

Four full-time Clinical Psychologists and 6 part-time Clinical Psychologist Consultants interviewed inmates during the past fiscal year. The breakdown of psychological services was as follows: individual psychological cases, 332; State Prison evaluations, 482; initial evaluations, 1,158; other evaluations, 363; group therapy meetings, 722; group testing sessions, 493; clinical supervisory sessions, 328; and conferences, 41.

Medical and Dental Services:

The Medical Department staff consists of two full-time physicians, one Director of Nursing Services, one Supervisor of Nursing Services, three Head Nurses, two Graduate Nurses, one Practical Nurse, one part-time Pharmacist and one Senior Clerk Typist. There were 86,724 inmates to medical call during the past year.

The Dental Department staff consists of one full-time Dentist, two part-time Dentists, one full-time Dental Assistant, and three part-time Dental Assistants. There were 3,400 inmates seen in the dental clinic during the past year.

Religious Guidance:

Rev. Richard Ewing, Catholic Chaplain, continued to conduct Mass on Monday afternoons and special holidays. On Tuesdays he conducts Mass in Spanish. He holds group counseling every Tuesday morning and is on call mornings for special counseling on

an individual basis. Rev. Gerald Scott, Protestant Chaplain, conducts Protestant Services on Sunday mornings. Rev. Scott, Pastor Downs and other volunteers conduct Bible Study groups. Imam Mujahid A. Salaam conducts Muslim Services on Monday evenings. A Rabbi from the Rabbinical Institute in Morristown, N.J., is available for spiritual consultation and High Holy Days.

CUSTODY OPERATIONS:

During the past year a total of 1,322 trips escorting 4,327 inmates, requiring 10,823 man-hours and covering 123,139 miles was made. Man-hours for court trips amounted to 5,843 hours; administrative trips, 3,091 hours; and medical and dental trips, 2,437 hours. Trips requiring overtime totaled 2,466 hours.

SATELLITE UNITS:

The average count at High Point was 108 during the fiscal year. The average count at Stokes was 84 during the year. There have been many changes in the past year for the Satellite Complex. The population of both units, Stokes Forest and High Point, has been expanded with High Point having a high count of 110 and Stokes with 90.

During the past year the Satellite Complex Explorer Post #193 was replaced by the Satellite Organization. This change was made because of the age group now being dealt with. The Explorer Post functioned for 16 years.

The Work Release Program at High Point has doubled during the past year. A variance was granted so that a second shift was initiated at Collation Plus.

The past year has been one of transition for the Education Department at the Satellite Units. Several evening classes started in November to facilitate a program for students who are on work release. On March 16, 1987 the education programs at High Point were moved to the Stokes Unit because of facilities and the type of students assigned.

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

SPECIAL TREATMENT PROGRAMS:

The detention, administrative and custody areas were visited by the Social Service Department on a daily basis. Inmates requesting medical attention while in the above facilities were either seen by the doctor or nurse in that area or the inmate was escorted to the infirmary for further treatment. Inmates who have been approved for transfer to a more secure institution created problems because of the delay in transfer due to overcrowded conditions in other institutions.

COMMUNITY RELEASE PROGRAM:

During the past year there were 84 inmates transferred to ISP; 3 inmates were transferred to MAP; and 64 inmates were transferred to half-way houses.

On June 30, 1987, there were 90 inmates participating in the work release program as compared to 67 on July 1, 1986. During the year the program provided opportunity for 340 inmates. Financial totals were: Gross Income, \$547,932; Federal Income Tax, \$37,239; FICA, \$38,511; NJ Tax, \$7,541; SUI, \$6,541; and Net Income, \$458,257. Inmates in the Work Release Program paid \$84,778 in room and board.

During the year, 113 escorted furloughs and 139 unescorted furloughs were granted.

INMATE WORK OPPORTUNITY:

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

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

PUBLIC RELATIONS AND VOLUNTEER SERVICES:

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

TRAINING PROGRAMS:

The most important development during the past year in training was the appointment of a full-time Training Sergeant. This step was taken in June 1987 and should now permit the institution to seriously address and meet established Training Standards. The Training Advisory Committee meets on a quarterly basis and minutes of these meetings are submitted to the Superintendent. The third floor of Cottage 3 is being renovated for use as a training classroom and office for the Training Sergeant. The Institution Orientation Program was revised. Approximately one-half of the required orientation hours are now received on the departmental level. The goal of the Training Department for the coming year is the establishment of a training program which meets applicable standards. With the appointment of a full-time Training Sergeant, this goal is now attainable.

PAROLE ACTIVITIES:

(Please see Parole, under Major Developments and Highlights, page 3.)

GIFTS AND GRANTS:

During the past fiscal year, gifts donated to the inmate population amounted to approximately \$12,608.20.

BOARD OF TRUSTEES:

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

NOTES OF INTEREST:

The following meetings were held by the superintendent on a monthly basis: Cabinet, Staff, Supervisors of Custody, and Employees' Conference Committee Meeting. The Safety Committee Meeting was also held on a monthly basis.

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

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

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

During the past year the Satellite Complex Explorer Post #193 was replaced by the Satellite Organization. This change was made because of the age group that is now being dealt with. The Explorer Post functioned for 16 years.

Work is completed on the non-denominational chapel at High Point and is used by all faiths. Many inmates assisted in the renovation and a special thanks goes to S.C.O. LaForge who built the beautiful altar. A religious library is also located in the chapel and is available for the men.

Several changes have occurred in the computer system this year as programs have been modified to facilitate the changes in the canteen system and the business office. A computer terminal was installed in the Social Service office to enable social workers to expedite inmate inquiries regarding their accounts.

This past February a FAX machine was installed at this facility making it possible to receive and send written information to approximately 40 stations located within the Department of Corrections, including other institutions.

In May, the Mantoux TB testing was administered to the inmate population and interested staff members.

PLANS AND ASPIRATIONS:

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

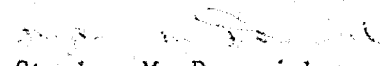
The primary goal of the Training Department for the coming year is the establishment of a training program which meets applicable standards. Finally, this goal is now attainable with the appointment of a full-time training person.

Employment and programs for inmates is a major concern of the institution since the increase in population. A Butler-type building to occupy State Use projects is needed. Hopefully, the expansion of the work release program will continue during the coming year.

Updating of the housing units at the parent institution, that will include life safety, is a high priority. A new sewage disposal plant at the parent institution is needed. Updating of the old facility at High Point must be done as the present kitchen is not adequate.

A new housing unit is needed for work release inmates. The present Quonset Hut is not adequate to house the number of inmates that can be employed in the local area. The hut then can be used as a service building for recreation purposes, feeding, visits, etc.

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


Stephen M. Domovich
Superintendent

June 30, 1987