



MOUNTAINVIEW YOUTH CORRECTIONAL FACILITY ANNANDALE, NEW JERSEY



131944
1776131

ANNUAL REPORT
JULY 1, 1990 - JUNE 30, 1991

Stephen M. Domovich
Administrator

131944

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

This document has been reproduced exactly as received from the person or organization originating it. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the National Institute of Justice.

Permission to reproduce this copyrighted material in microfiche only has been granted by

Mountainview Youth
Correctional Facility

to the National Criminal Justice Reference Service (NCJRS).

Further reproduction outside of the NCJRS system requires permission of the copyright owner.

SUMMARY ANNUAL REPORT

FISCAL YEAR

1990 - 1991

MOUNTAINVIEW YOUTH CORRECTIONAL FACILITY

Annandale, New Jersey

The statistics for this annual report reflect the time period from June 16, 1990, through June 15, 1991.

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

Mountainview was awarded accredited status August 13, 1989, and has maintained compliance since that time. A reaccreditation audit shall be required during the Spring of 1992 in order to maintain accredited status.

Mountainview's Accreditation Manager ensured all components of the program were performed, as required, by standards set forth by the Commission on Accreditation for Corrections. All Administrative Policies/Procedures, Fire Plans and related inspections, Emergency Plans (Satellite Complex included), SOPs, and other areas were revised when necessary and annually reviewed, as required. Mountainview has been operating professionally, practicing up-to-date policies and procedures which safeguard the life, health, and safety of all staff, inmates, and visitors. In addition, the Mountainview Training Department has been continually striving to accrue the appropriate number of training hours per employee per standards.

As a requirement of Accreditation, Mountainview submitted the first Annual Report to the Commission on Accreditation for Corrections on August 31, 1990. Mr. Ken Neagle, Regional Administrator of the Northeast United States, responded on September 6, 1990, to our annual report by remarking on our very high level of compliance and level of service we have provided to Mountainview staff and inmates. The second annual report shall be submitted to the Commission by Mountainview on or about August 1991.

The New Jersey Corrections Quarterly, a publication sponsored by the New Jersey Chapter of the American Correctional Association, featured "Mountainview's Accreditation Experience" in the Fall 1990 issue. The article was authored by Mountainview's Accreditation Manager at the request of the Chapter's Officers.

Accreditation has proven to be a valuable management tool for Mountainview because it provides for staff accountability, improved management, upgraded conditions of confinement, potential for reduced litigation (in a litigious society), and increased budget responsibilities.

Annual Alcoholics Anonymous Meeting

On April 9, Mountainview held its 43rd 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

On September 4, 1990, the Case Study Team lost their School Psychologist who provided valuable services which included not only the routine Child Study evaluations and classifications but also individual and group counseling at Mountainview, Edna Mahan, and East Jersey State Prison. Due to the hiring freeze in November, we were unable to fill this position.

On October 5, 1991, the Case Study Team lost their School Social Worker. This position also provided valuable services to all institutions. We were able to fill this position in November, but lost the position on April 1, 1991, due to state layoffs. During the months of November through March, the Case Study Team was able to function efficiently with a School Social Worker, Learning Disabilities Teacher/Consultant, and part-time Speech Therapist. With the increased Under 21 year old population at Mountainview, since opening of the Full Minimum Units in February, it was virtually impossible to provide the services necessary to the handicapped population without the above staff members.

Central Administrative Transportation Unit

During the past year the Central Administrative Transportation Unit made 150 trips transporting 431 inmates.

Central Court Transportation Unit

During the past year the Central Court Transportation Unit made 215 trips transporting 1,018 inmates.

Central Medical Transportation Unit

During the past year the Central Medical Transportation Unit made 195 trips transporting 544 inmates.

Culinary Arts Program

On April 15, 10 inmates from the Satellite Complex were assigned to the Culinary Arts Program at Waterloo Village. These inmates work in an ultra modern kitchen setting and receive vocational food service instruction by two teachers who were transferred to Mountainview's payroll in April. The culinary program also utilizes these inmates labor and skills in conjunction with many special events and cultural activities that take place at Waterloo Village. The inmates have already prepared food and worked at dinner programs and events for many high level dignitaries and special visitors at Waterloo Village.

Employees

During this fiscal year over 100 new employees were hired at Mountainview due to the opening of the Full Minimum Units. There are currently 620 employees on the payroll. As of this writing, there are 15 vacancies, 5 in custody and 10 non-custody.

Family Day Picnic

On July 29, the 8th 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. Approximately 1,700 visitors, inmates, and staff attended. 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.

The Family Day Picnic was held at both satellite units on August 11, 1990. A total of 146 inmates participated with 367 visitors. The Satellite Complex Food Service Department provided food for both units. Organized games were played.

Full Minimum Units

On February 11, 1991, Mountainview Correctional Facility took occupancy of the Full Minimum Units by receiving 18 male inmates from the Edna Mahan Correctional Facility, Clinton, which in turn officially closed the male unit at Edna Mahan. On February 18, all Work Release inmates were transferred into Full Minimum Unit #2. The Quonset Hut which was used to house Work Release inmates was closed and is being used for storage. The Full Minimum Units reached their full maximum capacity of 264 inmates on March 6, 1991. Russell Henry, Assistant Superintendent, supervises the Full Minimum Units.

Garden State College Program

Fifty-six Mountainview inmates were enrolled in the Garden State College Program during the year. Of this total, 52 students received college credits. In December the College Program had a pizza party for the students. On May 18, 1991, the Annual Awards Banquet was held with 112 people attending. A total of 80 students received recognition for their participation in the college program, the college prep class, or the paraprofessional program.

Graduation

On October 15, the Mountainview Youth Correctional Facility Education Department held its Annual Graduation Exercises. A total of 250 students received certificates for completion of programs in GED, College Data Processing, Paralegal, Paraprofessional, and various vocational programs. Guest speakers included: former inmate, Mr. Nathan Heard; Dr. Robert Neumann, Superintendent of North Hunterdon School District; Mr. Isaac Ballard, Administrator, Office of Educational Services, Department of Corrections; Mr. William Howell, Board of Trustees; and Mr. Reginald McDonald, inmate representing graduates.

Hispanic Community Group Banquet

On June 23, the Hispanic Community Group held its annual banquet. The hispanic band, "Libertad" played at this affair. Food was catered and served to approximately 200 people. Several administrators and staff members attended this affair.

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 62 investigations, 46 incident reports, 92 claim investigations, 262 background checks, handled 96 pieces of evidence, 472 urines taken with 17 disciplinary charges written, made 135 trips to work release sites for monitoring purposes, and took 54 field tests.

Jaycee Banquet

On September 22, the Jaycees held their annual banquet. Over 200 people attended. Several staff members also attended.

Memorial Services for Staff

Memorial services were conducted by the institution Chaplain in the institution Chapel for the following employees during the fiscal year: Bruce Gaghan, Welder, on July 27, 1990; William Wacome, Senior Correction Officer, August 30, 1990; Michael Morris, Correction Captain, September 27, 1990; and Dr. Philip Wiener, Oral Surgeon, on March 1, 1991.

Mountainview Population

The highest count in the history of this facility was 1,767 on May 8, 1991. Two-hundred and ninety-four 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 21, 1991. Forty-nine staff members, totaling 870 years of service, were recognized. Commissioner Fauver gave the principal address and William Howell, Chairman of the Board of Trustees, spoke on behalf of the Board. Approximately 300 guests attended.

Outstanding Correction Officer

On May 16, the Administrator and Senior Correction Officer Albert Schwartz, Jr., attended a luncheon that was sponsored by the PBA for the Department of Corrections to honor the Outstanding Correction Officer for each institution. Albert Schwartz, Jr., has been employed in this facility since September 25, 1972, as a Correction Officer.

Outstanding Teacher of the Year

Ellen O'Donnell, Teacher of the Year, was honored at the Awards Program held at Lloyd McCorkle Training School for Boys and Girls on June 27, 1990. Mrs. O'Donnell is a Teacher I at our Satellite Complex and has been employed since February 1986, beginning as a Teacher II.

Linda Aller, Teacher of the Year, was honored at the Awards Program held at Mastoris Diner in Bordentown on April 19, 1991. Mrs. Aller is the Instructor for the Nurses Aid Program and has been employed in this position since September 2, 1985.

Parole Department

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

One-thousand and twenty inmates were paroled, 116 inmates released on expiration of their maximum sentences, and 4 inmates released to probation during the past year. There were 2,017 pre-parole interviews, 2,290 inmate requested interviews, and 1,381 other interviews. The Institutional Parole Officers were involved in conducting 128 parole classes and screening for gate money.

Ramadan

Approximately 65 MYCF inmates and 27 Satellite Complex inmates participated in the Holy Period of Ramadan that began March 16 through April 15. This is observed by the fasting of food and drink during daylight hours. During this period, meals are served in the inmate dining hall at dusk.

State Parole Board

The New Jersey State Parole Board staff assigned to this facility consists of one Principal Parole Counselor and three Parole Counselors. These counselors act as a liaison between the institution and the State Parole Panel. They are responsible for calculating the inmates' parole eligibility dates, setting them up for hearings, and advising the inmates on programs that they should enter in the institution in order to earn parole. They work closely with the Classification Department regarding classification materials.

Unit Management

On July 2, a Unit Management Meeting was instituted by the Administrator. Each week the Administrator meets with the three Assistant Superintendents and the Director of Professional Services to review the problem areas in each unit. Each of the above are responsible for living units that contain no more than 500 inmates.

GOALS AND OBJECTIVES

Business Office - Capital Programs have been received recently to set up a priority of importance for the next several years. Hopefully many overdue projects can be completed in the near future, despite budgetary constraints. Staffing is being impacted by the fact that as staff departs no new staff can be hired because of the job freeze.

Classification Department - To see the installation of the Inmate Management System (System 36) at the Satellite Complex to enable the department to operate much more efficiently; to relocate the Classification office to an area that will comfortably accommodate the growth; and to establish a file room in order to increase file security.

Community Release - To coordinate a Phoenix Program and a Work Release Employer Meeting as well as other community based operations.

Dental Department - To continue to strive to render more efficient dental care to the inmate population in the main institution as well as to those inmates in the Full Minimum Units and the Satellite Complex.

Education Department - To 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 them of these offerings; 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 Student Study Team to assist the special needs students.

Food Service - There is a concern with the lack of availability of supervision for the Food Service personnel at the Full Minimum Units. Additional help is in the planning for that area. The High Point kitchen area and dining area needs to be expanded and refurbished in accordance with all proper building codes. This will meet the longstanding need relative to providing adequate food service.

Full Minimum Units - To establish a curriculum for all programs and classes offered to the population and incorporate this with the Orientation Program and to review all current Standard Operating Procedures in an attempt to add or delete.

Medical Department - To keep all nursing positions filled; to have all nurses put medication orders on the computer; and have all nurses update their Medication Administration Record sheets.

Personnel Department - It is the goal of this office to make sure employees take advantage of such opportunities as early retirements and the buying back of provisional, temporary, out-of-state, and military service toward their pension. This is the first time that purchase of such time has been allowed by the Division of Pensions.

Psychology Department - To increase therapeutic service to the Full Minimum Units; to develop a more comprehensive training program for custody and non-custody; and to increase the number of inmates seen in therapy, given the growing population.

Religious Department - To continue to meet the spiritual needs of the inmates in an adequate way. Our motto is "Be All Things To All Men".

Satellite Complex - To totally upgrade the electrical power sources at the High Point Unit to include emergency power; to upgrade and construct a new sewage disposal plant at the Stokes Unit; to upgrade the entire communications system including telephones and radios; to obtain an additional two trailer units in order to accomodate support services needs; to have the paving and grading of the High Point Unit accomplished during this fiscal year; to continue the overall renovation and physical upgrading of both units in an effort to maximize operational effectiveness; to continue to provide the maximum amount of inmate activities such as productive work programs, counselling services, medical and dental services, recreational activities, vocational programs, substance abuse programs, social service counselling, psychological counselling, proficient inmate classification to include community release and parole activities; and to continue to improve staff development and training while enhancing each employee's specific mission relative to their job function at the Satellite Complex.

Social Service Department - To meet the social needs of the inmate population by providing a diversified range of services; to expand and enhance the quality of services to the inmate population; to enhance the personal and professional growth of staff through continuing education and training; and to continue to reduce the waiting list for inmates assignment to groups and programs.

TRAP Program - To generate more interest in TRAP among the general population by providing the best program possible and developing good public relations and to increase the number of inmates who complete the TRAP Program.

INMATE MOVEMENT AND CHARACTERISTICS

There was a total of 2,211 admissions to Mountainview in the fiscal year 1990-1991. This figure was 248 more than the 1,963 inmates received during the previous fiscal year. This figure reflects 1,172 inmates received from Garden State Reception and Youth Correctional Facility and 294 received directly from their respective counties. Three-hundred and ninety 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 1990-1991 fiscal year, Mountainview had 1,402 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 1,606 as compared to 1,515 the previous year.

A total of 1,020 inmates were paroled from Mountainview during the 1990-1991 fiscal year. There were 116 inmates released on expiration of their maximum sentences and 4 released to probation. Two-hundred and fifty-five inmates were released to the Pre-Parole Home Confinement Program; fifty-one inmates were released to the Intensive Supervision Program; 8 to MAP; 203 to halfway house and 563 inmates were transferred to other insitutions primarily for disciplinary reasons.

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

The average length of stay was 10.7 as compared to 10.7 months in 1990-1991.

On December 11, 1990, the institution had its lowest count of the year at 1,500 and on May 8, 1991, had its highest count of 1,767.

The Classification Committee convened 139 times and acted on a total of 9,366 cases in the 1990-91 fiscal year as compared to 9,305 in 1989-90. This includes 5,069 personal appearances and 4,297 non-personal discussion cases.

The Senior Classification Officers conducted a total of 741 formal interviews during the year as compared to 642 the previous year.

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 184 inmates received furloughs. There were 102 unescorted furloughs and 82 escorted furloughs. There were 101 special visits and 97 funeral trips.

Telephones for inmates 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 3,878 disciplinary reports written. Thirty-one thousand, seven-hundred and sixty-four inmates received On-The-Spot Corrections.

There were 665 appeals submitted to the Administrator's office and 95 were adjusted.

Inmate Organizations

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

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 21 escapes during the fiscal year: 11 were from Community Release Programs; 9 from the Home Confinement Program; and 1 from the Satellite Complex. There were 4 attempted escapes.

There were 4 assaults on staff.

Visits

During the year, 52,489 visitors visited 28,704 inmates. Thirteen-thousand, four-hundred, and thirty-two packages were received. Eight-thousand, four-hundred, and eighty-eight cash receipts were issued to the inmate population totaling \$228,916.

LAWSUITS

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

ACCREDITATION

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

PERSONNEL

There were 620 employees at Mountainview as of June 15, 1991. This included budgeted and temporary funded positions. Of this total, 419 are custodial positions. One-hundred employees were hired and there was a total of 7 resignations.

Sixteen personnel were transferred from this institution to other institutions; 20 were transferred from other institutions to this institution; there were four retirements; and four deaths during the year.

Forty-seven individuals were involved in SLI during the past fiscal year ranging from several hours to six months. There was a total of 205 employee accidents.

One-hundred and thirty-seven promotionals were processed during the year: 79 custodial and 58 civilian.

There was a total of 18 major and 302 minor disciplinary actions disposed of. Eleven formal grievances were disposed of during the fiscal year.

A total of \$2,177,880.68 was expended for 89,016 hours of overtime covering the fiscal year.

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 1,176,731 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. Major renovations are necessary to update these facilities in Unit B.

Institution Finances

Inmates in the Work Release Program earned a total of \$813,332.81. They paid \$126,017.00 in room and board. Inmate wages were \$708,594.49. Paraprofessional wages were \$11,282.90. State Use inmate wages were \$24,122.40.

Maintenance and Physical Plant

The age and the institution places heavy demands on the staff of this department. Three-thousand three-hundred and nine repairs were made. The following major projects were completed during the year: Completed renovations on Assistant Superintendent Henry's home; upgraded manhole #5 and industrial building transformer; worked on recycling barn and maintenance building at High Point; completed the painting of the barns; completed painting kitchen and renovations in rear kitchen at the main institution; completed block and masonry work in education classrooms building; completed drop ceiling in staff dining room; completed renovations on Assistant Superintendent Hauck's home; completed renovations on High Point trailers; much work was done on the new Full Minimum Units; completed renovations of Stokes Forest bathrooms; completed recycling building at High Point; maintenance was completed in vocational auto shop; and moved a trailer to the print shop.

Stores and Canteen Operations

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

Tailor Shop

A total of 439 inmates were assigned to the Tailor Shop. During the fiscal year, 138,013 pounds of laundry were sent to Bordentown. There were 48,318 inmate laundry changes; 5,772 clothing repairs for the main facility; 2,238 clothing repairs for the Satellite Complex; 178 clothing repairs for the Full Minimum Units; 1,758 new admissions processed; 141 inmates clothed for court; 140 paroled inmates were issued civilian clothing; 1,235 inmates sent to court; and 2,066 inmates returning state issue. Five-hundred and three new covers were put on mattresses.

STATE USE INDUSTRIES

The year started out with 33 inmates assigned. One-hundred and fifty-two inmates were assigned by the Classification Committee. One-hundred and fifty-four inmates were terminated leaving a total of 31 inmates assigned at the end of the fiscal year.

FARM OPERATIONS

During the past year, 905,123 quarts of 2% milk and 41,876 quarts of raw milk were produced and shipped to various institutions. Fourteen cows, 27 calves, 1 herd sire, 25 brood sows, and 2 boar hogs were sold. Four cows died and were removed by D & N. We shipped 31 shoats to Knight Farm; and 25 sows, 2 boars, and 15 shoats to Hackettstown Market. One-hundred and eight hogs were shipped to Souderton. Four sows and 2 shoats died and were removed by D & N. A total of 12 gilts were received from Greystone.

One-hundred and eighty-six acres of corn, 36 acres of alfalfa and oats were planted. A total of 600 bushels of corn were shipped to Leesburg and 1,050 bales of hay were shipped to Leesburg and 325 bales of hay were shipped to Skillman. Mountainview baled 9,300 bales of hay, cut 600 bushels of oats, and 600 bushels of barley for institutional use.

PROFESSIONAL SERVICES

Rule Exemptions

During the past year, 415 requests for rule exemptions; 201 requests to IICC for transfer; 5 requests were sent to RCC for transfer; 6 requests to SCC; and 7 medical furloughs were processed and approved through Central Office.

Classification/Case Conference Committee Activities

The number of cases acted on by the Classification Committee was 9,366 as compared to 9,305 the previous year. This includes 5,069 personal appearances and 4,297 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. The following staff work for the Education Department: 1 Teacher I, 10 months; 10 Teacher I, 12 months; 3 Teacher II, 10 months; 8 Teacher II, 12 months; 1 Teacher III, 12 months; 3 Assistant Supervisors of Education; 1 Supervising ITI-Carpentry; 2 Teaching Assistants (full time) and 3 Teaching Assistants (part time); 1 Speech Correctionist; 1 Education Programs Assistant; 1 Principal Data Entry Machine Operator; 1 Principal Clerk Bookkeeper; 1 ITI-Welding; 1 ITI-Carpentry; 1 ITI-Plumbing; 1 Supervisor of Recreation; and 1 Supervisor of Education. At Waterloo Village there are 2 Teacher II, 12 months, and at the Satellite Complex there are 5 Teacher I, 12 months, and 2 Recreation Assistants.

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 52 students earning college credits.

Ninety-one 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. A total of \$16,833.56 was expended for their salaries.

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

Medical and Dental Services

The Medical Department staff consists of three full-time Physicians, one Director of Nursing Services, two Supervisors of Nursing Services, 12 Head Nurses, one Licensed Practical Nurse, one Supervisor of Pharmacy, and one Principal Clerk Transcriber. There were 120,062 inmates to medical call during the past year.

The Dental Department staff consists of one Chief of Dental Services, one full-time Dentist, one part-time dentist, two full-time Dental Assistants, and one Clerk Transcriber at the Satellite Complex. There were 4,456 inmates seen in the dental clinic during the past year.

Psychological and Psychiatric Services

Three full-time Senior Clinical Psychologists (one at the Satellite Complex); 1 Staff Clinical Psychologist; and one Senior Clerk Transcriber comprise the Department. The breakdown of psychological services are as follows: Pre-Parole and State Prison evaluations, 1,021; initial classifications, 1,992; Community Release evaluations, 527; Minimum/Satellite Complex evaluations, 59; Testing, 1,992; other evaluations, 60; group therapy meetings, 2,493; and individual therapy sessions, 695.

Two part-time psychiatrists made 105 visits; conducted 679 evaluations, 370 individual treatment cases, and 283 new evaluations. There are 132 cases assigned. There were three inmates transferred to Trenton Psychiatric Hospital during the fiscal year. The waiting list to see one of the psychiatrists is 46 inmates.

Psychological and psychiatric services need to be increased to the Full Minimum 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

Recreation at Mountainview is a very integral part of the system. Movements run during the morning, afternoon, and evening to help alleviate the crowded conditions which occur in the housing units. General recreation is run in the evening at approximately 6:15 p.m. When on the ballfield it will run until dusk, however, in the gym movements are from 6:15 p.m. to 8:00 p.m. and 8:15 p.m. to 9:30 p.m. The same activities are available as during the day. The total evening count for the year was 80,704. Free leisure time activities, intramurals, and inter-institutional competitions comprise the bulk of recreational programs.

The recreational facilities at Mountainview are inadequate to serve the present population which is currently at approximately 170% of capacity. The limited indoor area is basically responsible.

FARM OPERATIONS

During the past year, 905,123 quarts of 2% milk and 41,876 quarts of raw milk were produced and shipped to various institutions. Fourteen cows, 27 calves, 1 herd sire, 25 brood sows, and 2 boar hogs were sold. Four cows died and were removed by D & N. We shipped 31 shoats to Knight Farm; and 25 sows, 2 boars, and 15 shoats to Hackettstown Market. One-hundred and eight hogs were shipped to Souderton. Four sows and 2 shoats died and were removed by D & N. A total of 12 gilts were received from Greystone.

One-hundred and eighty-six acres of corn, 36 acres of alfalfa and oats were planted. A total of 600 bushels of corn were shipped to Leesburg and 1,050 bales of hay were shipped to Leesburg and 325 bales of hay were shipped to Skillman. Mountainview baled 9,300 bales of hay, cut 600 bushels of oats, and 600 bushels of barley for institutional use.

PROFESSIONAL SERVICES

Rule Exemptions

During the past year, 415 requests for rule exemptions; 201 requests to IICC for transfer; 5 requests were sent to RCC for transfer; 6 requests to SCC; and 7 medical furloughs were processed and approved through Central Office.

Classification/Case Conference Committee Activities

The number of cases acted on by the Classification Committee was 9,366 as compared to 9,305 the previous year. This includes 5,069 personal appearances and 4,297 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. The following staff work for the Education Department: 1 Teacher I, 10 months; 10 Teacher I, 12 months; 3 Teacher II, 10 months; 8 Teacher II, 12 months; 1 Teacher III, 12 months; 3 Assistant Supervisors of Education; 1 Supervising ITI-Carpentry; 2 Teaching Assistants (full time) and 3 Teaching Assistants (part time); 1 Speech Correctionist; 1 Education Programs Assistant; 1 Principal Data Entry Machine Operator; 1 Principal Clerk Bookkeeper; 1 ITI-Welding; 1 ITI-Carpentry; 1 ITI-Plumbing; 1 Supervisor of Recreation; and 1 Supervisor of Education. At Waterloo Village there are 2 Teacher II, 12 months, and at the Satellite Complex there are 5 Teacher I, 12 months, and 2 Recreation Assistants.

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 52 students earning college credits.

Ninety-one 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. A total of \$16,833.56 was expended for their salaries.

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

Medical and Dental Services

The Medical Department staff consists of three full-time Physicians, one Director of Nursing Services, two Supervisors of Nursing Services, 12 Head Nurses, one Licensed Practical Nurse, one Supervisor of Pharmacy, and one Principal Clerk Transcriber. There were 120,062 inmates to medical call during the past year.

The Dental Department staff consists of one Chief of Dental Services, one full-time Dentist, one part-time dentist, two full-time Dental Assistants, and one Clerk Transcriber at the Satellite Complex. There were 4,456 inmates seen in the dental clinic during the past year.

Psychological and Psychiatric Services

Three full-time Senior Clinical Psychologists (one at the Satellite Complex); 1 Staff Clinical Psychologist; and one Senior Clerk Transcriber comprise the Department. The breakdown of psychological services are as follows: Pre-Parole and State Prison evaluations, 1,021; initial classifications, 1,992; Community Release evaluations, 527; Minimum/Satellite Complex evaluations, 59; Testing, 1,992; other evaluations, 60; group therapy meetings, 2,493; and individual therapy sessions, 695.

Two part-time psychiatrists made 105 visits; conducted 679 evaluations, 370 individual treatment cases, and 283 new evaluations. There are 132 cases assigned. There were three inmates transferred to Trenton Psychiatric Hospital during the fiscal year. The waiting list to see one of the psychiatrists is 46 inmates.

Psychological and psychiatric services need to be increased to the Full Minimum 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

Recreation at Mountainview is a very integral part of the system. Movements run during the morning, afternoon, and evening to help alleviate the crowded conditions which occur in the housing units. General recreation is run in the evening at approximately 6:15 p.m. When on the ballfield it will run until dusk, however, in the gym movements are from 6:15 p.m. to 8:00 p.m. and 8:15 p.m. to 9:30 p.m. The same activities are available as during the day. The total evening count for the year was 80,704. Free leisure time activities, intramurals, and inter-institutional competitions comprise the bulk of recreational programs.

The recreational facilities at Mountainview are inadequate to serve the present population which is currently at approximately 170% of capacity. The limited indoor area is basically responsible.

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 3,290 inmates attended 143 Muslim Services; 2,392 inmates attended 51 Protestant Services; 306 inmates attended 45 Catholic Services; 265 Spanish inmates attended 43 Spanish Masses; 4,440 inmates attended various Bible Study Groups; and 1,986 inmates attended 31 Ramadan Services from March 16 through April 15.

Social Service

The Social Service Department performed an outstanding service to the population this past fiscal year. There was a total of 22,863 inmates seen by this department as a result of referrals from both staff and inmate requests. One-thousand three-hundred and ten telephone calls between inmates and their families were arranged.

Six grievances were filed by inmates. Four were resolved, 4 were withdrawn, and 0 remain pending.

Residents from the Garden State Reception and Youth Correctional Facility as well as transfers from county jails were interviewed upon arrival for orientation purposes and to obtain additional information about them. A total of 1,776 inmates were interviewed for this purpose.

The Social Service Department provides coverage to the following areas: Behavior Modification; Continuous Assessment Program; Values Clarification; Group Counselling; Alcoholics Anonymous; AA "12 Step"; Gamblers Anonymous; and Narcotics Anonymous. Services are provided to Detention; Administrative Segregation; Protective Custody; and the Infirmary. There were 517 inmates seen in these areas by the Social Workers.

The Social Service Department consists of one Social Work Supervisor; three Assistant Social Work Supervisors (one for the Full Minimum Units and one at the Satellite Complex); six Social Worker IIs (one is at the Satellite Complex); and one Senior Clerk Transcriber. At the present time there are two Social Worker II positions vacant.

Treatment and Rehabilitation of Addicted Prisoners (TRAP)

During the past year the TRAP staff conducted a total of 687 inmate intake possible program admission of which 259 inmates were found to be clinically appropriate for treatment. Unit A TRAP in-patient unit remained at capacity which is 72 inmates. One-hundred and sixty inmates were admitted to the program under

the direction of a Supervising Substance Abuse Counselor; four Substance Abuse Counselors, and an Instructor Counselor. Approximately 90 per cent 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-three public schools and community youth groups and 4 HALO groups visited the TRAP Program. The program presented 8 speaking engagements.

CUSTODY OPERATIONS

During the past year a total of 905 trips escorting 3,277 inmates, requiring 4,316½ manhours, and covering 98,013 miles was made. Manhours for court trips amounted to 1049½ hours; administrative trips, 2,604½ hours; and medical and dental trips, 662½ hours.

FULL MINIMUM UNITS

On February 11, 1991, Mountainview took occupancy of the Full Minimum Units by receiving 18 male inmates from the Edna Mahan Correctional Institution. The Full Minimum Units consist of two housing units called Units #1 and #2 and a Service Building. The Full Minimum Units reached their full maximum capacity of 264 inmates on March 6 and this count remains. Russell Henry, Assistant Superintendent, supervises the Units.

One-thousand one-hundred and sixty-three inmates received 1,873 visitors, 96 packages, and \$8,086.00 since its opening.

There were 69,704 meals served and 3,750 bag lunches prepared.

The AA meetings were held 10 times with an average of 76 inmates.

Behavior Modification I was held 10 times with 29 inmates; Behavior Modification II was held 5 times with 11 inmates. As of May 16, these two groups were combined as one group and this group was held 3 times with 8 inmates. Substance Abuse was held 11 times with an average of 40 inmates.

There were 329 inmates enrolled in educational classes; 179 enrolled in academic classes; 95 in Life Skills classes; 96 inmates involved in the Orientation Program; 96 inmates in the ESL/Reading Class; and 3 inmates received their GED in March.

Recreation activities include board games, cards, and cable television. Outdoor activities include basketball and passive recreation.

Psychological services included 37 evaluations; 21 Pre-Parole/SPB evaluations; 12 Community Release evaluations; 25 interviews; and 76 inmates involved in group therapy.

Medical Services included 544 inmates seen by the physicians, 633 inmates receiving treatment from nurses; 97 accidents; 2,761 medication calls; 7 x-rays; 17 inmates seen by the Optometrist; and 8 inmates seen by outside consultants. There were 2 employees treated for accidents. There were 85 inmates seen in the Dental Department and 5 partial dentures provided.

Twenty-three inmates attended 14 Cottage Committee meetings. These meetings were held with staff from the units.

Social Service activities include 16 family contacts; 390 inmates involved in group counselling sessions; 97 legal mail; 6 court returns; 9 supportive counselling; 376 inmates seen at their own request; 7 referrals from the Classification Committee; 17 inmates making telephone calls; 2 inmates seen on an emergency basis; 1 inmate seen on staff referral; 1 funeral visit and 1 special visit was arranged for a total of 925 inmates seen.

A total of 181 inmates attended 13 Muslim Services; 145 inmates attended 18 Protestant Services; 106 inmates attended 23 Bible Study Groups; and 7 inmates attended the Easter Sunday Catholic Service.

Work Release, Community Release, Community Services, and Recycling statistics will be found under Community Release Programs and Community Service Projects.

SATELLITE COMPLEX

Bruce A. Hauck was assigned as Assistant Superintendent on July 14, 1990, of the Satellite Complex located in Sussex County. On the same date, Captain Robert Leonard began his assignment as Captain at the Satellite Complex. On August 1, 1990, Joseph Diemar began as Project Specialist and was assigned to function as Executive Assistant to Mr. Hauck.

The count at High Point remains at 334 and the count at Stokes remains at 90 inmates.

Five-thousand two-hundred and ninety-two inmates received 9,577 visitors, 945 packages, and \$30,271.75. There were 3,434 packages received through the mail.

A total of 130,736 meals were served and 48,600 bag lunches were prepared.

There were 57 AA meetings at Stokes with 1,876 inmates and 133 guest speakers. Forty-four AA meetings were held at High Point with 2,283 inmates, 29 volunteers, and 26 guest speakers. There were 44 12-Step Meetings at High Point with 2,451 inmates, 25 volunteers, and 14 guest speakers.

The TRAP Drug Program was condensed in order to allow participation of a larger number of inmates. Due to this condensing, 750 inmates have successfully completed the program.

Classification meetings are held each Tuesday. There were 927 personal reviews and 1,773 non-personal reviews. Four-hundred and thirteen inmates were paroled; 5 inmates released on expiration of maximum sentence; 1 inmate released to probation; 46 inmates released to the Home Confinement Program; 9 inmates released to ISP; and 4 inmates escaped.

The Recycling Program was totally revamped to include new equipment for the recycling process and new methods of shipping were instituted in order to make the operation more efficient. Items recycled are steel, glass, aluminum, newspaper, tin, cardboard, plastic, office paper, and pallets for a total of 828,506 pounds.

One-thousand four-hundred and sixteen inmates were involved in educational programs; 765 inmates involved in CAP orientation; and 224 inmates involved in vocational programs. Two GED Tests were given and 15 inmates received their High School Equivalency Diplomas.

Recreation activities went very well. We are now able to rent movies from a local video store for the inmates to view. New recreation equipment was received for both units.

A full-time Staff Clinical Psychologist was assigned to the Satellite Complex and he has developed and implemented a full range of psychological services and programs that are working very well. He also is a member of the Classification Committee. A total of 719 evaluations were completed; 137 individual therapy sessions with 58 inmates involved; 93 group therapy sessions; 27 therapy groups with 318 inmates involved; 3 groups with 83 inmates involved; conducted 332 interviews; and 244 staff consultations.

The Satellite Complex Medical Department provided residents with many varied services. There were 345 physicals; 328 inmate accident/injuries; 2,275 inmates seen by the physicians; and 4 staff emergencies/accidents. There were 684 inmates seen in the Dental Department. Two full dentures and 7 partial dentures were provided.

Weekly Cottage Committee meetings were held with both units in order for inmates to vent their requests and needs and in turn enables staff to communicate relative information back to the inmate population.

A Social Worker II was assigned to the Satellite Complex during the year. Social Services has been able to offer quality service to the inmate population. There has been 103 contacts with families; 107 telephone contacts; 78 group counselling sessions; 1,016 inmates assigned to groups; 109 inmates seen on an emergency basis; 498 legal mail; 49 inmates seen for supportive counseling; 4,176 interviews; 8 funeral trips and 3 special visits were arranged.

Religious services continue at both camps. There are Jumah Services, Protestant Services, Bible study groups, Muslim Services, Ramadan, and inmates are permitted to attend special services in local community churches. Several inmates were baptised in Lake Marcia in the State Park on two separate occasions. There are many registered volunteers who conduct Bible study classes on a weekly basis. Ramadan began on March 16, 1991, and ended on April 15, 1991. A catered banquet was held at High Point to celebrate the completion of Ramadan.

One-hundred and twenty-six inmates were in the Work Release Program at the beginning of the year, however, during the year our program came to a halt due to the poor economy. As of this writing, only one inmate is involved in the Work Release Program. Gross wages for the fiscal year were \$442,825.99 and net wages \$394,616.93. The majority of inmates involved in the program were reassigned to work details in several local communities.

The "Show Me The Way" Program has entered into its fourth year working with approximately 170 juvenile offenders in Sussex County, with a success rate of 80 per cent. The program has expanded to include area high schools. To date, the program has been presented to over 750 students. A pamphlet has been published explaining the program and plans are being made to send them to high schools in Sussex County.

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 RELEASE PROGRAM

During the past year there were 255 inmates released to the Home Pre-Parole Confinement; 51 inmates transferred to ISP; 8 inmates transferred to MAP; and 203 inmates transferred to halfway houses.

On June 15, 1991, there were 43 inmates participating in the Work Release Program as compared to 144 on June 15, 1990. During the year the program provided opportunity for 504 inmates. Financial totals were: Gross income \$813,332.81 and Net \$707,931.74. Inmates in the Work Release Program paid \$126,017.00 in room and board.

During the year, 82 escorted furloughs and 102 unescorted furloughs were granted.

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:

Glen Gardner

Three to 6 inmates worked 101 days.

Greystone

This detail began on January 14 and 10 to 20 inmates worked a total of 104 days.

Highway Detail

One-thousand, four-hundred and thirty-five inmates were assigned to the Highway Detail cleaning up debris from Interstates 78 and 287. They worked 21,000 manhours, logged 465.4 miles, and collected 217,475 pounds of trash.

Operation Clean Shore

On August 20, 1990, 20 inmates participated in the program until Sept. working 10 days.

Recycling

One to six inmates assisted the following communities in their recycling projects: Alexandria Township 34 times; Clinton Borough 35 times; Clinton Township 57 times; Delaware Township 49 times; East Amwell Township 57 times; Franklin Township 11 times; Hampton Boro 22 times; High Bridge Borough 95 times; Holland Township 117 times; Hunterdon County Transfer Station 41 times; Lambertville Boro 73 times; Lebanon Borough 23 times; Milford Borough 23 times; Tewksbury Township 32 times; Union Township 25 times; and West Amwell 7 times.

Show Me The Way Program

This program entered its fourth year and worked with approximately 170 juvenile offenders in Sussex County. The program has expanded to include local high schools.

Special Community Projects

One to six inmates worked at Beaverbrook Farms 15 times; Clinton Museum 73 times; Clinton Township Police Department 20 times; Clinton Township Road Department 13 times; Echo Hill Park 4 times; Grandin Library 2 times; Hunterdon Art Center 443 times; Hunterdon Sheriff's Department 39 times; Lambertville Truck 34 times; Mansfield Township Police 15 times; Montana Mountain State Police 1 time; and State Police Detail 5 times.

Inmate work details at the Satellite Complex worked a total of 22,712 hours in the State parks, and local communities.

TRAP Speaking Engagements

Eight TRAP Speaking Engagements occurred during the fiscal year in area schools and four internal HALO programs occurred. Twenty-three area schools visited the TRAP Program.

Waterloo Village

Six to 28 inmates worked at Waterloo Village on a full time basis 228 days. This detail was transferred from the Full Minimum Units at Mountainview to the Satellite Complex in April. On April 15, 10 inmates were assigned to the Culinary Arts Program at the Waterloo Village.

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 163 buildings, and approximately 55 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.

Mountainview Recycling Program

During the fiscal year 46,920 pounds of cardboard, 3,440 pounds of batteries, 3,480 pounds of newspapers, and 176 bags of white office paper were collected and recycled.

PUBLIC RELATIONS AND VOLUNTEER SERVICES

Pastor Downs continues to conduct Bible study groups each Wednesday and Friday evening. Rev. Gerald Scott conducts Sunday morning Protestant Services and Bible study groups on Saturday evenings. Mr. Bunting comes in each Friday for Jehovah Witness Bible Study. Messrs. Cowie, Fontanez, and Mariton, Washington Assembly of God Church, conducted Advanced Bible Study groups each Thursday. Bible classes are conducted at the Satellite Units by volunteers from the local communities. Local clergy volunteer their time and offer religious services at the Satellite Units. Alcoholics Anonymous meet one evening for TRAP residents. Weekly meetings are held for the entire population. Gamblers Anonymous meet every Thursday.

TRAINING PROGRAMS

The Training Department achieved great accomplishments during this reporting period. As a result of the large expansion of inmate population at Mountainview and the Satellite Complex, large numbers of staff were hired, which created high demands on the Training Department.

In addition to providing basic orientation programs for non-custody an agency training programs for custody staff, the Training Department also had to provide a great deal of supervisory training programs for a large number of custody staff being promoted to the ranks of Sergeant or Lieutenant.

A significant amount of this supervisory training involved on-the-job training in which with the excellent cooperation of the various shift centerkeepers, area supervisors, department heads, and other institutional staff was very successful. This was extremely important due to the fact that a majority of these recently promoted supervisors transferred to Mountainview from other institutions.

A secondary part of this training for those staff members being assigned to Mountainview's Satellite Complex was the implementation of a formal detailed On-The-Job Orientation Program provided at High Point and Stokes Forest. Each staff member being newly assigned to the Satellite Complex received a 40 Hour Orientation Program in order to acquaint them with the operations of the Complex.

The Training Department also accomplished to provide all Veteran Officers who at the time of their hiring did not attend a State Basic Correction Officers Academy, a 40 Hour Modified Basic Academy Course, as required by the Police Training Commission. This was a state wide program which was split into three categories Mountainview was placed into the Northern District in which Northern State Prison was the designated training site. The other institutions in this district Northern State Prison, East Jersey State Prison, the Adult Diagnostic Treatment Center, Edna Mahan Correctional Facility for Women, and the New Jersey Training School for Boys.

There were 620 staff members at Mountainview as of June 15, 1991. This includes budgeted and temporary positions. Of this total 419 are custodial staff positions. A total of 49,631.25 hours of training were received by 4,617 staff members.

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.

The following training was received by staff during the fiscal year:

One-thousand and sixty-two staff members received Staff Development Training.	1,101½ manhours
Five-hundred and eighty staff members attended Mandatory Emergency Training.	6,656½ manhours
Two-hundred and eleven staff members attended Recruit Basic Academy at COTA.	20,680 manhours
Two-hundred and eleven staff members received First Aid and CPR Training.	1,814 manhours
One-hundred and forty-two staff members received COR Agency Training.	5,256 manhours
One-hundred and twenty-five staff members received Computer Training.	1,499½ manhours
One-hundred and nineteen staff members received Goals and Programs Training.	143 manhours
One-hundred and seventeen staff members received training in Problem Solving and Decision Making.	130½ manhours
One-hundred and sixteen staff members received Firearms Instruction Annual Requalification Training.	643 manhours
One-hundred and five staff members received New Employee Orientation Training.	1,577 manhours
Ninety staff members received Annual Policy Review Training.	117½ manhours
Eighty staff members received Officer Observation Training.	40 manhours
Seventy-one staff members received 2nd Shift Custody Training.	71 manhours
Sixty-seven staff members received Minimum Unit Training.	932 manhours
Sixty-five staff members attended an Education Conference.	555 manhours
Sixty-four staff members attended Overtime Budgeting & Procedures Training.	35 manhours
Sixty-three staff members received Management Skills & Functions Training.	239½ manhours
Fifty-six staff members attended an Organization Seminar.	42 manhours
Fifty-five staff members received Corrective Training.	23 manhours
Fifty-two staff members received training on Human Behavior Issues.	384½ manhours
Forty-seven staff members received Inmate Payroll Training.	49½ manhours
Forty-six staff members attended Budget Process Training.	61 manhours

Forty staff members attended Crisis Intervention Training.
30 manhours

Thirty-eight staff members attended Recruit Orientation Training.
664 manhours

Thirty-six staff members attended Professional Development Training.
67 3/4 manhours

Thirty-four staff members received Supervisory Development Training.
36 manhours

Thirty-one staff members attended Modified Basic Course for Veteran Officers.
1,240 manhours

Thirty-one staff members attended training on Inmate Rating Process.
24 manhours

Twenty-nine staff members received Computers in Medicine Training.
82 manhours

Twenty-eight staff members received On-The-Job Training.
150½ manhours

Twenty-eight staff members received Custody Supervisor Training.
58 manhours

Twenty-eight staff members received Safety Committee Management Training.
24 manhours

Twenty-six staff members received Classification Training.
25 manhours

Twenty-four staff members received Fire and Safety Training.
29 manhours

Twenty-four staff members received training on Drugs-Specific Use.
24 manhours

Twenty-four staff members received Department Head Training.
12 manhours

Twenty-three staff members attended Log Book Procedures Training.
46 manhours

Twenty-three staff members received Key Control & Security Training.
22½ manhours

Twenty-one staff members received Education Department Staff Training.
12 manhours

Twenty staff members received Community Release Training.
47 manhours

Twenty staff members received training in Safety and Sanitation.
22½ manhours

Eighteen staff members received Weapons Safety Training.
31 manhours

Sixteen staff members received Method of Instruction Training.
640 manhours

Sixteen staff members received Housing Officer Training.
27½ manhours

Sixteen staff members attended a Women in Corrections Workshop.
16 manhours

Fifteen staff members attended Promotional Orientation Training.
1,200 manhours

Fifteen staff members attended AIDS/HIV Medical Training.
181 manhours

Fourteen staff members attended the NJ ACA Conference.
112 manhours

Fourteen staff members received Count Procedure Training.
17½ manhours

Thirteen staff members received Word Processor Training.
63 manhours

Thirteen staff members received Executive Training.
25 manhours

Thirteen staff members received Post Order Training. 6½ manhours
Thirteen staff members received Unit Management Training. 5 3/4 manhours
Twelve staff members received Medical Training. 32 manhours
Eleven staff members received Sergeant Training. 465 manhours
Eleven staff members attended Advisory Training. 11 manhours
Ten staff members received Basic Counselling Concepts Training. 21½ manhours
Ten staff members received Cease Watch Procedures Training. 8 manhours
Ten staff members attended Inmate Supervision Training. 7½ manhours
Ten staff members received Report Writing Training. 7 manhours
Ten staff members received training on Safety and Accident Prevention. 5 manhours
Nine staff members received training on Inmate Con Games. 19 manhours
Eight staff members attended the Firearms Instructor Certification Course at COTA. 320 manhours
Eight staff members attended Psychopharmacology & Substance Abuse Training. 37 manhours
Eight staff members received Social Service Department Training. 16 manhours
Eight staff members received Security Equipment Training. 15 manhours
Eight staff members received training in Forced Cell Moves. 11 manhours
Eight staff members received Individualized Staff Development Training. 2½ manhours
Seven staff members received K-9 Patrol Training. 688 manhours
Six staff members received Career Development Training. 5 manhours
Five staff members received State Advanced Correction Officer Training at COTA. 200 manhours
Five staff members received training on Legal Issues. 40 manhours
Five staff members received Dental Assistant Training. 19 manhours
Five staff members received Use of Force Training. 5 manhours
Five staff members received Legal Weapons Training. 5 manhours
Five staff members received training in Motor Vehicle Stops. 5 manhours
Five staff members received training in Career Counseling. 4 manhours
Five staff members received Uniform Ware and Maintenance Training. 2½ manhours
Five staff members received Fire Equipment Training. 2½ manhours

Five staff members received Agriculture Technology Training. 2½ manhours
Four staff members received S.O.G. Training. 32 manhours
Four staff members received Legal Rights Training. 28 manhours
Four staff members received training in Carpentry. 28 manhours
Four staff members received training in Electricity. 28 manhours
Four staff members received Psychology Training. 24 manhours
Four staff members received training for the Annual Dental Audit. 8 manhours
Four staff members received training in Staff/Inmate Relations. 6 manhours
Four staff members received Fire & Emergency Annual Review Program Training. 6 manhours
Four staff members attended Driver Education Training. 4 manhours
Three staff members attended the CWA Conference. 72 manhours
Three staff members received training on Inmate Culture. 48 manhours
Three staff members received Hispanic Culture Training. 31 3/4 manhours
Three staff members attended a Graphiexpo. 21 manhours
Three staff members received training in Electrical Technology. 12 manhours
Three staff members received training in TRAP Staff Development. 9 manhours
Three staff members received training in Pharmacy Computer Application. 9 manhours
Three staff members received Dental Department Staff Training. 6 manhours
Three staff members received training on Personnel Policies. 3 manhours
Three staff members received PAR Training. 3 manhours
Three staff members received training on Heating and Ventilation. 3 manhours
Two staff members received Lieutenant Supervisory Training. 80 manhours
Two staff members received Employee Assistance Training. 17½ manhours
Two staff members attended a seminar on New Mathematical Theories. 16 manhours
Two staff members attended a Training Officers Training Workshop. 16 manhours
Two staff members received Waste Water Training. 14 manhours
Two staff members attended Healthcare Training. 6 manhours
Two staff members received training in Handling Inmate Situations. 5 manhours

Two staff members received Accreditation Training.
4 manhours

Two staff members received training on the Transportation of Inmates.
2 manhours

Two staff members attended the Accreditation Manager's Information Sharing Session with the Training Department.
2 manhours

Two staff members received Communication Skills Training.
1½ manhours

One staff member received Military Medical Training.
40 manhours

One staff member received training in Animal Husbandry.
36 manhours

One staff member received Shorthand Training.
12½ manhours

One staff member attended Accounting Training.
8 manhours

One staff member attended Finger Printing Training.
8 manhours

One staff member attended Auto Technician Training.
7 manhours

One staff member received training in Filing Procedures.
4½ manhours

One staff member received training on Inmate Transfers.
4 manhours

One staff member attended a Retirement Seminar.
4 manhours

One staff member attended a Mental Retardation & Criminal Justice Workshop.
3½ manhours

One staff member received training in Business Writing.
2 manhours

One staff member received Surviving Edged Weapons Training.
2 manhours

One staff member received Cottage Committee Training.
1 manhour

One staff member received Affirmative Action Training.
1 manhour

One staff member received training on Positive Approach Dealing with People.
1 manhour

One staff member attended New Attendance Procedure Training.
½ manhour

One staff member received training on the Use of Cleaning Materials.
½ manhour

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 \$15,744.63.

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 Administrator on a monthly basis: Cabinet, Staff, Custody Supervisors, and Employees Conference. The Safety Committee Meetings were held once monthly at the main facility and also once a month at the Satellite Complex.

Each week the Administrator meets with the three Assistant Superintendents; the Director of Professional Services; and the Executive Assistant to review the problem areas in each unit. These meetings are called Unit Management Meetings. Also held weekly are Overtime Meetings with key staff members.

The Administrator and key staff members held meetings for the staff at the Satellite Complex on a quarterly basis. Ms. Meetings (female staff); Training Advisory Committee; 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.

Twenty-three school groups visited and toured the institution during the year.

On June 23, Mountainview received 40 inmates directly from Bergen County Jail. Twenty-one of these inmates, after being classified, remained at this facility. A special inter-institution classification committee meeting was conducted at Mountainview on June 26.

On July 2, a Unit Management Meeting was instituted by the Administrator. Each week the Administrator meets with the four Assistant Superintendents, the Director of Professional Services, and the Executive Assistant to review problem areas in each unit. Each of the above are responsible for living units that contain no more than 500 inmates.

The Garden State College participated in a writing workshop on July 11 with nine inmates attending. An outside author, David Fine, gave them tips on writing and publishing. The session was very informative and motivational.

On October 17, a Training Orientation was held for members of the Volunteer Service Program. Department representatives and approximately 22 new and experienced volunteers attended. Dinner was provided through the efforts of Bernie Caccese, Food Service Supervisor. Dr. Arlyne Pomerantz, Director of Psychology, was the guest speaker and she spoke on characteristics of inmates.

On December 3, 38 members of the Annandale and High Bridge Fire Departments along with members of the High Bridge Emergency Squad toured the new Full Minimum Units and other housing units at Mountainview. A buffet was served in the staff dining room after the tour. This was followed with a question and answer period.

On February 7, the first of five sessions of Literature Discussion groups was held. Ms. Anita Rosenblithe of Raritan Valley Community College was the presenter. This program was sponsored by the College's Education and Services Department.

On June 13, the Administrator and Assistant Superintendent Hauck met with Frank Guidotti and several members employed by the Division of Parks and Forestry regarding the sewage disposal plant that will be constructed at the Stokes Unit. A review was also made of the agreement that is being formulated between the Department of Corrections and the Department of Environmental Protection.

PLANS AND ASPIRATIONS

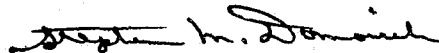
Achieving the Accreditation Standards continues to be one of Mountainview's prime objectives. Mountainview did receive accreditation on August 14, 1989, and will continue to annually review and update the policies and procedures of the institution.

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.

The Front House will soon be completed and hopefully an occupancy permit will be approved this summer. The major problem that exists is the volume of water in the system, therefore, it is necessary to install a 12" water main.

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
Administrator

June 15, 1991