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SUMMARY ANNUAL REPORT

FISCAL YEAR

1989 - 1990

MOUNTAINVIEW YOUTH CORRECTIONAL FACILITY Annandale, New Jersey

The statistics for this annual report reflect the time period from June 16, 1989, through June 15, 1990.

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

MAJOR DEVELOPMENTS AND HIGHLIGHTS

Accreditation

During the week of August 13, 1989, the Superintendent, Accreditation Manager, and several staff members of Mountainview attended the American Correctional Association 119th Congress of Corrections in Baltimore, Maryland. During the afternoon of the 13th, the Superintendent, Accreditation Manager, and the Department of Corrections Accreditation Manager, appeared before the Commission on Accreditation Governors' Panel. Many questions were presented to them pertaining to overcrowded conditions. At the end of this meeting the panel voted unanimously that Mountainview and it's Satellite Complex would be accredited.

On Monday, August 14, 1989, Mountainview and it's Satellite Complex was awarded the Certificate of Accreditation. The level of compliance was approximately 98%. There were plans of action presented to the Commission that had to be followed up on.

Accreditation means that the correction facility is operating professionally. The institution is practicing up-to-date policies and procedures which safeguard the life, health, and safety of staff and inmates. The audit reflects that the institution is in compliance.

Alcoholics Anonymous Meeting

On April 24, Mountainview held its 42nd Anniversary Celebration of Alcoholics Anonymous. This affair was well attended by the inmates and administrative staff. Guest speakers from the community and volunteers addressed the group members. The traditional coffee and cake was offered after the program.

Case Study Team

The Institutional Case Study Team has continued to function smoothly and effectively this year in meeting the needs of the handicapped residents of this facility, to develop IEP's with teachers, and to provide counselling and speech correction services. Referrals continue to be accepted. Special needs inmates are referred for aftercare services with the Division of Developmental Disabilities and Division of Vocational Rehabilitation. The number of screenings for the year totaled 385.

Census

On April 2 and April 3, Mountainview conducted the 1990 MYCF Census. Those inmates who filled out long forms were assigned to classrooms and were assisted by staff members. Census takers filled out the short forms for inmates with the use of intake sheets. Each census taker was assigned a cottage or unit. This census taking was very successful.

Central Court Transportation Unit

During the past year the Central Court Transportation Unit made 119 trips transporting 134 inmates.

Central Medical Transportation Unit

During the past year the Central Medical Transportation Unit made 228 trips transporting 240 inmates.

Classification Meetings at Satellite Complex

A Classification Committee process was instituted at the Satellite Complex. February 15 saw the transfer of case records of inmates assigned to High Point and Stokes Forest to the Satellite Complex. This action was preceded by the hiring and training of a Classification Officer for the Satellite Complex.

Community Release Programs

Community Release Programs have continued to grow with the addition of three new Halfway Houses in addition to a Work Release Employer (Econo Pak) with an approved variance to employ up to 100 inmates per shift.

Family Day Picnic

The Annual Family Day Picnic was held at both satellite units on July 23, 1989. High Point had 97 inmates participate with 229 visitors. Stokes Forest had 26 inmates participate with 71 visitors. The Satellite Complex Food Service Department provided food for both units. Organized games were played.

On July 30, the 7th Annual Family Day Picnic, sponsored by the Jaycees, Hispanic Community, Cottage Committee, and Islamic Community was held on the institution grounds. Inmates were allowed to have three visitors from their visiting list. Four-hundred and seventy-four inmates participated with 909 visitors for a total of 1,383 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 provided by the Food Service Department.

Garden State College Program

Seventy-two Mountainview inmates were enrolled in the Garden State College Program during the year. On October 19, 1989, the Garden State College held its Annual Picnic at Annandale. On May 19, 1990, the Annual Awards Banquet was held with 37 inmates receiving college credits.

Graduation

On October 16, the Mountainview Youth Correctional Facility Education Department held its Annual Graduation Exercises. A total of 308 students received certificates for completion of programs in GED, College Data Processing, Paralegal, Paraprofessional, and various vocational programs. Guest speakers included: former inmate, Mr. Nicholas White; Dr. Robert Neumann, Superintendent of North Hunterdon School District; Mr. John McDowell, Office of Educational Services, Department of Corrections; Mr. William Howell, Board of Trustees; and Rev. Gerald Scott.

Highway Detail

During the past year there was a total of 1,189 inmates assigned to the Highway Detail. Twenty-one thousand, two-hundred, and eighty manhours were worked and approximately 245,955 pounds of trash and debris were collected. The detail logged 543.9 miles.

Hispanic Community Group Banquet

On August 19, the Hispanic Community Group held its annual banquet. The hispanic band, "Conjunts Libertad" played at this affair. Food was catered and served to approximately 194 people. Several administrators and staff members attended this affair.

Home Pre-Parole Confinement Program

During the fiscal year 1989-1990, the Department of Corrections in conjunction with the New Jersey State Parole Board began the Home Pre-Parole Confinement Program which utilizes electronic monitoring equipment. Mountainview, because of its minimum security status and rapid turnover in inmate population, became the focal point of the Central Office thrust to fill the program. The State Parole Mid Goal Hearings were expedited and results were made available as soon as possible in order that inmates may have longer periods of time prior to approved Parole Dates Set to be in the program. Due to that concentrated effort, 64 people have been transferred from MYCF to the Program. As a result of the Home Pre-Parole Confinement Program being expanded, a ruling has been received from Central Office eliminating the exclusion from Community Release due to "Sale of CDS for Profit". Also, a requirement of the Home Pre-Parole Confinement Program was made that all inmates who apply for Community Release accept the program as a condition of being approved for any Community Release Program. The impact of the Home Pre-Parole Confinement Program on Community Release has also resulted in the expansion of the time criteria for Work Release and Halfway Houses to be expanded from 9 months to 12 months.

Internal Affairs

The Internal Affairs Unit currently has four positions assigned to the Unit: one Principal Investigator, two Senior Investigators, and one Investigator. The Unit assumes the responsibility of investigating all violations of the New Jersey Criminal Code and Department of Corrections Standards. Services provided to the institution include preparation of major incident reports, claim investigations, background checks on new employees and volunteers, narcotic field testing, evidence maintenance, protective custody investigations, drug urinalysis screening, and monitoring of work release sites. During the past year the Unit has performed 71 investigations, 52 incident reports, 81 claim investigations, 140 background checks, handled 116 pieces of evidence, 645 urines taken with 22 disciplinary charges written, made 124 trips to work release sites for monitoring purposes, and took 65 field tests.

Jaycee Banquet

On September 30, the Jaycees held their annual banquet. Over 300 people attended. Several staff members also attended.

Mountainview Population

The highest count in the history of this facility was 1,565 on March 18, 1990. Four-hundred and sixty-three of the inmates received during the past year were transferred directly from their respective county jails.

Open House and Staff Recognition Program

Mountainview's Open House and Staff Recognition Program was held on May 15, 1990. Fifty-three staff members, totaling 620 years of service were recognized. Commissioner Fauver gave the principal address and Charles Petrillo, Chairman of the Board of Trustees, spoke on behalf of the Board. A total of 297 guests attended.

Operation Clean Shore

On April 18, Operation Clean Shore commenced again this year. Three officers and twenty inmates participated in the program until May 3, working 12 days.

Outstanding Correction Officer

On May 11, the Superintendent and Senior Correction Officer Kenneth Cramer attended a luncheon that was sponsored by the PBA for the Department of Corrections to honor the Outstanding Correction Officer for each institution. Kenneth Cramer has been employed in this facility since May 5, 1958. Ken was well deserving of this prestigious award.

Outstanding Employee of the Year

Marian Long, Dental Assistant I, was selected as Mountainview's Merit Awardee. Mrs. Long began her career in 1966 as a Dental Aide at Mountainview which was then called Youth Correctional Institution, Annandale. Mrs. Long, some of her family members, the Superintendent, and several staff members attended the Merit Awardee Luncheon at Cedar Gardens in Trenton on June 28.

Parole Department

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

Nine-hundred and eight inmates were paroled during the past year. There were 1,930 pre-parole interviews and 2,350 inmate interviews. There were 63 placement cases, 81 inmates released upon expiration of their maximum sentences, and 8 inmates released to probation. The Institutional Parole Officers were involved in conducting parole classes and screening for gate money.

Ramadan

Approximately 47 MYCF inmates and 41 Satellite Complex inmates participated in the Holy Period of Ramadan that began March 27 through April 25. This is observed by the fasting of food and drink during daylight hours. During this period, meals are served in the inmate dining hall between the hours of 8:15 and 8:30 p.m.

Recycling

Several inmates have been employed in the recycling program in the surrounding communities. Twelve municipalities have become signators to the contract between the Department of Corrections, Mountainview, and the County of Hunterdon for this program. This program has been very successful. Statistics can be found under Community Service Projects.

Rule Exemptions

During the past year, 364 requests for rule exemptions were processed; 187 requests to IICC for transfer were processed; 12 requests were sent to RCC for transfer; and 5 requests were sent to SCC for transfer.

State Parole Board

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

Work Release

During the past year the Work Release Program provided opportunities to 736 inmates. They grossed \$912,017.75, netting \$785,213.00.

INMATE MOVEMENT AND CHARACTERISTICS:

There was a total of 1,963 admissions to Mountainview in the fiscal year 1989-1990. This figure was 193 more than the 1,770 inmates received during the previous fiscal year. This figure reflects 1,151 inmates received from Garden State Reception and Youth Correctional Facility and 463 received directly from their respective counties. Three-hundred and forty-nine inmates were received from other institutions. Receiving inmates from the county jails entails the interviewing and selection of inmates by MYCF members and institutional personnel fulfilling many of the functions normally dealt with at Garden State Reception.

At the end of the 1989-1990 fiscal year, Mountainview had 1,117 State Prison Cases included in its population. These were individuals who were assigned to MYCF 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 1,515 as compared to 1,332 the previous year.

A Classification Committee process was instituted at the Satellite Complex. On February 15, 1990, all case records for inmates assigned to High Point and Stokes Forest were transferred to the Satellite Complex. This action was preceded by the hiring and training of a Classification Officer for the Satellite Complex.

A total of 908 inmates were paroled from Mountainview during the 1989-1990 fiscal year. Seventy-nine inmates were released to the Intensive Supervision Program; 23 to MAP; 199 to halfway houses; and 197 inmates were transferred to other insitutions primarily for disciplinary reasons.

The average inmate age on admission was 24.1 as compared to 24.6 of the previous year.

The average length of stay was 10.7 as compared to 10.7 months in 1989-1990.

On June 20, 1989, the institution had its lowest count of the year at 1,395 and on March 18, 1990, had its highest count of 1,565.

During the 1989-1990 fiscal year, the Classification Department experienced at least 40 hours of overtime per week due to one staff member on extended leave. The Department is now working with a full staff, however, 10 hours of overtime is presently being utilized per week to maintain the workload.

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 314 inmates received furloughs. There were 174 unescorted furloughs and 140 escorted furloughs. There were 55 special visits and 33 funeral trips.

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

Disciplinary Actions

There were 4,504 disciplinary reports written. Twenty-four thousand, three-hundred and sixty inmates received On-The-Spot Corrections, 733 appeals were submitted to the Superintendent's office and 193 were adjusted.

Inmate Activities

The following inmate organizations met on a regular basis: Satellite Organization, TRAP, Garden State College Student Government, Hispanic Community Group, Jaycees, Muslim Community, and Cottage Committee.

Inmate Liaison Committee Meetings

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

Unusual Incidents

There were 13 escapes investigated by the Internal Affairs Unit: 3 were from MYCF and includes 1 from furlough and 10 were escapes from halfway houses.

There was one serious assault on an inmate by another inmate.

Visits

During the year, 38,909 visitors visited 22,531 inmates. Eleven thousand, three-hundred, and thirty-three packages were received. Seven-thousand, four-hundred, and sixty-one cash receipts were issued to the inmate population totaling \$201,278.

LAWSUITS:

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

ACCREDITATION:

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

BUSINESS MANAGEMENT ACTIVITIES:

Food Service

Mountainview's Food Service Department continued to provide a wholesome nutritious diet to residents at the institution. A total of 1,112,565 meals were served to inmates, employees, and guests.

The present kitchen and dining facilities at High Point State Park are not adequate for the population and staff. A new kitchen and dining area must be constructed as soon as possible in order to adequately service the needs. Since construction costs are prohibited, it may be necessary for Mountainview's staff and inmates to construct a pole building to be used for this purpose.

Institution Finances

Inmates in the Work Release Program earned a total of \$912,017.75. They paid \$135,251.59 in room and board. Inmate wages were \$653,265.81. Paraprofessional wages were \$14,008.50. State Use inmate wages were \$19,135.60.

Maintenance and Physical Plant

The age and the institution places heavy demands on the staff of this department. Two-thousand four-hundred and sixty-nine repairs were made. The following major projects were completed during the year: replaced a 400A electric service in the food service building; repaired 4-6" water main breaks in our system; replaced a section of our 2400V electric service; replaced the bank of electric transformers at the power house; moved a section of the 2400V overhead electric lines to under the fence; renovated the gatehouse at gate #4; built a gatehouse at gate #5; installed an auxiliary power feed for communications in the administration building; replaced two sets of double doors at the gymnasium; installed 20 HPS light fixtures around the compound; hooked up electricity to several trailers at High Point; renovate the former Donato residence; installed 350' of sidewalk for use during construction of the new administration building; replaced 15' of main underground steam line; and built an all-purpose building at High Point.

Plans include updating the facility with new steam lines; new heating system throughout the institution; and replacement of windows in all stone buildings. Upon completion of the gatehouse, relocation of the Business Office, Accounting Office, Personnel Office, Internal Affairs, Package Room, and other offices to that building. Our Infirmary will then be relocated to the main floor of the Administration Building and the offices in the basement will be moved to the second floor.

Personnel

There were 530 employees at Mountainview as of June 15, 1990. This included budgeted and temporary funded positions. Of this total, 359 are custodial positions. One-hundred and seven employees were hired and there was a total of 26 resignations.

Twenty-nine personnel were transferred from this institution to other institutions and 26 were transferred from other institutions to this institution. There were four retirements during the year.

Seventy-three individuals were involved in SLI during the past fiscal year ranging from several hours to six months. There was a total of 180 employee accidents.

Sixty-one promotionals were processed during the year: 32 custodial and 29 civilian.

There was a total of 14 major and 303 minor disciplinary actions disposed of. Thirty-three formal grievances were disposed of during the fiscal year.

A total of \$1,983,150.29 was expended for 87,582.9 hours of overtime covering the fiscal year.

Within the next two months, more uniform and non-uniform staff will be hired to accommodate the expansion. Three buildings are in the process of being built; 1 for a service building and 2 that will house inmates.

The primary goal of the Personnel/Payroll Department is to process all transactions in the most timely manner and to fill as many positions as possible in the earliest time frame.

Stores and Canteen Operations

Inventories were conducted in both areas. No discrepancies were found.

Tailor Shop

A total of 387 inmates were assigned to the Tailor Shop. During the fiscal year, 126,475 pounds of laundry were sent to Bordentown. This includes 53,323 inmate laundry changes; 5,060 clothing repairs; 1,607 new admissions processed; 141 inmates clothed for court; 146 paroled inmates were issued civilian clothing; 1,129 inmates sent to court; and 2,010 inmates returning state issue. Five-hundred and twenty-one new covers were put on mattresses.

Future plans include updating the present laundry equipment and improve the laundry services to the inmate population and to expand the upholstery program to meet the institution needs. A marking machine is very much needed for the Satellite Complex to solve present problems in marking inmate's property.

FARM OPERATIONS:

During the past year, 935,675 quarts of milk were produced and shipped to various institutions. Thirty-two cows, 29 calves, 15 brood sows, and 2 boar hogs were sold. We shipped 475 shoats to Knight Farm; 8 gilts to Greystone; 4 cows to Riverfront Meat Processing; and 3 bull calves to Skillman.

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.

The goal of the farm operations is to improve the appearance of all farm and dairy buildings. An attempt will be made to increase crop production by improving farm management. The purchase of suitable equipment for our large grain farming is necessary.

STATE USE INDUSTRIES:

The year started out with 47 inmates assigned. One-hundred and seventeen inmates were assigned by the Classification Committee. One-hundred and thirty-one inmates were terminated leaving a total of 33 inmates assigned at the end of the fiscal year.

PROFESSIONAL SERVICES:

Classification/Case Conference Committee Activities

The number of cases acted on by the Classification Committee was 9,305 as compared to 7,858 the previous year. This includes 4,990 personal appearances and 4,315 non-personal discussion cases.

The Satellite Complex has its own Classification Department, as of February 15, that is presently located at Stokes. Meetings, however, occur at High Point on Tuesdays in the multi-purpose building.

Two additional clerical positions are needed at the main institution and one clerical position for the Satellite Complex. An Inmate Management System (System 36) needs to be installed at the Satellite Complex to expand and operate more efficiently as the population grows. The Classification Department at the main institution needs to be moved to a larger area to accommodate the continuous growth of the department.

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.

The Garden State College Program had 72 MYCF inmates enrolled and at their Annual Graduation, 37 inmates received college credits.

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

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

A top priority within the future planning stage of the Education Department focuses on the remodeling and renovation of the Vocational Auto Service Program garage in order to better accommodate student classroom activities as well as practical experience. The department needs to continue to obtain budgeted positions for teaching as well as clerical staff in order to accommodate the large and growing number of adult inmate/students entering the institution. The department must provide programs and information for students to gain skill level vocational training in career areas marketable in the community; to provide information and opportunities for all students who do not possess a high school

diploma or equivalency to achieve one; to promote and implement supportive service programs for those students availing themselves in fine arts, crafts, music, physical education and recreation, library services, law book collections, paralegals to assist other residents, on-the-job training, driver education; to provide information and opportunities for students to pursue Post-Secondary Academics in a Higher Education Level Institution; and to provide a full time certified Child Study Team to assist the Special Needs students.

Medical and Dental Services

The Medical Department staff consists of two full-time Physicians, one Director of Nursing Services, two Supervisors of Nursing Services, six Head Nurses, one Licensed Practical Nurse, one part-time Pharmacist, and one Senior Clerk Transcriber. There were 124,753 inmates to medical call during the past year.

Plans for the Medical Department include increasing the nursing staff at the main institution and increasing medical services at the Satellite Complex to meet the needs of the expanded capacity by setting up a medical/dental services trailer and to staff the Satellite Complex with physicians services through contract with Wallkill Valley Hospital.

The Dental Department staff consists of one full-time Dentist, two part-time Dentists, one part-time oral surgeon, and one full-time Dental Assistant. There were 4,644 inmates seen in the dental clinic during the past year.

Plans for the Dental Department include upgrading the present equipment at the main institution and expand dental services at the Satellite Complex by setting up a medical/dental services trailer.

Training for all full-time medical and dental staff will be increased.

Psychological and Psychiatric Services

Three full-time Clinical Psychologists and three part-time Clinical Psychological Consultants interviewed inmates during the past fiscal year. The breakdown of psychological services are as follows: Pre-Parole and State Prison evaluations, 921; initial classifications, 1,508; Community Release evaluations, 453; Minimum/Satellite Complex evaluations, 72; Testing, 2,871; other evaluations, 63; group therapy meetings, 2,052; individual therapy sessions, 586; clinical supervisory sessions, 92.

Two part-time psychiatrists were hired just prior to the fiscal year. They made 104 visits; conducted 590 evaluations, 393 individual treatment cases, and 204 new evaluations. There are 221 cases assigned. There were six inmates transferred to Trenton Psychiatric Hospital during the fiscal year. The waiting list to see one of the psychiatrists is 68 inmates.

Psychological and psychiatric services need to be increased to the community release units. The number of inmates seen in therapy needs to be increased due to the growing population. A more comprehensive training program for staff must be developed.

Recreation

General Recreation is scheduled for inmates to participate in during their leisure time. There are two movements nightly and all movements totaled 81,242 inmates. Heavy muscle activities, sports, semi-active, and passive games are offered.

The gym is not of adequate size for the existing population at the main institution.

Religious Services

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

A total of 2,292 inmates attended 136 Muslim Services; 2,487 inmates attended 54 Protestant Services; 518 inmates attended Catholic Services; 404 Spanish inmates attended Spanish Mass; and 4,958 inmates attended various Bible Study Groups.

Social Service

The Social Service Department performed an outstanding service to the population this past fiscal year. There was a total of 18,764 inmates seen by this department as a result of referrals from both staff and inmate requests. Four-hundred and sixty-one telephone calls between inmates and their families were arranged.

Forty grievances were filed by inmates. Twenty-seven were resolved, 4 were withdrawn, and 9 remain pending.

The goals of the Social Service Department is to increase staff and space so as to implement new programs such as AIDS Education, Pre-Release Counseling, Life Skills, and additional substance abuse groups, and to provide continued education for staff.

Treatment and Rehabilitation of Addicted Prisoners (TRAP)

During the past year TRAP staff conducted a total of 484 inmate interviews for possible program admission. One-hundred and sixty inmates were admitted to 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. Twenty public schools and community youth groups and 2 HALO groups visited the TRAP Program. The program presented 7 speaking engagements.

The Goal of the program is to increase the percentage of inmates, who after being accepted for TRAP admission, to actually enter the program when the openings occur. Staff needs to be increased by one to add strength in the orientation of new inmates.

CUSTODY OPERATIONS:

During the past year a total of 782 trips escorting 3,364 inmates, requiring 4,079 manhours, and covering 69,923 miles was made. Manhours for court trips amounted to 59 hours; administrative trips, 94 hours; and medical and dental trips, 1,635½ hours.

SATELLITE COMPLEX:

Russell E. Henry was selected as Assistant Superintendent I and began employment at Mountainview on October 7. His primary responsibility will be the administrator of the Satellite Complex located in Sussex County.

The beginning count at High Point was 334 as compared to 250 of the previous year. The count at Stokes remains at 90 inmates.

A Multi-Purpose building was erected by staff and inmates at High Point; this building is used for the visit program, classification meetings, and interviews. The Satellite Organization purchased a large 48" screen television with a VCR which is used within the Multi-Purpose building for the High Point inmate population to view special events when manpower permits.

The Drug Awareness Program has two newly assigned counselors. Both individuals provide coverage for both Stokes and High Point.

The Recycling Program continues to operate at full capacity. The recycling barn received a concrete floor and block bins for the operation.

There were many changes in the Education Department due to the increase in population. One class was moved from Stokes to High Point. Two vocational programs began during the year in plumbing and carpentry. Three G.E.D. Tests were administered during the year with high passing grades.

Two recreational assistants were hired to oversee the activities. Softball, basketball, and volleyball teams were formed.

A psychologist was assigned from the main institution to the Satellite Complex two days each week.

The Satellite Complex Medical Department provided residents with many varied services. There are severe problems in understaffing due to limited availability of the medical doctor and one nurse to provide services to 400 inmates. The Medical Department will be relocated from Stokes to High Point.

Religious services continue at both camps. There are Jumah Services, Protestant Services, Bible study groups, Muslim Services and Ramadan, and inmates are permitted to attend special services in local community churches. Several inmates were baptized in Lake Marcia in the State Park on two separate occasions.

The "Show Me The Way" Program was presented to various groups and organizations, Police Departments, and Probation Offices.

There were 353 inmates paroled from the Satellite Complex during the fiscal year.

Staffing is the greatest need for the Satellite Complex along with work space for staff. An adequate telephone system and electrical power is very much needed at the High Point Unit. There is a serious need for kitchen facilities to feed inmates and staff at High Point. Units A and C and the Multi-Purpose Building at High Point need back-up generators. Proper lighting is a great need for the High Point recreational field area in order to provide longer recreation periods for inmates during the summer months and enable staff to properly observe these activities. Stokes Unit is in dire need of an adequate sewage disposal plant to provide service to the present population.

SPECIAL TREATMENT PROGRAMS:

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

COMMUNITY SERVICE PROJECTS:

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

Highway Detail

One-thousand, one-hundred and eighty-nine inmates were assigned to the Highway Detail cleaning up debris from Interstates 78 and 287. They worked 21,180 manhours, logged 543.9 miles, and collected 245,955 pounds of trash.

Operation Clean Shore

On April 18, 3 officers and 20 inmates participated in the program until May 3, working 12 days.

Recycling

One to six inmates assist the following communities in their recycling projects: Alexandria Township 13 times; Clinton Borough 23 times; Clinton Township 114 times; East Amwell Township 65 times; Hampton Boro 5 times; High Bridge Borough 95 times; Holland Township 98 times; Hunterdon County Transfer Station 63 times; Lambertville Boro 13 times; Lebanon Borough 77 times; Lebanon Township 48 times; and Milford Borough 77 times.

Special Community Projects

Two to seven inmates worked at Clinton Art Center 26 times; Clinton Library 2 times; Clinton Museum 46 times; Clinton Township Police Department 18 times; Clinton Township clean-up 1 time; Flemington Detail (Women's Crisis Center) 37 times; High Bridge Field 3 times; Mansfield Township Police 1 time; and Veteran's Home 2 times.

Three new details from the Satellite Complex have been added and work at Lake Hopatcong, Waywayonda State Park, and Swartswood State Park.

TRAP Speaking Engagements

Seven TRAP Speaking Engagements occurred during the fiscal year in area schools and two internal HALO programs occurred. Twenty area schools visited the TRAP Program.

Waterloo Village

A group of 2 to 19 inmates are sent to Waterloo Village on a full time basis to work on special projects. They worked a total of 184 days.

COMMUNITY RELEASE PROGRAM:

During the past year there were 64 inmates released to the Home Pre-Parole Confinement; 79 inmates transferred to ISP; 23 inmates transferred to MAP; and 199 inmates transferred to halfway houses.

On June 15, 1990, there were 144 inmates participating in the Work Release Program as compared to 133 on June 15, 1988. During the year the program provided opportunity for 736 inmates. Financial totals were: Gross income \$912,017.75 and Net \$785,213.00. Inmates in the Work Release Program paid \$135,251.59 in room and board.

During the year, 140 escorted furloughs and 174 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.

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

PUBLIC RELATIONS AND VOLUNTEER SERVICES:

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

TRAINING PROGRAMS:

Extensive training programs were established for all institutional staff members on topics of life safety. Several staff members were sent to specialized training programs certifying them as instructors.

Meeting the American Correctional Association Accreditation Standards helped to establish guidelines in which the Training Department now operates in the institution.

With the rapid increase of staff, as a result of the inmate population growth both here and at the Satellite Complex, a great deal of attention had to be focussed on actual on-the-job training.

All training for custodial staff falls under the Police Training Commission Rules and Regulations.

Institutional staff members were instructed as to the importance of training not only to meet requirements for the American Correctional Association but for institutional liabilities and for the career development and maintenance of every staff member.

Weekly and monthly meetings of the State Training Advisory Committee were established to inform the various institutions as to the Laws and Department Policies regarding the Police Training Commission requirements.

Intensified Training Programs made available to all staff cover areas of AIDS and other communicable diseases; Fire Safety and Evacuation Procedures; First Aid (Immediate Response); Inmate Management and Supervision; Problem Identification and Problem Solving; Defusing Aggressive Inmates; and Report Writing.

Two major concerns of the Training Department during the year were to maintain the requirements of the American Correctional Association and to establish an Agency Training Program for newly hired Correction Officer Recruits to meet the standards required by the Police Training Commission.

There were 530 staff members at Mountainview as of June 15, 1990. This includes budgeted and temporary positions. Of this total 359 are custodial staff. During the fiscal year, 3,860 staff members received 20,041.75 hours of training.

Plans for the coming year include a new Administration Building/Gatehouse that will include the Training Department. This move should greatly enhance the operational effectiveness of training programs offered. Training equipment needed for the program is audio/video equipment and tapes, and a P.C. Computer for keeping better records. A full time clerical position is very much needed.

PAROLE ACTIVITIES:

(Please see Parole under Major Developments and Highlights, page 5.)

GIFTS AND GRANTS:

During the past fiscal year gifts donated to the inmate population amounted to approximately \$28,674.41.

BOARD OF TRUSTEES:

The Youth Correctional Institution Complex Board of Trustees has continued to be supportive of programs at Mountainview 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.

OTHER ITEMS OF INTEREST:

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

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

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

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

On October 30, 1989, the Education department held a workshop on Techniques for Developing Self-Esteem in Your Students. The workshop was given for Mountainview, Edna Mahan, and Northern State. Giving the presentation was Betty Principe, Guidance Counselor, Voorhees and North Hunterdon High School, and assisting her was Jim Farrelly and Carol Crawford-Jones, staff of North Hunterdon High School.

The Farm area started using shredded newspaper for bedding the animals. On April 9, the recycling group along with the newspaper visited the Farm to see how this procedure was progressing. They were very interested in this project and also published it in the local paper.

A total of 106 inmates received certificates for participating in three different Book Study Series. The first series was held in the summer of 1989 and was funded through a mini-grant from the New Jersey Committee for Humanities. Scholars came from all over the State of New Jersey to discuss five classic books from the 1930s. There was an average of 21 inmates at each discussion group. The inmates received the books two weeks prior to the discussion date. This program was very well received by the inmates who like to read. The second series was held on March 27, April 10, 24, and May 4. An average of 27 inmates attended each session. The second two series were also funded by a grant from the New Jersey Committee for Humanities. This grant was given to Raritan Valley

Community College to put on the program for M.Y.C.F. All of the professors came from Raritan Valley Community College. The Book Discussion Program is in its second year and has been extremely successful. Plans continue to fund this program with college and educational funds for next year since the New Jersey Committee for Humanities has indicated that we will not receive another grant.

PLANS AND ASPIRATIONS:

Achieving the Accreditation Standards continues to be one of Mountainview's prime objectives. Mountainview did receive accreditation on August 14, 1989, and will continue to annually review and update the policies and procedures of the institution.

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

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

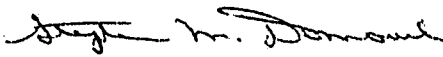
Plans for rebuilding the sewage disposal plant have been initiated and this was given high priority. Plans have also been made to construct kitchen and dining room facilities for the inmates at High Point.

The Department of Corrections has approved a 200-bed unit that is being constructed outside the fenced area and will be used to house inmates who are on full-minimum status who are participating in programs such as Work Release and those who are involved in community projects. The Department of Corrections has also supported Mountainview in replacing the Gatehouse Trailer that is located at the front gate. The new structure will include office space, space for processing visitors, locker and shower facilities for Correction Officers, etc. The projected completion date is September 1990.

The Education Department is focusing on remodeling and renovating the Vocational Auto Service Program garage in order to better accommodate student classroom activities as well as practical experience.

Plans are being made to increase the number of inmates and a second officer for the Trenton Warehouse Detail.

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


Stephen M. Domovich
Superintendent

June 15, 1990