

TEXAS - DEPARTMENT OF ACQUISITIONS

RESEARCH AND DEVELOPMENT DIVISION

PROGRESS REPORT <sup>4</sup> IV

1974

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ACQUISITIONS



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## PREFACE

This report provides a brief summary of the major activities of the Research and Development Division for the reporting period January 1, 1974 through December 31, 1974.

This document and the projects contained herein were funded under the Texas Criminal Justice Grant Numbers EA-4-F7-1562, EA-4-G3-2188, EA-74-F1-2384, EA-2-F4-1560, EA-3-F4-1560, and EA-4-G3-2189. The fact that the Criminal Justice Division furnished financial support to the activity does not necessarily indicate the concurrence of the Criminal Justice Division in the statements contained herein.

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## INTRODUCTION

The Research and Development Division of the Texas Department of Corrections provides research and development support to the Department. This support is provided through four functional branches and a project team. They are the Research Branch, Development Branch, Research and Development Support Branch, Planning Branch, and the Inmate Job Management Project Team. Specific responsibilities of these respective branches and the project team are as follows:

### RESEARCH BRANCH

The Research Branch is responsible for the conduct of basic, applied, and experimental research in the Texas Department of Corrections. Generally, this will involve the description, measurement, and evaluation of the Department's programs and operations; the providing of technical assistance in intradepartmental and extradepartmental research; and the design and discovery of new and innovative programs for the Department.

### DEVELOPMENT BRANCH

The Development Branch is charged with the responsibility of generating, defining, organizing, implementing, and monitoring programs which involve inmates and staff. To this end, the Development Branch seeks funding, grants, and financial assistance, the administration of which is also the responsibility of the Development Branch. Additionally,

the Development Branch assists in the development of special projects as assigned by the Director of the Department of Corrections, the Assistant Director for Treatment, and the Division Chief for Research and Development.

#### PLANNING BRANCH

The Planning Branch serves as a planning and consultation resource for correctional agencies in the state. This responsibility includes providing technical assistance to local communities concerning jails and jail related programs and accomplishing studies in the areas of cost, facilities, goal, and program, as required to support the technical assistance goal. Other goals of the Planning Branch for 1974 included support assistance for the conduct of the Governor's Conference on Criminal Justice Standards and Goals and the initiation of the TDC Corrections Plan.

#### RESEARCH AND DEVELOPMENT SUPPORT BRANCH

The Research and Development Support Branch is charged with the responsibilities of providing specific technical assistance to the accomplishment of a particular goal, objective or problem which has been undertaken by the Research and Development Division and/or other Divisions of the Texas Department of Corrections. This support is provided through the following activities: (1) Programming; (2) Information; (3) Editing and Proofing; and (4) Program Evaluation. Programming support relates to problems or procedures which

can be solved by computer systems development. Information support is providing data to solve specific problems. The editing and proofing function relates to examining documents for uniformity, clarity, grammatical corrections, etc. Program evaluation support is provided to describe programs and provide administration with information for decisions as to the effectiveness and/or efficiency of programs.

#### INMATE JOB MANAGEMENT SYSTEM

The Inmate Job Management project team has the responsibility for the development and implementation of the Inmate Job Management System (IJMS). When operational, this system will provide the Department with comprehensive information on inmate job skills, inmate job assignments, inmate vocational aptitudes, and other information relevant to inmate employment skills. This information will be used: to place inmates in jobs requiring their skills; to determine inmate aptitudes for training programs, and to assist inmates in obtaining employment upon release.

## RESEARCH BRANCH

### SUMMARY 1974 ACTIVITIES

The Research Branch is charged with many and various responsibilities. Among these are (1) design and discovery of innovative and experimental programs; (2) providing proposals for creating, evaluating, and altering various departmental programs; (3) conducting and documenting research projects; (4) providing support services to TDC administrators; (5) assisting extra-departmental researchers with basic research and research topics; and (6) responding to inquiries for data regarding TDC programs and operations.

During 1974, the Research Branch completed and published 16 studies and reports. From 30 to 250 copies were made of each document, with individual documents varying from less than 25 to over 300 pages in length. Abstracts of these reports follow in this section.

The Research Branch assisted over 20 individuals with various research projects. Support provided by the Research Branch included acquisition of data for analysis, coordination of visits, and assistance in the administering of questionnaires to inmates and staff. A partial list of agencies with whom the Research and Development Division has cooperated during the past year is presented in Appendix A.

In addition to the above-mentioned activities, the Research Branch was also very much involved in providing support services to TDC administrators, responding to numerous inquiries

and questionnaires, and assisting in various departmental activities.

Listed below are but a few of the many activities conducted by the Research Branch during 1974.

- Gathered information regarding the modification of the Point Incentive Program evaluation form.
- Evaluated the Female Incarcerate Vocational Rehabilitation Program for possible updating of available programs.
- Collected and compiled information regarding an escape prediction procedure.
- Gathered information and specifications on specialized security equipment.
- Provided assistance to inmates who are qualified for membership as operating room technicians.
- Answered 236 requests for information about the Texas Department of Corrections.
- Completed 28 questionnaires about various operations of the Department.
- Completed 30 inmate related projects and 22 management related projects for the Department.
- Provided administrative support for the American Correctional Association's Conference held in Houston, Texas.
- Provided information for the multi-program treatment center proposal.

### RESEARCH REPORT ABSTRACTS

1. Pipkin, Stephen R., An Analysis of the Alcohol Program in the Texas Department of Corrections. Research and Development Division, Research Report No. 19, Huntsville, Texas: Texas Department of Corrections, January 1974.

The objective of this study was to examine the current Alcoholic Treatment Program in the Texas Department of Corrections.

The program as it exists was described and recommendations for improvement of the program were made.

The major problem with the current Alcohol Program is its inability to provide comprehensive treatment to all offenders requiring alcoholic treatment. The structure of the current program as well as the size of the alcohol problem in TDC precludes the counselor from providing quality treatment to all offenders. Based on this study, the principal recommendations were:

- a. A systematic procedure should be developed to continuously identify the alcoholic and problem drinker during the diagnostic process.
  - b. Alcoholics Anonymous should continue to be a primary treatment modality.
  - c. Individual counseling should be retained as a tool to establish rapport for other treatment modes.
  - d. A free-world sponsorship program for alcoholics should be developed to provide transition from incarceration to the free society. Alcoholics Anonymous members would be an excellent group to solicit for sponsors.
2. Swinburn, Woods C. and Rashad Dabaghi, Medical Student Externship Program in the Texas Department of Corrections. Research and Development Division, Research Report No. 20, Huntsville, Texas: Texas Department of Corrections, January 1974.

The purpose of this study was to (1) describe the Medical Student Externship Program which was conducted in the Texas Department of Corrections (TDC) during the summer of 1973, (2)

evaluate the program from the perspectives of student participants and TDC, and (3) make recommendations which might improve future summer programs.

Findings made during the evaluation of the program substantiate that the goals of TDC and of student participants were accomplished. Further, the program was discovered to be sufficiently worthwhile to warrant its continuation in future summers.

3. Smith, Jerry, An Overview of the College Program in the Texas Department of Corrections. Research and Development Division, Research Report No. 21, Huntsville, Texas: Texas Department of Corrections.

The purpose of this study is to provide an overview of the college program in the Texas Department of Corrections (TDC), giving special attention to the inmate students and their academic achievement.

Major findings of the report are:

1. A survey of college programs in other prisons and an evaluation by the Office of Economic Opportunity of the academic program in the Eastham Unit show that TDC's college program is more extensive in many ways than the programs offered in other states.
2. A comparison of inmate students at TDC with free-world students, who take the same courses with the same teachers but on a college campus, showed that the level of academic achievement as determined by grades to be equal.



4. Frans, Myron, Profile of the Female Offender. Research and Development Division, Research Report No. 23, Huntsville, Texas: Texas Department of Corrections, December 1974.

This report represents an in-depth profile of the female offender incarcerated at the Women's Unit of the Texas Department of Corrections. The "typical" female offender is: Negro, 28 years old, married, has one or more children, was born in Texas, resides in either Harris or Dallas County, was convicted in either Harris or Dallas County, is a Protestant, is a first offender over 26 years of age, has an Intelligence Quotient of 92, has completed the ninth grade, was sentenced for either murder or a drug offense, was committed for one offense, is serving a 5-year sentence, has not served a prior probated sentence, has not been in TDC or any prison or reformatory prior to present confinement.

5. Rose, Roger S., Correctional Employee Awareness of the Level of Importance Inmates Place on Correctional Services. Research and Development Division, Special Study No. 2, Huntsville, Texas: Texas Department of Corrections, January 1974.

The study attempted (1) to identify the level of importance inmates place on certain correctional services and (2) to discover the degree to which correctional employees were aware of the inmate priorities. A sample of 151 inmates and 63 correctional employees were presented a list of 10 correctional services. Each subject was asked to rank the services in descending order of importance in accordance with the level of importance each service had to inmates. The study

revealed (1) correctional employees ranked 4 out of 10 services significantly different than did the inmates and (2) a greater degree of agreement between correctional employees as to the ranking of the 10 services than between inmates.

6. Stone, William E. and Thomas J. Pospichal, Escape Prediction. Research and Development Division, Special Study No. 4, Huntsville, Texas: Texas Department of Corrections, January 1974.

This study was conducted to develop an escape prediction scale. One hundred and sixty-four variables were analyzed upon 266 inmates, 110 of whom were escapees and 116 of whom were non-escapees, in an attempt to discover variables which were significantly related to escape. A copy of the prediction scale may be obtained only through a special request to the Research and Development Division.

7. Bozzelli, Robert R., A National Survey of Legal Mail and Visit Privileges of Inmates Confined in Punitive Segregation. Research and Development Division, Special Study No. 5, Huntsville, Texas: Texas Department of Corrections, February 1974.

The Texas Department of Corrections instituted a national survey of correctional departments to ascertain their policies and procedures associated with the mail and visit privileges of inmates confined in punitive segregation. The impetus for this survey was that the traditional functions of corrections, associated with offender rights, are being questioned by the press, public, courts, legislatures, and practicing correctional administrators.

8. Stone, William E., Proposal for an Optical Scanner. Research and Development Division, Technical Note No. 3, Huntsville, Texas: Texas Department of Corrections, January 1974.

The purpose of this study was to discover a way to speed up the computer data entry process of the Department of Corrections with a minimum of additional expense. The methodology of the study consists primarily of a survey and evaluation of the newly developed data entry methods.

The final recommendation of the study was that the Department purchase an optical reader to handle data entry items of a highly repetitive nature. With the repetitive items being handled cheaply and quickly by an optical reader the entire data entry cost would be reduced.

9. Waldron, Ronald J., Relationship of Inmate Educational Levels to Texas Citizen Educational Levels. Research and Development Division, Technical Note No. 5, Huntsville, Texas: Texas Department of Corrections, September 1974.

This study compares the educational levels of Texas adult-felony inmates over 20 with the educational levels of Texas citizens over 20. It was found that the average Texas inmate comes from lower educational levels than does the average Texas citizen. Also, the data indicated that the Texas inmate is more likely to come from the educational levels below 12th grade.

10. Frans, Myron, Extra-Departmental Research 1973. Research and Development Division, Technical Note No. 6, Huntsville, Texas: Texas Department of Corrections, October 1974.

This study briefly discusses the following extra-departmental research:

- Clark, Charles L., A Study of the Relationship Between Personality Traits and Variables of Criminality. Master of Arts (Institute of Contemporary Corrections and the Behavioral Sciences), May 1973, Sam Houston State University, Huntsville, Texas.
  - Engles, Roger V., The Geriatric Inmate and Modern Treatment Methodology--A Descriptive Analysis. Master of Arts (Institute of Contemporary Corrections and the Behavioral Sciences), May 1973, Sam Houston State University, Huntsville, Texas.
  - Murdock, Michael C., The Texas Correctional Officer: Factors Influencing Occupational Personality. Master of Arts (Institute of Contemporary Corrections and the Behavioral Sciences), December 1973, Sam Houston State University, Huntsville, Texas.
  - Pontesso, Stephen F., An Evaluation of the Pre-Service Training Program for Correctional Officers Within the Texas Department of Corrections. Master of Arts (Institute of Contemporary Corrections and the Behavioral Sciences), December 1973, Sam Houston State University, Huntsville, Texas.
  - Rogan, Paul J., Time Orientation of Young Male First Offenders as a Function of Period of Imprisonment and Race. Master of Arts (Institute of Contemporary Corrections and the Behavioral Sciences), December 1973, Sam Houston State University, Huntsville, Texas.
  - Sims, Teresa Camille, Separate Classification Forms for the Female Offender. Master of Arts (Institute of Contemporary Corrections and the Behavioral Sciences), December 1973, Sam Houston State University, Huntsville, Texas.
  - Crouch, Ben M., Ph.D., A Profile of the Typical Correctional Officer in the Eastham, Ellis, Ferguson, and the Huntsville Units. Texas A & M University, 1973.
11. Stone, William E., Health Statistics. Research and Development Division, Technical Note No. 7, Huntsville, Texas: Texas Department of Corrections, October 1974.

This study is designed to present the correctional administrator with data on the health problems common to the Texas

Department of Corrections' inmates. In this study a brief comparison is made of the health problems of a sample of inmates and a sample of non-institutional free-world residents.

12. Swinburn, Woods C., Medical Research and Experimentation and Pharmaceutical Testing. Research and Development Division, A Protocol, Huntsville, Texas: Texas Department of Corrections, February 1974.

The purpose of this protocol is to provide a set of standards which will guide investigators and Texas Department of Corrections (TDC) officials in format, methodology, organization and procedure regarding the design and acceptance of proposals to conduct medical research or experimentation, and to ensure that testing was carried out in a practical, ethical, and legal manner.

13. Research Staff, Progress Report III. Research and Development Division Report, Huntsville, Texas: Texas Department of Corrections, January 1974.

Progress Report III presents in abstract form, the research completed, the grants produced and monitored and the activities conducted by the Research and Development Division, Texas Department of Corrections, during the year January 1, 1973 to December 31, 1973.

14. Stone, William E., and Ronald J. Waldron, 1973 Annual Statistical Report. Research and Development Division Report, Huntsville, Texas: Texas Department of Corrections, January 1974.

This report presents a statistical analysis of the background and characteristics of inmates admitted to and released

from the Texas Department of Corrections during 1973. The information presented in this report was extracted from Data Processing files that are regularly updated with information furnished by the Bureau of Records and Classification.

16. Stone, William E., C. Calvin McAdams, and Johanna Kollert, Texas Department of Corrections: A Brief History. Research and Development Division Report, Huntsville, Texas: Texas Department of Corrections, January 1974.

This document presents a brief history of the Texas Department of Corrections from its beginning to its present state. Each major period of development is discussed and highlights from the period presented. The final chapter provides an overview of what the Department looks like today including details of interest on each of the 14 separate units that are maintained by the Department.

## DEVELOPMENT BRANCH

### SUMMARY 1974 ACTIVITIES

The Development Branch is responsible for determining the need for, designing, and implementing programs for inmates within the Texas Department of Corrections (TDC). Additionally, the Branch is charged with the administrative authority for all grants awarded to TDC. Responsibilities within this administrative responsibility include preparing all grant applications and contracts, developing requests for proposals for grant projects, maintaining the master file for all grants, monitoring grant projects, submitting grant quarterly progress reports, requesting grant amendments, and documenting grant projects upon termination.

During 1974 the Development Branch developed and monitored 11 grant projects. Nine additional projects developed in 1972 were monitored by the Branch. All of these projects were funded by the Law Enforcement Assistance Administration (LEAA) through the Texas Criminal Justice Division. The total amount of LEAA funds awarded to TDC during 1974 was \$2,837,388.

All projects developed and monitored by the Development Branch are designed to have a direct or indirect impact on inmate rehabilitation. These projects involve areas such as continuing education in criminal justice, correctional research and planning, inmate records, vocational training for inmates,

enhancement of medical care for inmates, supervisory training seminars, inmate job management, training of correctional officers, and public service presentations. Summaries of the grant projects follow in this section.

In addition to developing and monitoring grant projects, the Development Branch accomplished the following special assignments during 1974:

1. The Development Branch prepared the following contracts:
  - a. Three interagency contracts between Texas A & M University and TDC for the projects entitled:
    - (1) "Electric Lineman Technician Training Program"
    - (2) "Heavy Equipment Operator Training Program"
    - (3) "Water/Sewage Plant Operator Training Program"
  - b. Two interagency contracts between Sam Houston State University and TDC for the rental of office space and for reproduction and assembling services
  - c. An interagency contract between the Texas State Library and TDC for partial fulfillment of the project entitled "Refiling and Microfilming of Inmate Records"
  - d. An agreement for consultant and professional services between Touche Ross and Co. and TDC for the project entitled "Inmate Job Management System"
  - e. An agreement for consultant and professional services between American Management Associations, Inc. and TDC for the project entitled "Supervisory Training Seminars"

- f. An agreement for consultant and professional services between the Texas Hospital Association Management Engineering Services and TDC for a proposed 1975 project entitled "Conceptual Design and Implementation Plan for a Multi-Program Treatment Facility"
2. The Development Branch prepared "Requests for Proposals" for contracting agencies for each of the following projects:
- a. "Inmate Job Management System"
  - b. "Conceptual Design and Implementation Plan for a Multi-Program Treatment Facility"
  - c. "Supervisory Training Seminars"

GRANT PROJECTS DEVELOPED/MONITORED

Correctional Coordination and Planning Branch

Grant Number: EA-4-F7-1562/EA-4-G3-2188

Amount of Award: \$218,037/\$236,215

Project Period: March 1, 1973 to December 31, 1973; extended to February 28, 1974/March 1, 1974 to February 28, 1975

Purpose: The ability of Texas corrections organizations to develop and implement corrections plans is in continual need of refinement. Because planning for one element of corrections directly affects other correctional elements, it is necessary that an overall correctional planning framework for Texas be established and maintained. Within this framework, specific long-range plans for all major correctional elements need to be developed and tested. This effort requires

specialized planning skills which are not usually present in corrections organizations.

Methods: The Correctional Coordination and Planning Branch provides a planning element supplying needed planning skills in support of the Department of Corrections and local units of government. The Planning Branch develops techniques to be used in long-range corrections planning, develops procedures for monitoring the progress of long-range plans, and furnishes results to appropriate agencies to assist these agencies in developing goal-oriented progress.

A discussion of the 1974 accomplishments of the Correctional Coordination and Planning Branch can be found in the Planning Section of this report.

Research and Development Division

Grant Number: EA-2-F4-1560 and EA-3-F4-1560/EA-4-G3-2189

Amount of Award: \$211,602/\$342,409

Project Period: March 1, 1973 to December 31, 1973; extended to March 31, 1974/March 1, 1974 to February 28, 1975

Purpose: Organizations that do not evaluate present operations nor attempt to develop new methods of operation are destined to become stagnant and outmoded. This, unfortunately, has been true of correctional organizations in the past. Today, however, it has been recognized that research in corrections is essential if corrections is to keep pace with the progress of twentieth century society.

Methods: The Research and Development Division coordinates all research conducted within TDC, provides comprehensive statistical data and management information to TDC administrators, prepares research studies and distributes them to various agencies and individuals, evaluates problem areas, develops and monitors grant projects which improve correctional effectiveness, coordinates research efforts with local, state, and federal agencies, and performs various other functions.

Discussions of the 1974 accomplishments of the Research and Development Division are found in the Research Section, Development Section, and Research and Development Support Section of this report.

Texas Department of Corrections--Inmate Records System

Grant Number: AC-3-J1-1594

Amount of Award: \$91,383

Project Period: April 1, 1973 to March 31, 1974

Purpose: The objective of the project was to provide for the planning, development, and implementation of an inmate records system for TDC. The new system provides TDC with a viable records data base to meet the many and varied demands currently placed upon the present system by the multiple number of user agencies and individuals. Among the more critical functions which this records system supports are:

- a. TDC decision making involving security and treatment planning for the inmates within its charge

- b. The demands for accurate information on the total inmate population by various agencies, such as the Texas Board of Pardons and Paroles, Texas Employment Commission, Texas Rehabilitation Commission, Texas Department of Public Welfare, and Texas Commission on Alcoholism
- c. The data requirements of the TDC Inmate Tracking System

Methods: This project gathered the proper data and provided the proper documentation to enable the TDC Director and his staff to determine from the alternatives derived, the type of new inmate record system needed by this agency to replace the old and obsolete system that had been in use. It implemented that new system according to the present and future needs of the Department and other correctional agencies dependent upon inmate record information and evaluated the system to ensure that it met project objectives.

Evaluation and Enhancement of Patient Care and Services in the Texas Department of Corrections Huntsville Unit Hospital

Grant Number: EA-2-F3-1683

Amount of Award: \$7,238

Project Period: June 1, 1973 to November 30, 1973; extended to February 28, 1974

Purpose: The need for improvement of patient care and services in the TDC Huntsville Unit Hospital was documented in the 1972 American Hospital Association registration survey of the hospital. The project called for the selection of key areas of quality control from plans used successfully in Texas hospitals, adaptation of criteria from these plans for use in

the TDC hospital, and development of quality control plans for Patient Care, Patient Environment, Housekeeping and Sanitation, and Food Service.

Methods: For project implementation, TDC contracted with Shared Management Systems, an affiliate of the Texas Hospital Association. The consulting firm selected and implemented the key quality control plans, analyzed the data gathered during inspections and developed a list of significant hospital deficiencies in patient care and services. Priorities and recommendations were then made for correcting these deficiencies and for improving the hospital in the areas of nursing services and medical records. At the end of the project, the TDC Medical Director was supplied with quality control materials and related printed matter.

Perimeter Intrusion Detection Systems for the Texas Department of Corrections

Grant Number: EA-3-F4-1782

Amount of Award: \$143,398

Project Period: August 1, 1973 to November 30, 1974; extended to June 30, 1975

Purpose: This project provides for the manufacture and installation of five perimeter intrusion detection systems. The perimeter system is a security system designed to sound an alarm when a person crosses a sensitized zone on the perimeter of the protected area. The zone is sensitized by means of hose units and/or electronic cables which serve as the main sensing devices of the system.

The utilization of the perimeter system will provide a more sophisticated security system for a TDC unit. It will release several outside picket officers from their assignments and thus make more personnel available for duty where the need is greater, that being inside the units where employees deal directly with the inmates.

Methods: The Texas Department of Corrections contracted with the Westinghouse Electric Corporation in 1973 for the design and manufacture of the alarm systems. Installation is being performed by TDC personnel and inmates with the assistance of a company representative.

Electric Lineman Training Program

Grant Number: EA-3-F3-1746/EA-4-F1-2275

Amount of Award: \$12,976/\$20,100

Project Period: August 13, 1973 to February 28, 1974/  
June 3, 1974 to August 1, 1975

Purpose: The Texas Department of Corrections has a continual need for trained electric linemen. Additionally, many TDC inmates do not have a marketable job skill which may be utilized upon their release. These projects have provided the opportunity for 32 inmates and 2 employees to receive training as electric linemen and for 12 inmates and 2 employees to receive a 2-week refresher course in live line maintenance.

Methods: The Texas Department of Corrections has contracted with the Texas A & M University Engineering Extension Service for project implementation. The projects involved

three 6-month courses and one 2-week refresher course. Each 720-hour course included development of skill in the use of lineman's hand tools, construction equipment, testing instruments, and hot-line apparatus. The training prepares the students in the knowledge and understanding of the principles of electricity as applied to apparatus used in the power industry and prepares them to interpret electric specifications. Each student who successfully completes one of the courses receives a certificate of completion from the Engineering Extension Service, Texas A & M University.

Reading and Bilingual Laboratories for the Windham School District of the Texas Department of Corrections

Grant Number: EA-3-F3-1835

Amount of Award: \$160,851

Project Period: September 1, 1973 to December 31, 1974;  
extended to March 31, 1975

Purpose: The development of the ability to read is the most important need of the inmate student in the area of academic education. Reading ability affords him a basis for self-esteem and provides an instrument for the expansion of learning. Additionally, TDC statistics show that the recidivism rate among inmates who receive their certificate of high school equivalency is 50% less than those who leave prison without this basic academic diploma. This project helps illiterate Negro and Caucasian TDC inmates develop English reading skills and illiterate Mexican-American TDC inmates develop bilingual reading skills.

Methods: This project established modern, comprehensive reading and bilingual laboratories at nine units of the Texas Department of Corrections. Courses at these units are conducted by qualified instructors of the Windham Independent School District of the Texas Department of Corrections. Supported by this project, reading specialists and bilingual specialists assist the laboratory instructors in on-the-job training, curriculum development, and team teaching situations. A psychometrist administers selected tests to students, scores and interprets test results, and assists teachers and project staff in determining students' needs and progress.

Operation Kick-It

Grant Number: EA-73-F3-1869/AC-74-A3-2526

Amount of Award: \$54,416/\$55,132

Project Period: October 1, 1973 to September 30, 1974/  
October 1, 1974 to September 30, 1975

Purpose: Operation Kick-It is a public service program designed to educate and inform society of the harmful effects--physiologically, psychologically, and sociologically--of drug abuse. Operation Kick-It is aimed directly at those young people facing the decision of whether or not to use drugs. Drug information available to these young people is polarized, fragmented, and often wrong. Parents, faculty, and school administrators often content themselves with condemning drug abuse without knowledge to understand it. Likewise, an unrealistic state of constant euphoria promoted by drug users



serves to present a glamorous, totally desirable experience. The honest, unbiased and truthful look at the adverse effects of drug use and the negative side of the drug culture presented by Operation Kick-It supplies young people with the information needed for the decision of their involvement in the drug culture.

Methods: The project consists of two inmate panels comprised of public offenders convicted for drug use or related crimes and confined within the Texas Department of Corrections. These panels travel throughout the state and talk to various public organizations, especially those involving teenagers, regarding the dangers of drug abuse.

The establishment grant for Operation Kick-It was approved in May 1970, to continue for a 5-year period pending annual renewal. From its inception through June 1, 1974 the Operation Kick-It program was presented to over 777,000 teenagers and adults. The Operation Kick-It panels traveled approximately 192,000 miles in presenting 1,680 programs.

Development and Implementation of a Department-Wide In-Service Training System for the Texas Department of Corrections

Grant Number: AC-3-F1-1944

Amount of Award: \$184,762

Project Period: November 1, 1974 to February 28, 1975

Purpose: The purpose of this project is to structure, design, and implement an extensive in-service training system at the 14 units of the Texas Department of Corrections. The

project will develop 74 hours of training curriculum, which includes 37 hours of audio-visual materials and 37 hours of trainer-support materials. The project will provide in-service training for TDC correctional officers, thereby improving the relations between them and inmates.

Methods: For this project, the Texas Department of Corrections contracted with American Productions Systems, Inc. in 1973. The contracting company will evaluate existing TDC pre-service training programs, collect data on out-of-state correctional training programs, design and develop new materials, design the new training system, implement the designed program, and provide trainer training. The training materials will be presented in audio-visual format with an overall training guide and a handbook for trainers for each individual lesson.

Evaluation is a built-in part of the project. Project personnel will develop draft formats of training materials and mail them to TDC project participants, various state agencies and individuals, and out-of-state agencies and individuals. Addressees will be asked to write critiques of the drafts and provide inputs. Additionally, TDC correctional officers will evaluate training materials when they participate in in-service classes which use the materials.

Construction of the Center for Continuing Education

Grant Number: AC-3-F8-2075/AC-74-E1-2305

Amount of Award: \$700,000/\$1,000,000

Project Period: January 1, 1974 to December 31, 1974/  
July 1, 1974 to June 30, 1975

Purpose: This project involves the building and equipping of a Center for Continuing Education in Criminal Justice in Huntsville, Texas. The Center will provide programs and services such as the following: (a) short-term general and specialized education or training in any aspect of the criminal justice system or related behavioral sciences, (b) facilities for pre-service and in-service training for criminal justice system personnel, (c) a lending library and modern learning center containing criminal justice educational materials, (d) demonstration projects on methods to prevent and control crime, (e) computer and research consultation services, and (f) a central place to coordinate non-academic training and educational programs needed to upgrade the criminal justice system in Texas. Persons from throughout Texas and the Southwest will be beneficiaries of the Center's programs and services.

Methods: The Center for Continuing Education is being constructed by employees and inmates of the Texas Department of Corrections. Upon completion, the Center will be operated by the Institute of Contemporary Corrections and the Behavioral Sciences of Sam Houston State University.

Refiling and Microfilming of Inmate Records

Grant Number: AC-4-G3-2027

Amount of Award: \$155,095

Project Period: January 1, 1974 to February 28, 1975

Purpose: The Texas Department of Corrections has approximately 18,000 records folders for inmates currently incarcerated within the Department. In addition to the active records folders, TDC has approximately 10,025,000 pages of records contained in an estimated 100,250 inactive records folders for ex-inmates.

This project will yield a body of records, active and inactive, which will be complete, well-organized, easily maintainable, and accessible. As a result of this project, TDC and various other agencies will be able to obtain information about inmates and ex-inmates more efficiently than prior to the project.

Methods: This project will refile, in newly designed folders, all of the records in approximately 18,000 active inmate records folders, will microfilm approximately 10,025,000 pages contained in an estimated 100,250 inactive records folders for ex-inmates, and will microfilm approximately 575,000 pages of inactive medical records of ex-inmates.

Heavy Equipment Operator Training Program

Grant Number: EA-4-F1-2273

Amount of Award: \$30,520

Project Period: May 20, 1974 to September 6, 1974

Purpose: The Texas Department of Corrections has a continual need for trained heavy equipment operators. Additionally, many TDC inmates do not have a marketable job skill which may

be utilized upon their release. This project provided the opportunity for 36 inmates to receive training as heavy equipment operators.

Methods: The Texas Department of Corrections contracted with the Texas A & M University Engineering Extension Service for project implementation. The project involved two 8-week training classes. Primary emphasis was in providing operator and mechanical skills to each participant. Instruction included basic mechanical principles, machine care and maintenance, and operation training. Each student that successfully completed the course received a certificate of completion from the Texas A & M University Engineering Extension Service.

#### Water/Sewage Plant Operator Training Program

Grant Number: EA-4-F1-2274

Amount of Award: \$6,520

Project Period: June 10, 1974 to August 16, 1974

Purpose: The Texas Department of Corrections has a continual need for trained water/sewage plant operators. Additionally, many TDC inmates do not have a marketable job skill which may be utilized upon their release. This project provided the opportunity for 24 inmates to receive training as water/sewage plant operators.

Methods: This training school, under the direction of the Texas A & M University Engineering Extension Service, provided the students instruction and application of theory in

the operation and maintenance of water and sewage plants. The curriculum of the school included courses in water utilities mathematics, surface water and waste water collection systems, and water and waste water laboratory analysis. At the end of the school, the trainees were given Water Works Operator and Sewage Works Operator examinations by a health officer from the Texas State Department of Health.

#### Inmate Job Management System

Grant Number: EA-74-F1-2384

Amount of Award: \$233,277

Project Period: August 1, 1974 to July 31, 1975

Purpose: The Inmate Job Management System (IJMS) will result in better development and utilization of the job skills of TDC inmates by providing more efficient methods for assigning inmates to jobs within TDC, for assigning inmates to vocational training programs, for placing ex-inmates in free-world jobs, and for reclassifying inmates who have acquired new job skills. The project will facilitate the assignment of inmates to TDC jobs and vocational training programs for which they have interests and aptitudes. Persons so assigned will likely develop and use their job skills optimally and will consequently be better prepared to obtain gainful employment upon their release from TDC.

Methods: The project will establish a computerized system which will provide a repository of data, easily determined, classified, utilized, and maintained to:

- a. Provide information about job interests, aptitudes, and skills that the inmate brings to TDC and those he acquires through on-the-job experience and vocational training
- b. Provide information to be used in the assignment of inmates to vocational programs and inmate jobs
- c. Update inmate records with new vocational and job-skill information to be used in reclassifying the inmate
- d. Provide information about free-world jobs which will be used to place ex-inmates in free-world jobs
- e. Project TDC and free-world job needs

Supervisory Training Seminars

Grant Number: AC-74-E1-2595

Amount of Award: \$58,076

Project Period: November 1, 1974 to October 31, 1975

Purpose: It is incumbent upon Texas Department of Corrections administrators and Texas Board of Pardons and Paroles (BPP) administrators that they seek new and improved methods for managing their agencies. This project will expose them to modern management practices which they can implement within TDC and BPP. It will enable TDC administrators and BPP administrators to study the skills, tools, and techniques of modern management.

Methods: The selected consulting firm for this project, American Management Association, Inc. will conduct a total of four 5-day supervisory training seminars during the grant period. Nine high-level TDC administrators, 9 high-level BPP administrators, 12 mid-level TDC administrators, and 12 mid-level BPP administrators will participate in the seminars.

Upon conclusion of this project, participants should have developed or enhanced:

- a. Skills necessary for continued effective planning
- b. Working plans which include both short-term and long-term objectives, and strategies for their achievement
- c. Action plans with assignments and deadlines
- d. A system for control that assures continuing vitality of the planning process
- e. An explicit procedure for regularly reviewing, revising, and updating the working plans on an established time schedule
- f. A base upon which additional management techniques such as divisional or functional planning, management control systems, executive development, and standards of executive performance may be structured
- g. Their involvement in and commitment to the achievement of TDC and BPP objectives

## RESEARCH AND DEVELOPMENT SUPPORT BRANCH

### SUMMARY 1974 ACTIVITIES

During the calendar year 1974, the Research and Development Support Branch provided data for 104 separate requests utilizing approximately 825 hours of computer time. The requests ranged from providing data to all councils of governments for planning purposes to providing data for the development of an escape prediction model.

Research and Development Support staff provided editing and proofing support to all reports developed by the Research and Development Division. In addition staff prepared the Preliminary Report of the Criminal Justice Standards and Goals for Texas.

The major computer system developed by the Branch during 1974 was the Behavioral and Medical Analysis System. A general description of this system follows.

#### Behavioral and Medical Analysis System

The primary objective of the Behavioral and Medical Analysis System (BMAS) is to score and print, utilizing a computer, a series of psychological, educational, intelligence, vocational, and medical examinations. These data must initially be made available to Classification personnel and, eventually, to Department personnel with a need to know.

In addition BMAS retains test results for future recall on an individual summary and global basis. This system comprises the following tests:

- Minnesota Multiphasic Personality Inventory (psychological)
- Sixteen Personality Factor (psychological)
- Test of Adult Basic Education (educational)
- Revised Beta Examination (intelligence)
- General Aptitude Test Battery (vocational)
- General Educational Development (educational)
- Medical Examination Report (medical)

These tests have been merged into TDC's Inmate Tracking System. Primary test scores are maintained in the Inmates Master File. Also, individual test answers are reorganized monthly and kept on a tape for research and analysis purposes.

Integration of BMAS into the Inmate Tracking System facilitates the comparison of test data elements with other information, such as security, demographic, work performances, and others, currently stored in its master files.

CORRECTIONAL COORDINATION  
AND PLANNING BRANCH

SUMMARY OF 1974 ACTIVITIES

The major effort of the Correctional Coordination and Planning Branch during 1974 was to initiate and develop the TDC Plan which will become an integral component of the Texas State Plan for Adult Corrections. Current TDC operations and organization have been described with statistical and narrative information pertinent to each unit and/or Directorate. Additional progress was made toward outlining tentative directions for future development and toward planning alternative approaches for implementing the TDC Plan.

The Branch provided technical assistance within TDC by initiating a number of cost saving and/or operational improvement reports; for example, the Texas Youth Council at Gatesville, Texas report was a preliminary investigation into the feasibility of TDC assuming ownership of the Gatesville Correctional Facilities of the Texas Youth Council. A survey of the TDC's industrial operations resulted in a salvageable materials report designed to produce cost savings in material salvage and waste. A plan was developed for future utilization of the Huntsville rodeo arena. In addition, an organizational plan was developed for a centralized warehouse and supply distribution system within TDC.

Technical assistance and coordination to other state agencies and local units of government was another major effort of the Correctional Coordination and Planning Branch. The Branch provided support for the Governor's Conference on Criminal Justice

Standards and Goals hosted by TDC in December 1974. The conference, attended by 185 citizens involved in or interested in Criminal Justice in Texas, reviewed standards proposed by the National Advisory Commission on Criminal Justice Standards and Goals and adopted appropriate standards for the Criminal Justice Standards and Goals for Texas. At the request of the Criminal Justice Division of the Governor's office, the Branch accomplished pre-architectural planning technical assistance for Bandera, Kerr, Wood, Falls, Orange, Moore, Comanche, and Coleman Counties. These technical assistance reports were distributed to the Criminal Justice Division and the appropriate Council of Government. The on-going survey of Texas jails, initiated in 1973, was continued in 1974 with on-site surveys of Hopkins, Smith, Travis, Colorado, San Patricio, Dallas, Tarrant, and Harris Counties and the processing of 170 mail-out survey questionnaires designed to collect information on law enforcement and jails within each county.

PLANNING REPORT ABSTRACTS

1. Planning Staff, Texas Youth Council at Gatesville, Texas.  
Research and Development Division Report, Huntsville,  
Texas: Texas Department of Corrections, November  
1974. pp. 125.

This study is a preliminary investigation into the feasibility of the Texas Department of Corrections (TDC) assuming ownership of the Gatesville correctional facilities presently maintained by the Texas Youth Council (TYC). Pursuant to guidance received from the Assistant Director for Treatment,

TDC, members of the Planning element conducted an on-site analysis of all TYC facilities located in the vicinity of Gatesville, Texas. Data were collected pertinent to the areas of community resources, operations cost, production possibilities, logistics, program possibilities, and physical plant.

2. Morrison, Kenneth R. and Connie L. Wilson, Salvageable Materials Survey. A Joint Staff Survey Conducted by the Treatment and Industry Directorates, Technical Note No. 4, March 1974.

The purpose of this survey was to determine amount, type and handling procedures for salvageable materials generated throughout the Texas Department of Corrections and to develop recommendations for expansion and improvement of salvage programs. Surveys of and interviews with responsible individuals at the Texas Department of Corrections' operating units, together with inquiries of potential marketers of salvage materials provided the data for developing recommendations. It was found that there were extensive salvage operations at all units and, generally, where there were known uses or markets for salvage materials, collection and disposition methods had been initiated. The 12 recommendations developed, therefore, are concerned with coordinating certain programs under department-wide procedures and improving methods used in salvage operations.

3. Morrison, Kenneth R. and Michael Murdock, Organization Plan for a Centralized Supply System for Texas Department of Corrections, Huntsville, Texas: Texas Department of Corrections, November 1974.

The purpose of this plan was to present a plan for a centralized supply organization for TDC with basic responsibilities defined for each major organizational element, a general operational concept, implementation guidelines and a summary of potential problems during and after implementation. Extensive investigation and analysis of all operating functions throughout TDC were made to describe particular supply activities. These activities were grouped according to functional similarity, classified according to operational levels and evaluated on the basis of need. There is no centralized control nor standardization of operation within the multiplicity of supply activities. Many stockrooms and warehouses provide redundant services. Existing accounting practices rely on organizational control of supply funds rather than centralized controls. A three-tier staff organization was recommended.

## INMATE JOB MANAGEMENT SYSTEM

### SUMMARY 1974 ACTIVITIES

During 1974 the Inmate Job Management System project team completed the general design of the system as a result of (1) surveys of current TDC procedures relative to inmate internal work assignments, vocational training programs and free world jobs, (2) development of a detailed operational plan for each of the five areas (initial classification, internal job assignment, vocational training, community services programs and parole counseling) impacted by the new system, (3) reviews with the TDC Director and Assistant Directors on project scope and objectives and (4) reviews of proposed operations with personnel from Research and Development, Classification, Records, Data Processing, Community Services, and Vocational Training programs.

Following final approval, the IJMS general design was further developed into the detail design. Major tasks required in preparing the detail design included designing new and revised input document formats, computer report formats and contents and additional programs to convert current data to the IJMS; developing codes for jobs, vocational programs, and proficiency levels; preparing detailed computer programming specifications, manual procedures, input document completion instructions and programming schedules; estimating computer reports frequency of preparation and program run time.

Development of the detailed computer system and technical specifications as outlined in the detail design continued while manual procedures were revised and finalized.

The Community Services Program and Vocational Training project phases were converted and tested. Conversion for Community Services required identifying participating inmates, free world companies and agencies while Vocational Training was converted by determining Windham and college vocational graduates since 1969 who are still active inmates. Systems testing for CSP and Vocational Training was completed by (1) preparing and processing sample data to verify the system for both phases is producing results that had been anticipated and (2) identifying and correcting programming errors.

A two-phase conversion plan for internal assignment was finalized. The plan included determining what unit data is required, how it will be obtained, key unit personnel to be contacted and the units to be included in Phase I. The Ferguson, Coffield, Ellis, and Eastham Units were converted during this report period.



APPENDIX A  
COOPERATING AGENCIES

COOPERATING OR PARTICIPATING

AGENCIES

State Departments of Corrections

Arizona Department of Corrections  
Arkansas Department of Corrections  
Georgia Department of Corrections  
Kentucky Department of Corrections  
Massachusetts Department of Corrections  
Oklahoma Department of Corrections  
Vermont Department of Corrections  
Virginia Department of Corrections

Texas Agencies

Alamo Area Council of Governments  
Ark-Tex Council of Governments  
Brazos Valley Development Council  
Capital Area Planning Council  
Central Texas Council of Governments  
Coastal Bend Council of Governments  
Concho Valley Council of Governments  
Deep East Texas Development Council  
East Texas Council of Governments  
Golden Crescent Council of Governments  
Grayson County Adult Probation Department  
Heart of Texas Council of Governments  
Houston-Galveston Area Council  
Lower Rio Grande Valley Development Council  
Middle Rio Grande Development Council  
North Central Texas Council of Governments  
Nortex Regional Planning Commission  
Panhandle Regional Planning Commission  
Permian Basin Regional Planning Commission  
Southeast Texas Regional Planning Commission  
South Plains Association of Governments  
South Texas Development Council  
Texas Commission on Law Enforcement Standards  
and Education  
Texas Legislative Council  
Texoma Regional Planning Commission  
West Central Texas Council of Governments  
West Texas Council of Governments

State and Federal Criminal Justice Agencies

Colorado State Penitentiary  
Federal Correctional Institution  
Los Angeles County Sheriff  
Mississippi State Penitentiary  
National Council on Crime and Delinquency  
Ocala Police Department  
Pre-Release and Aftercare Center, North Carolina  
State Training School for Girls, Alabama  
Tennessee Board of Pardons and Paroles  
United States Department of Justice Law Enforcement  
Assistance Administration

Out-of-State Agencies

FACES Program  
Illinois State Library Legislative Research Committee  
Naval Electronics Laboratory Center  
P-A-C-E  
Private Concerns, Inc.  
U.S. Department of Commerce

Universities

Baylor College of Medicine  
Georgia State University  
Central Missouri State University  
Cornell Law Library  
Eastern Kentucky University  
McCook Community College  
Michigan State University  
Rice University  
Rutgers University  
Sam Houston State University  
Southern Methodist University  
University of California  
University of Georgia  
University of Maryland  
University of North Carolina  
University of Texas at Austin  
York College

Foreign Agencies

Department of the Attorney General  
Victoria, British Columbia  
Canada

Department of Corrections  
Western Australia

Ministry of Correctional Services  
Toronto, Ontario  
Canada

Monash University  
Australia

Mountain Prison  
Agassiz, British Columbia  
Canada

Sasebo Prison  
Nagasaki, Japan

University of Toronto  
Canada

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