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# ALBERT C. WAGNER YOUTH CORRECTIONAL FACILITY

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## ANNUAL REPORT JULY 1, 1993-JUNE 30, 1994

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### JOSEPH E. BUTLER ADMINISTRATOR

ALBERT C. WAGNER YOUTH CORRECTIONAL FACILITY  
BORDENTOWN, NEW JERSEY

SUMMARY ANNUAL REPORT - FISCAL YEAR 1993 - 1994

MAJOR DEVELOPMENTS & HIGHLIGHTS

During the past fiscal year, in addition to the Inmate Congress Committee, two sub-committees were formed and informal meetings began during the month of July, 1993. The committee, comprised of representatives from Administration, Custody, and Social Services, meets monthly with wing representatives from all respective housing units. An agenda is prepared and a meeting is scheduled between the wing councilmen (main body) and Administration.

On a monthly basis, the Administrator attended the following meetings: Board of Trustees and department head. Periodically, he also attended the following meetings: Superintendents', Wagner Classification, Classification Task Force, CWA, PBA, AFSCME and Custody Supervisors.

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

Various construction projects were completed by the maintenance department during fiscal year 1993-94. Major projects accomplished included the following: (1) Renovated 99 Burlington Street for the Administrator; (2) Installed call buttons on A/1, A/2 and A/3; (3) Installed desk units, attached lockers to beds and bolted beds to the floor on B/, D and E wings; (4) Installed central air on G/2; (5) Installed two 150 amp electrical services for ozone units in laundry; (6) Rebuilt eight showers in I/Wing; (7) Well #5 - Removed all equipment from the well, cleaned oil and sand, and replaced pump and worn equipment.

Administration conducted meetings during the past fiscal year with administrative staff, the Business Manager, the Director of Custody, the Engineer in Charge of Maintenance, and DOC Institutional Support Services staff to discuss the installation of the Tri-O-Clean laundering system which was completed in FY 94.

On August 20, 1993, a fight ensued in the Big Yard. As a result, one inmate was stabbed and later medivaced to Cooper Medical Center where he died, prompting transfer of various inmates to other correctional facilities.

In the Administrative Close Supervision Unit Building, on August 25, 1993, the manual system was utilized for opening cell doors in the Ad. Seg. section of the building, since the electrical system was malfunctioning and the doors would not open. Due to this electrical problem, twenty cell doors opened simultaneously and the inmates started leaving their cells. Sixteen inmates returned to their cells, but four began to destroy and set fire to the unit. In addition, this disturbance caused a necessity for shipment of inmates to various institutions.

During certain periods throughout the summer months of 1993, when the extreme heat was unbearable in the laundry and other locations of the facility lacking air conditioning, as well as outside details, a shutdown was necessary and determined appropriate by the medical department.

On Thursday, September 2, 1993, the Assistant Commissioner and Deputy Director of the Youth Complex visited Wagner and toured the facility. The Assistant Commissioner was briefed by Wagner's Administrator on corrections made, our audit with security concerns and closing of the vocational welding program. The Assistant Commissioner recommended that we build a ramp through the metal detector so the machine would be able to pick up on contraband through the shoes. He also recommended changing the way we bring in bulk paper supplies from the print shop to the main institution. He suggested we take a trip to Annandale to view their welding shop security and advised on how to screen our louvered windows.

The annual Volunteer Banquet was held on September 24, 1993. Approximately 60 volunteers were honored for their time and assistance given to the inmates during the past year. Also, several Board of Trustees members were in attendance for this occasion.

During the month of October, 1993, the Administrator interviewed candidates for the position of Assistant Superintendent 1. He promoted Mr. Michael McKeen to Assistant Superintendent 1, from his former position of Assistant Superintendent 3, which has been vacated.

On October 21, 1993, former Director of Custody Operations Douglas Cochran passed away.

The Administrator attended a meeting in the Office of the Deputy Director, on November 5, 1993, to discuss State Housing of Superintendents.

During the month of November, 1993, the Administrator interviewed candidates for the position of Assistant Superintendent 3. In December, 1993, he interviewed for the position of Director of Custody Operations. In January, 1994, three new staff members began employment at Wagner. Mr. Willie Boggan, formerly employed in Internal Affairs at Northern State Prison, filled the Assistant Superintendent 3 position. Mr. William Stewart, former Chief at Riverfront State Prison, joined Wagner's staff as Director of Custody Operations. Also, Mr. Earle Blasingame became our Regional Food Service Supervisor, after working in Food Service at East Jersey State Prison. He replaced Mr. Richard Cote, who retired.

On Thursday, December 16, 1994, the Administrator held his monthly department head meeting at I/Wing, followed by a luncheon for his staff.

The Administrator served as a guest speaker at the Lloyd McCorkle Training School (C.O.T.A.) on January 14, 1994, and presented the Stone-Rataczak award to one of the graduates of the correction officer recruit graduation class.

A meeting was held in the board room with members of the John Steinline Award Committee, on February 8, 1994, to discuss candidates selected by each institution who were believed to be most deserving of this award. Wagner's candidate was Faith O'Neal, the switchboard operator. A luncheon was held on May 18, 1994, at the Jones Farm Multi-Purpose Building, for all candidates and Administrators from each institution.

In February, 1994, to enhance security, a walk-thru metal detector was installed in the CC2 area. In addition, a hand-held metal detector is being utilized to scan officers, prior to line up in B/Shop.

The Administrator attended a meeting on February 14, 1994, at the DOC Voorhees Building, concerning increased population.

Due to severe winter weather conditions, work delays were advised for non-essential state employees, as well as early dismissal on a few occasions. Also, the weather conditions prompted cancellation of various scheduled meetings.

Meetings were held with the executive staff to review the updated copy of the Inmate Handbook, which was reprinted and distributed in March, 1994.

On March 16, 1994, the Administrator, Director of Custody Operations and Business Manager met with the Deputy Director at Central Office concerning overtime and compensatory time for custody.

Effective April 5, 1994, the Recreation Department began reporting directly to the Administrator's office.

Health Inspections were conducted at Wagner on October 18-19, 1993 and April 12-13, 1994. Exit interview meetings were held and satisfactory ratings were received on both inspections.

Wagner hosted a Food Service Supervisors' meeting in I/Wing, on April 26, 1994, and the Administrator gave a welcoming address to those in attendance.

On May 3, 1994, the Training Advisory Council held their monthly meeting at Wagner. Attendance included the Chief (Bureau of Training), Chief (Special Operations Unit), Guest Speaker (Deputy Director Stephens) and representatives from training departments of all State Correctional Facilities.

The Administrator celebrated his first Anniversary at Wagner on May 10, 1994. Cake and coffee was provided to honor the occasion.

On Thursday, May 12, 1994, Administrator Butler held his monthly department head meeting at the home of Mr. Edwin Crotty. Following the meeting, Mr. Crotty graciously prepared a special luncheon for staff.

The Administrator held a meeting with his Assistant, Director of Custody Operations, Captain, Supervisor of Satellite Units, and I/Wing Program Director to discuss I/Wing Security Issues. This meeting took place on May 26, 1994.

On June 16, 1994, the Administrator attended a meeting at the Department of Corrections with the Deputy Director, Director - Office of Institutional Support Services and Unit Supervisor - Field Service Operations to discuss Wagner's Laundry Program.

Administrator Butler attended the 43rd Annual Graduation Awards Ceremony and Banquet held on June 23, 1994. Approximately 95 students participated, receiving recognition for various achievements in both the Academic and Vocational Programs. A scrumptious buffet was prepared by the Food Service Department, rather than an outside caterer this year.

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

The Educator of the Year Luncheon was held on June 17, 1994, at the Nottingham Ballroom in Hamilton Square, NJ. Wagner's candidate was Eduardo Fuchs, Upholstery Instructor.

Out of eight escapees during the past fiscal year from I/Wing Minimum Unit on grounds and from the two satellite units - Cedar Lodge and New Lisbon Units, seven have been apprehended and one is still at large.

#### INMATE MOVEMENT AND CHARACTERISTICS

The institution started this fiscal year with a count of 1,390 and closed with a count of 1,484. The highest count was 1,484 in June of 1994 and the lowest count was 1,309 in August of 1993. These figures include all inmates in the main institution, the satellite units at New Lisbon, Skillman, H/Wing, I/Wing, and Work Release, and the Administrative Close Supervision Unit. The yearly average for the main was 896, Skillman - 38, New Lisbon - 85, Work Release House - 34, H/Wing - 58, and I/Wing - 136. The Administrative Close Supervision Unit had a high count of 195 and a low count of 126. The yearly average for this unit was 159.

#### STATUS OF INMATE MORALE

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

July, 1993 (1)	#IR55393 (7/4/93)
August, 1993 (5)	#IR61993 (8/9/93); #IR64193 (8/19/93); #IR64293 (8/16/93); #IR64393 (8/20/93); #IR66093 (8/22/93)
September, 1993 (1)	#IR67293 (8/25/93)
October, 1993 (3)	#IR71893 (10/2/93); #IR73593 (10/14/93); #IR74493 (10/20/93)
November, 1993 (2)	#IR77593 (11/3/93); #IR80493 (11/18/93)
December, 1993 (3)	#IR82393 (12/3/93); #IR82693 12/6/93); #IR84293 (12/18/93)
January, 1994 (2)	#IR86093 (12/29/93); #IR88294 (1/13/94)
February, 1994 (1)	#IR91894 (1/30/94)
March, 1994 (1)	b#IR94694 (2/20/94)
April, 1994 (3)	#IR99594 (4/5/94); #IR101094 (4/12/94); #IR101294 (4/13/94)
May, 1994 (7)	#IR102894 (4/27/94); #IR103694 (5/2/94); #IR103794 (4/30/94); #IR104894 (5/4/94); #IR105894 (5/14/94); #IR105994 (5/16/94); #IR106094 (5/17/94)
June, 1994 (0)	

## MAIL & VISIT PROGRAM

MAIN INSTITUTION: There was a total of 21,366 inmates receiving visitors with a total of 38,156 visitors during the fiscal year. The visit program processed 2,267 personal property packages with 9,867 food packages processed. Incoming mailed in packages totaled 7,765. Outside inventories totaled 1,477.

ADMINISTRATIVE CLOSE SUPERVISION UNIT: During the fiscal year, 1,227 inmates received 2,257 visitors. The visit program processed 958 personal property packages and 1,139 food packages.

## DISCIPLINARY ACTIONS

During the fiscal year, it is noted that the number of appeals received have decreased by 102 with a total of 1,516 compared to 1,618 received last year. This is equal to approximately 9 per month compared to last year's monthly average.

	<u>FY92-93</u>	<u>FY93-94</u>
Denied	373	631
Modified	1,086	830
Rescinded	32	13
Pending	114	27
Returned without Action (Late)	13	15

## INMATE CONGRESS MEETINGS

The Administrator attended meetings of the Inmate Congress Committee on the following dates, during the past fiscal year, to keep abreast of the concerns and requests of the inmates. Listed are staff members who were in attendance. Due to the existence of sub-committees, who meet on a monthly basis, Inmate Congress meetings are held when requested.

- 8/10/93 Administrator Butler, Associate Administrator Robertshaw, Director of Custody Operations Cochran, Principal Investigator Dyrnes, Executive Assistant Wyers, Inmate Congress Liaison Lt. Moore and Mail Room Sergeant Cleveland
- 9/30/93 Administrator Butler, Associate Administrator Robertshaw, Business Manager Denney, Captain Reiser, Executive Assistant Wyers, and Inmate Congress Liaison Lt. Moore
- 12/22/93 Administrator Butler, Acting Director of Custody Operations Reiser, Executive Assistant Wyers and Inmate Congress Liaison Lt. Moore
- 2/16/94 Administrator Butler, Associate Administrator Robertshaw, Assistant Superintendent Boggan, Director of Custody Operations Stewart, Executive Assistant Wyers, Inmate Congress Liaison Lt. Moore and Mail Room Sergeant Cleveland
- 4/14/94 Administrator Butler, Assistant Superintendent McKeen, Director of Custody Operations Stewart, Executive Assistant Wyers, and Lt. DiBongrazio

6/24/94 Administrator Butler, Assistant Superintendent McKeen, Assistant Superintendent Boggan, Director of Custody Operations Stewart, Executive Assistant Wyers, and Inmate Congress Liaison Lt. DiBongrazio

### PERSONNEL

During Fiscal Year 94, the following personnel activities took place:

	<u>FY92-93</u>	<u>FY93-94</u>
New Hires	5	22
Resignations/Terminations	19	24
Retirements	20	23
Transfers In	12	7
Transfers Out	15	20
Promotions	2	33
Demotions	0	0
Deaths	1	4
Grievances	46	51
Voluntary Furloughs	207	783.5

#### Disciplinary Actions:

Minor 297 - resulted in (169) Official Written Reprimands, (30) \$50.00 fines, (30) \$60.00 fines, (28) \$70.00 fines and (169) suspension days.

Major 38 - resulted in (2) Indefinite suspensions, (235) Suspension days, (21) \$90.00 fines, (9) removals and (2) resignation not in good standing.

Once again, a hiring freeze remained in effect for the entire fiscal year. Even with the new Governor taking office in January, no significant changes in hiring were noted.

Also, during this fiscal year, much staff time was devoted to cleaning up employee history records in the Personnel Management Information System (PMIS). Approximately 1,275 PMIS transactions were processed during the year, many of which were also duplicated in System 36.

During this fiscal year, many of the employees affected by the October 1992 Reduction in Force were returned to their pre-RIF titles, and others who were bumped out of the facility were able to return. This department experienced the loss of Ms. Sharon Williams when she returned to Central Office in June.

Congratulations went out to the 23 employees who retired during this past fiscal year.

On a sad note, we lost four employees due to sudden and unexpected death. Mr. Rodney Price, Senior Correction Officer; Mr. Douglas Cochran, Director of Custody Operations; Mr. Gerhard DeHaas, Senior Correction Officer; and Mr. James Watkins, Senior Correction Officer.

The personnel staff spent the end of the fiscal year reviewing and updating seniority lists for the Department of Personnel.

## BUSINESS MANAGEMENT ACTIVITIES

During the past fiscal year, the following changes in personnel took place: Promotions - Mr. Jack Stephan (Office of the Ombudsman), Mrs. Yvonne Lemane (Office of the Deputy Director), Mrs. Kelly Barbalacci (Central Office), Mrs. Loretta Rubino (returned to the Business Office from Classification) as a Principal Data Entry Machine Operator. Reassignments - Mr. Larry Minors (replaced Jack Stephan as new Computer Coordinator), Mr. Robert Peet (hired as new Accountant 1 from New Jersey State Prison), Mrs. Susan Shea (hired as Senior Data Entry Machine Operator from Mid-State), and Mrs. Judith Headley (hired as a Senior Data Entry Machine Operator from Mid-State).

The Business Manager met with staff from the Division of Administration to discuss the shortage of Business Office staffing. After a thorough review, several personnel requests were approved.

A new financial accounting system has been implemented by the Treasury department. Additional training in the MAC-E accounting was offered by Central Office.

The Assistant Commissioner, Division of Administration, approved 80 hours per week of overtime for the Business Office.

The non-appropriated funds annual report was submitted.

The Business Manager was involved with the Office of Institutional Support Services on implementing the Tri-O-Clean service in the Laundry.

During Fiscal Year '94, the SAVE was taken over by Operations and is run later in the evening, allowing staff to utilize the computer longer during the day.

The Business Manager attended a meeting with the Director, Office of Institutional Support Services, Wagner Laundry staff and representatives from the Department of Human Services regarding North Princeton Developmental Center.

During FY '94, the Food Service Department was reassigned to Mr. McKeen, Assistant Superintendent.

The Business Manager attended overtime meetings bi-weekly with the Administrator, Chief and Lieutenant in charge of Operations on ways to reduce overtime from pay period 5 through pay period 13. We were given a cap of 68,575 hours for this period. Our actual overtime for this period was 51,787, for a savings of 16,788 hours (approximately \$514,000).

## SYSTEM 36 COMPUTER

During FY 94, training was provided to five officers in Operations in order for them to perform the daily SAVE. There were numerous new users given access to the System 36.

The coordinator attended six System 36 training classes at BMIS during this past fiscal year.

Classification received an additional terminal during FY '94.

The yearly SAVE was run during this reporting period.



## MAINTENANCE

The department received 5,621 work requests during this reporting period. A total of 2,557 general maintenance and 3,064 preventative maintenance requests were also handled.

One promotion was granted during this past fiscal year to Janice Kemble, who became a Principal Data Entry Machine Operator in January, 1994. Two new employees were hired as Operating Engineers: Mr. Robert Boardman on August 17, 1993 and Mr. Joseph Bugyi on June 6, 1994. Three employees left this department: Mr. Robert Patanelli retired on July 1, 1993; Mr. Robert Boardman resigned on August 20, 1993; and Mr. Charles Harrison resigned on March 18, 1994. Three people transferred during this reporting period: Mr. Paul Cavallaro, Mason Plasterer, accepted a promotion at Riverfront Prison on November 1, 1993; Mr. Thomas Carbone, Electrician, accepted a promotion at Riverfront Prison on December 10, 1993; and Ms. Tina D'Imperio transferred from Classification and was promoted to Principal Clerk Typist on February 10, 1994.

DBC PROJECTS FOR FISCAL YEAR 1993/1994 WERE AS FOLLOWS:

DBC-C383 - Sewage Plant Improvements - Testing and Study Phase in progress.  
DBC-C447 - Septic System/Work Release - On hold.  
DBC-C470 - New Boiler and Separate Stacks for #1 and #2 Boiler - On hold.  
DBC-C545 - Steamline Replacement Powerhouse to Laundry - Survey complete.  
DBC-C558 - G/Wing Loft Asbestos Removal - Complete  
DBC-C0399 - Water Tower Painting and Repairs - On hold for lack of funds.  
DBC-C0426 - State Use Roof Replacement - Waiting for direction from O.I.S.S.

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

- 1) Installed paracentric lock in visitor side door in Ad. Seg.
- 2) Painted school area.
- 3) Installed vent fans on laundry roof.
- 4) Moved trailer for Internal Affairs storage.
- 5) Installed expanded metal cage for storage in A.C.S.U.
- 6) Installed barbed wire around cage in A.C.S.U.
- 7) Modified two new vans for Training Department.
- 8) Modified door in visit canteen control booth for key pass through.
- 9) Installed pull up bars in Big Yard.
- 10) Installed horns in I/Wing door alarm system.

### Utilities: Water Plant, Sewer Plant, and Powerhouse

The water plant treated 211,625,500 gallons of water and used 708 pounds of chlorine.

The sewage plant is operated by U.S. Water Company, and information is not available at this time.

The powerhouse produced 188,061,199 pounds of steam using 1,637,713 gallons of #6 fuel oil.

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

## RECYCLING PROGRAM

In February, 1994, Wagner began a Recycling Program. Mr. Ernest Lee was designated as the facility's Recycling Coordinator. During this period, the following items and amounts were recycled by the vendors listed: 268.5 cubic yards of comingle, 214 cubic yards of cardboard and 24 cubic yards of high grade paper by the Midco Waste Company, 29,050 gallons of edible food waste by Pig Farm Recycling and 5 lbs. of cartridges by the Xerox Corporation, for a total of 325,145 lbs. of recycled products.

## STOREROOM/CANTEEN OPERATIONS

During the past fiscal year, an Assistant Storekeeper position became vacant in the Storeroom.

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

During this reporting period, physical inventories were completed on a monthly basis.

## FOOD SERVICE

During the past fiscal year, this department has been very busy. Newly hired staff included the following: Mr. Earle Blasingame, Food Service Supervisor; Mr. Robert Mack, Assistant Food Service Supervisor; and Mr. Michael Rasmussen was promoted to Assistant Food Service Supervisor. At present, we are still understaffed by four Institutional Trade Instructors.

According to Wagner employees, with the turnover of staff in this department, the quality of food now being prepared has improved tremendously from previous years.

The Food Service Department had two health inspections and received a satisfactory rating on both.

The Food Service Department hosted many functions during the fiscal year, including banquets for inmates, dinners for Board of Trustees, graduation for the inmates, and cookouts for H/Wing and Work Release House. Support was also provided for the monthly department head meetings.

In October, 1993, Mr. Michael McKeen became the administrative supervisor over Food Services.

This department will shortly undergo a facelift in the Staff Dining Room, with a new floor, tables and color scheme, making the ambience more appealing to staff.

Wagner's Annual Child Nutrition Inspection was held by the Office of Institutional Support Services and we received a satisfactory rating.

## FARM OPERATIONS

As of July 1, 1993, there were two head farmers, two head dairyman, and one farm supervisor working approximately 650 acres of State land with an inmate detail of approximately 38 men.

During the past fiscal year, Mr. Bill Wilkins was hired as a farmer to allow for two staff members to be on duty at all times. One head farmer agreed to drive trucks when needed. With the addition of this new employee, there are now six civilian staff presently working at the Wagner Farm.

Last year, we bailed approximately 15 acres of rye straw, 30 acres of alfalfa hay, and 20 acres of dry cow hay for bedding. This year, we planted 90 acres of corn for silage, 100 acres of soybeans for seed beans and feed for the milking herd.

We have been milking approximately 75 holstein cows and shipping the product to another state farm to be processed into  $\frac{1}{2}$  pint cartons for use by state institutions. We are raising approximately 75 heifer calves to be used as replacement animals in the herd.

The equipment has been worked over and is in satisfactory condition. Two new snow plows were purchased for two, four-wheel drive vehicles which made snow removal of last year's seventeen snow storms possible.

#### LAUNDRY

After many delays, installation of the Tri-O-Clean system began on Friday evening, September 17, 1993. The first system went smoothly thanks to a lot of assistance from our maintenance department. Following the installation, we began washing with ozonated water in the #3 and #4 washwheels. Results of the product coming from these washwheels were comparable to the product coming from the #1 and #2 washwheels utilizing Sanolite chemicals. The second system was installed and functioning on May 6, 1994. Shortly after the system began operating, we started experiencing linen problems. Tri-O-Clean representatives recalibrated and modified charts, mainly raising the water temperature. At this point, we are still not recycling the water.

The Health Department conducted inspections on October 19, 1993 and April 11, 1994. They made mention of roof leaks and deteriorating insulation. The Health Inspector also advised that the department was orderly and clean.

As ordered by Administration, on October 22, 1993, the Department began loading and unloading all incoming Laundry trucks. We maintain an average of seven to ten Gang Minimum inmates on this detail, which is supervised by a laundry instructor.

In early January, 1994, North Princeton Developmental Center expressed a desire to remove their workload from Wagner. Numerous meetings concerning this request were held at Central Office. Their primary concern was no back up system or laundry would be provided in the event of equipment failure or other emergency that would halt operation. This was since a major equipment failure did occur during fiscal year 1994, which caused backlogs. The workload from North Princeton has since increased and stabilized. However, the workload from Vineland Developmental Center (West Campus) continues to diminish, since the population has declined.

The laundry experienced numerous equipment failures during FY 94. Two washwheels were out of service as well as the flatwork ironers. The outside compressor had major repairs made and the scale we utilize has experienced constant problems since it is so antiquated.

The annual poundage for the year is as follows:

<u>FLAT</u>	<u>ROUGH</u>	<u>PRESS</u>	<u>TOTAL</u>
1,264,553	269,370	134,954	1,668,877

#### STATE USE INDUSTRIES

There were 244 inmates assigned throughout the year to the Metal Shop. This includes 162 new inmates and 167 inmates who were transferred or paroled.

The Metal Shop shipped a total of 671 units of shelving and 3,608 units of major metal products.

In September, 1993, Mr. Cosmo Moro joined the DEPTCOR staff from the East Jersey State Prison Metal Shop. Transition was smooth with little or no problems.

During the month of June, 1994, Mr. Archie Smith went out on an authorized sick leave.

The DEPTCOR Metal Shop will be fabricating the cell furnishings for the new Bridgeton Correctional Facility. There have been numerous visits from Bridgeton officials to finalize plans for these furnishings.

During the year, Mr. Black, Mr. Tandy and Mr. Foggia, along with other DEPTCOR staff visited the shop on a regular basis. There have also been several other visits from different vendors and customers for the purpose of observing our shop production procedures and for product demonstrations.

We are currently down two ITI positions, due to unauthorized leave of absence, with anticipation of hiring into those positions once vacated.

Inventory went smoothly on June 29 and 30. Although there was no production, a skeleton detail was utilized to assist with inventory and clean up.

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

#### CLASSIFICATION

<u>ACWYCF (Main) Classification Committee Activities</u>	<u>FY92-93</u>	<u>FY93-94</u>
Total Number of Classification Committee Meetings	50	52
Total Number of Cases Prepared for Classification Committee	4,601	4,229
Total Number of Job Change Cases	-	1,197
Total Number of New Arrival Cases	-	1,202
Total Number of Discussion I Cases	939	611

Total Number of Discussion II Cases	310	228
Total Number of PCU Cases	324	373
Total Number of PIC Cases	464	438
Total Number of Reassignment Job Changes	973	430
Total Number of ITEC Cases	-	82
Total Number of Disciplinary Referral Cases	314	171
Total Number of Hold In Cases	50	481

**ACWYCF (Main) Disciplinary Program**

**FY92-93**

**FY93-94**

Total Number of Guilty Reports	4,668	4,886
Total Number of Not Guilty Reports	888	443
Total Number of Appeals Received	1,620	1,516
Total Number of Appeal Decisions Received	1,572	1,474
Total Number of Appeals Denied	-	631
Total Number of Appeals Modified	-	830
Total Number of Appeals Rescinded	-	13
Total Number of Appeals Pending	-	27
Total Number of Appeals Returned w/out Action (Late)	-	15

**ACWYCF (Main) Cases Prepared for SPB**

**FY92-93**

**FY93-94**

Total Number of Initial Hearing Reviews	59	72
Total Number of Panel Hearing Reviews	36	36
Total Number of Juvenile Hearing Reviews	16	13

**ACWYCF (Main) Miscellaneous**

**FY92-93**

**FY93-94**

Total Number of Cases Prepared for IICC	323	225
Total Number of Monthly Staff Meetings	18	10
Total Number Seen on Sr. Class. Officer's Request Line	-	111
Total Admissions	1,216	1,245
Total Releases	802	742
Total Transfers	408	430

**ACWYCF (ACSU) Classification Committee Activities**

**FY92-93**

**FY93-94**

Total Number of Classification Committee Meetings	52	52
Total Cases Prepared for Classification Committee	1,107	1,090
Total Initial Reviews	384	438
Total Protective Custody Reviews	-	140
Total Administrative Segregation Reviews	153	129
Total Disciplinary Reviews	-	77
Total Program Reviews	-	28
Total Transfer Request Reviews	-	42
Total Special Reviews	-	35
Total Job Change Reviews	252	203

**ACWYCF (ACSU) Disciplinary Program**

**FY92-93**

**FY93-94**

Total Number of Guilty Reports	1,201	1,046
Total Number of Not Guilty Reports	217	109
Total Number of Appeals Received	544	289
Total Number of Appeal Decisions Received	485	364

ACWYCF (ACSU) MiscellaneousFY92-93FY93-94

Total Number of Cases Prepared for IICC  
Total Number of Cases Prepared for SASRC

534

672

529

623

ACWYCF (ACSU) Cases Prepared for SPBFY92-93FY93-94

Total Number SPB Initial Hearing Reviews  
Total Number SPB Panel Hearing Reviews  
Total Number of SPB Juvenile Hearing Reviews

82

107

71

62

8

15

EDUCATION

During FY 93-94, the Education Department continued with a rotational schedule for the Adult Education Level I, II, and III classes, allowing teachers to focus on one specialized area of subject matter. Students functioning at the lower level, Adult Education I-A, maintained a self-contained classroom environment.

The Education staff participated in a variety of professional growth activities which included the following: New Jersey Education Association Convention, Atlantic City, NJ and the Correctional Education Association Convention, Boston, Massachusetts.

Open House was held in the Vocational Area to highlight Vocational Education Week, February 14-18, 1994. Various displays and student demonstrations were conducted throughout the week by each vocational program.

The forty-third annual graduation ceremony was held on Thursday, June 23, 1994. Approximately 95 students participated, receiving recognition for various achievements in both the academic and vocational programs. The keynote speaker was Dr. Jay Kline, a former Wagner teacher who retired in 1993 after 28 years of service.

Program Review

**Adult Education Level I-A -** The Adult Education Level I-A class services students in need of increasing their basic functional literacy skills. The course is designed for the non-reader to those functioning at a 4.9 grade point average. The average monthly class enrollment was 12 per class.

**Adult Education Level I -** The Adult Education Level I class services students functioning at a 5.0 - 6.0 grade level. The course is designed to help students develop and apply the basic academic skills of reading, writing and mathematics. The average monthly class enrollment was 15 per class.

**Adult Education Level II -** The Adult Education Level II class accommodates students functioning at a 6.1 - 9.0 grade level. This pre-GED level prepares students for entry into the GED, Level III class. The average monthly enrollment was 20 per class.

**Adult Education Level III -** The Adult Education Level III class is designed for students functioning at a 9.1 grade level or above. Upon successful completion of this class, the student is administered the official GED exam. The average monthly enrollment was 25 per class.

**Learning Disabilities Teacher/Consultant (LDT/C) -**

The LDTC coordinates with the classroom teachers in the implementation of student individualized education plans (IEP) and the classification of learning disabled students. Approximately 10 learning disabled students receive on-going individualized tutoring from the LDTC.

**Orientation Testing -**

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

**H/Wing -**

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

**I/Wing -**

Adult Basic Education classes are offered part-time to the population housed in I/Wing. Residents of I/Wing participate in GED testing at the Main facility.

**Administrative Close Supervision Unit (ACSU) -**

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

**Library -**

During this reporting period, the library continued to provide a variety of services to the population and the Administrative Close Supervision Unit. Numerous reference and pleasure reading titles were added to our present collection and a variety of video cassettes are available. One Para-legal training course was offered this fiscal year, adding to the inmate para-legal staff. Currently, the library contains a general collection of 9,681 books and an additional 3,572 law books.

## **Heat Ventilation, Air Conditioning and Refrigeration -**

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

## **Plumbing -**

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

## **Welding -**

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

## **Cosmetology -**

This program is designed to train students interested in entering the cosmetology profession. The student will receive a minimum of 1200 hours of instruction which will qualify him upon release, to take the State Board examination for licensing. A high school diploma and/or GED is a prerequisite for entry into the Cosmetology Program.

## **Barbering -**

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

## **Upholstery Shop -**

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

## **Print Shop -**

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



**Computer -**

This basic 12-week course is designed to provide students with the basic knowledge of computer literacy. The course is a combination of theory and hands-on approach. As a result of lay-offs and reassignments, this course operates with a part-time instructor under special service funds. The course was offered three days a week, October 5, 1993 - June 30, 1994.

**Apprenticeship Program -**

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

**Culinary Arts I -**

This course commenced on September 27, 1993, and was offered through the Burlington County Institute of Technology. Through theory and hands-on approach, students learned the basics of food preparation for restaurants and institutions. Topics included sanitation, safety, preparing sauces, stocks, entrees, salads and vegetable dishes. The course spanned 180 hours. Upon successful completion, students earned 3 college credit hours, redeemable through Burlington County College. Due to budget constraints, the course terminated January 27, 1994.

**Summary**

Despite the reduction in force of three academic staff reassignments to another facility on April 18, 1994, the academic and vocational programs continued to progress throughout this fiscal year. The reassignments caused a restructuring of academic programming. Additionally, the reduction in force caused the termination of academic programming at the New Lisbon and Skillman Satellite Units. Nevertheless, it is our hope, with continuous program review and evaluation of our present offerings, the Education Department will continue to grow and meet the needs of the increasing inmate population. As a result, students will develop and heighten their academic and vocational skills and knowledge to hopefully reflect a positive re-entry to society.

**Yearly Program Statistics**

**Academic**

	<u>FY93</u>	<u>FY94</u>
Adult Education Level I	45	40
Adult Education Level IA	35	36
Adult Education II	170	175
Adult Education III	200	215
Learning Disabilities Teacher Consultant	55	60
English as a Second Language	11	0 *
New Lisbon Learning Center	150	90 *

**Yearly Program Statistics (Continued)**

	<b><u>FY93</u></b>	<b><u>FY94</u></b>
Skillman Learning Center	95	55 *
H/Wing	65	60
I/Wing	50	45
Art	00	20
GED Testing Sessions	4	6
Total Tested	74	84
Total Passed	34	40

**Continuing Assessment Program (CAP)**

Testing (TABE Update)	181	225
Placement Interviews	326	400
Pre-Parole Reports	1,087	850
Orientation Intake Testing	690	740

\* Programs affected by a reduction in force due to staff reassignments.

**Vocational**

	<b><u>FY93</u></b>	<b><u>FY94</u></b>
Computer (Part-time)	20	24
Heat, Ventilation, Air Conditioning & Refrigeration	25	60
Plumbing	18	31
Welding	75	32
Upholstery	40	33
Print Shop	3	3
Cosmetology	27	22
Barbering	15	30

**Recreation** (Under supervision of Administrator's Office effective 4/15/94)

Varsity Softball	195	105
Varsity Basketball	130	85
Boxing	20	27
Music	33	20
Weightlifting	23	21
Athletic Officiating	14	16

**Library**

Law Collection	3,563	3,572
General Collection	9,445	9,681
Annual Circulation	6,985	7,415
Total Visits - Lending Library	4,968	4,801
Total Visits - Law Library	677	627
ACSU Legal Requests	1,144	926

## SOCIAL SERVICES

### Programs

The Social Service Department has been faced with major changes, in terms of personnel, during the past fiscal year, with transfers, reassignments and the freeze on hiring. This, needless to say, has had a devastating affect on the department and inmate population. On August 9, 1993, Jose Pimentel, Bilingual Social Worker 2, transferred back to his parent institution, Riverfront State Prison. Because of the hiring freeze, his position could not be filled. As such, a request for an exemption to hire a Bilingual Social Worker 2 was requested but was denied. On September 1, 1993, Lisa Behrsin, Social Worker 2, was promoted to her former position, Senior Vocational Counselor, and she was assigned to I/Wing.

Several staff members resigned their positions from the department because they accepted promotional offers. Sorrel Luhrs, Substance Abuse Counselor 1, accepted a position with private industry, and his last day was November 5, 1993. Marie Pappas, Social Worker 2, accepted a Senior Vocational Counselor position at Garden State Reception and Youth Correctional Facility. Her last day was November 24, 1993.

With the shortage of staff, because of resignations and transfers, coupled with leaves of absences, reassignments were made to meet the needs of the institution. Kathy Goat, Social Worker 2, was reassigned to the Main complex on November 29, 1993. Rita Coleman, Social Worker 2, was assigned to the Administrative Segregation Unit effective January 11, 1994. Karla Stachurski, Social Worker 2, was out on sick leave from October 27, 1993 to January 28, 1994. Mary LaCava, Social Worker 2, was out on sick leave from October 4, 1993 to November 22, 1993.

Rehiring of staff, transfers, and promotions were made possible with the vacancy of positions and the Certification of Eligibles for Appointment, Special List (Social Worker 2) received from the Department of Personnel. As such, on February 5, 1994, Richard Dobson, Substance Abuse Counselor 2, was promoted to Substance Abuse Counselor 1. Mary Lee Hughes, Social Worker 2, was promoted to her former title, Assistant Social Work Supevisor, and transferred to Riverfront State Prison. Her last day was April 15, 1994. Frank Bruno, Phyllis Evers, and Barry Wartenberg, Social Worker 2's, were reassigned to Wagner on May 2, 1994. Kathy Goat was reassigned to the satellite units on May 16, 1994.

Presently there are a total of fifteen staff members in the department. This total includes seven Social Worker 2's, four Substance Abuse Counselor 2's, one Substance Abuse Counselor 1, one secretary, one Assistant Social Work Supervisor, and a Social Work Supervisor.

### Organizations

L.A.C.O.: This organization also experienced changes in coordinators as a result of the turn-over of personnel within the department. However, meetings, banquets, and seminars were conducted throughout the year. The Hispanic Heritage Celebration was held in September 1993. Ms. Wilma Domenech from the Office of Hispanic Services and Mr. Carlos Pacheco of Affirmative Action in Trenton, NJ were the keynote speakers on September 16, 1994, for the Heritage Celebration. The event was very successful.

On December 17, 1993, LACO's Christmas Banquet was held, and on May 31, 1994, the Mother's Day Banquet was held. Both banquets were very successful.

LACO experienced financial problems, and the organization's account was in the red. Ms. Rose Huber became the organization's coordinator in December, 1993.

I.U.O.: The organization held its Christmas Banquet on December 10, 1993, and the banquet was a success. As of 1994, the organization was assigned to the I/Wing Supervisor to coordinate. Organizational activities have been very sporadic and limited since the transition to the I/Wing Supervisor. This decrease is due in part to the chronic replacement of organization members as a result of disciplinary action, community release and parole. However, the sale of greeting cards and nylon boxer sets is going well.

JAYCEES: Throughout the fiscal year 1993-1994, this organization conducted general meetings, sponsored seminars/training and banquets, and underwent changes in coordinators.

On September 7, 1993, representatives from the community State Jaycees conducted a seminar. The seminar was very successful and twenty-five inmates attended. On November 19, 1993, the organization held a Thanksgiving Day Banquet. Approximately 150 people attended including inmates, guests, and staff. The banquet was very successful.

The organization had experienced financial difficulties and sales of tapes and gloves were terminated during the months of October 1993 and November 1993. Mr. Stephen D'Ilio assumed the responsibilities of the organization's coordinator on December 1, 1993, at which time the organization's account balance was zero. However, with the increase of sales, the organization's account is no longer in the red. Moreover, the organization's charter dues were paid.

#### SUMMARY:

During the past year, the department was faced with major changes in staffing with the loss of positions. This impacted on the inmate population and the department in that staff had to assume additional responsibilities and services to inmates were reduced. However, the staff readily accepted new assignments and worked arduously in responding to the needs of the inmates.

The goals of the department are to continue to enhance services to the inmate population, expand programs to inmates, and to afford continuing education for staff.

#### Situational Contacts

#### Yearly Total

	<u>FY92-93</u>	<u>FY93-94</u>
Total Inmates Seen	25,974	27,391
Emergency Passes	257	168
Scheduled Passes	5,460	4,269
Inmates Seen Throughout the Institution	23,125	22,870
Attorney Calls	786	164

Yearly Total

	<u>FY92-93</u>	<u>FY93-94</u>
<u>Individual Counseling</u>		
Number of IC Cases (SW)	448	504
Number of IC Cases (SAC)	349	349
<u>Group Counseling</u>		
Number of Groups (SW)	119	118
Total Number of Inmate Participants (SW)	1,268	1,218
Number of Groups (SAC)	224	204
Total Number of Inmate Participants (SAC)	2,382	1,928
<u>Orientation/Intake Unit</u>		
Orientation Presentations	133	52
Counseling Referrals to Staff	1	3
Inmate Emergency Calls	1	2
Inmate Problems/Situation Counseling	314	2
Case Assessments	1,185	1,315
Case Assessments w/o PSI's	173	35
Inmates Under 21 Years of Age	214	196
Inmates of Hispanic Origin	30	141

Throughout the past year, the Orientation Program has had four different coordinators. Ms. Phyllis Evers, Social Worker II, currently supervises the Orientation Program.

PSYCHOLOGICAL AND PSYCHIATRIC SERVICES

The Psychology Department submitted 3,194 psychological reports during this fiscal year as compared to 3,662 reports the previous year. Details of these statistics are as follows: Admission Evaluation - 1,157, Promotion in Custody (PIC) - 469, Community Release Assessments - 175, A.C.S.U. Evaluations (Ad. Seg./P.C.) - 196, Parole "Hits" - 191, and Pre-Parole Evaluations - 1,006. Also, 1133 hours were spent in individual counseling and psychotherapy services.

There was a total of 906 psychiatric contacts conducted for the reporting period in the main, and an additional 602 psychiatric contacts reported in the Administrative Close Supervision Unit. During the current year, 942 psychological tests were administered. Ten men were committed to the Forensic Psychiatric Hospital during the past fiscal year.

In September, 1993, Dr. Richard Cevalasco, Psychology Consultant to the Department of Corrections (Office of Institutional Support Services), visited Wagner to conduct the annual psychology audit. We were informed that we were in compliance with required standards, with the exception of one minor deficiency which is now being addressed.

Staff members provided inmate orientation lectures on a weekly basis, in addition to a staff orientation presentation. Psychologists sat in on Classification Committee meetings in Wagner Main and ACSU.

During the past fiscal year, Dr. Paul Gerrish assumed the Director of Psychology position and Dr. Charles Brownfield transferred to Riverfront State Prison. With this transfer, there is presently a vacant Principal Clinical Psychologist position. Mrs. Cathy Driver has performed the clerical operations for the department. However, she will be leaving the position shortly to return to the medical department. In addition, a part-time HIV Counselor from the State Department of Health, Ms. Deborah Kennedy, was assigned to assist. She counsels inmates on issues relating to the AIDS-causing virus.

Dr. Gerrish attended meetings of the Evaluation Standardization Committee and the Internship Committee. He began supervising a Garden State Intern, Mrs. Catherine Ensana, on April 20, 1994.

Mr. Bell taught courses in counseling at COTA to correction officers. He provides evaluation and therapy services at New Lisbon honor camp on a weekly basis. Mr. Bell and Dr. Brownfield presented programs at the American Correctional Association conference. Mr. Bell passed the National Psychology Licensing Examination which gives him the opportunity to practice psychology in Pennsylvania. Mr. Lucca is presently working on his doctoral dissertation, which involves research into the handling of ethical dilemmas by psychologists.

Mr. Bell and Mr. Hopkins, both Senior Clinical Psychologists, provide coverage for all satellite units.

#### MEDICAL AND DENTAL SERVICES

During the reporting period from July, 1993 to June, 1994, the Annual TB Surveillance was completed, and the Mercer County Bloodmobile came to the facility to accept blood donations by Wagner employees.

<u>Hospital Visits</u>	<u>FY92-93</u>	<u>FY93-94</u>
Doctor & Sick Call Visits	21,594	18,409
Patients Admitted to ACWYCF Infirmary	503	537
Patient Bed Days at ACWYCF Infirmary	1,723	1,619
Patients Admitted to SFPU	39	55
Patient Bed Days at SFPU	220	262
Patients Admitted to FPH	25	14
Patient Bed Days at FPH	411	223

#### Visiting Residents

Surgeon	357	323
Orthopedic	252	316
Dermatologist	25	15
Optometrist	382	435
Psychiatrist	1,209	1,263

### Consultants

Ophthalmologist	29	34
Ear, Nose & Throat	16	24
Cardiologist	6	2
Urologist	12	10
Internal Medicine	3	19
Prosthetician	10	11
Neurologist	4	3
Oncologist	1	3
Podiatrist	21	18
Pulmonary Specialist	10	11

### Inmates Receiving Physiotherapy/Special Medication

Physiotherapy	0	0
Diabetics on Insulin	24	17
Epileptic Medication	56	83
Anti-Tuberculin	495	497

### X-Rays (Inmates & Employees)

X-Rays Inmates - Pathology	837	538
X-Rays Inmates - Diagnostic Aid	404	187
X-Rays Employees - Bony Pathology	2	3
X-Rays Employees - Diagnostic Aid	27	26

<u>Total Patients X-Rayed</u>	1,270	754
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<u>Total Exposures Taken</u>	2,468	1,517
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### Employee Accidents & Injuries

Lost Time Accidents	62	70
Reported to Risk Management	90	162
Minor Injuries	80	121
Days Lost to Accidents	608	814
Pre-Employment Physicals	0	9
Minor Illnesses	206	178

### Laboratory Procedures

Residents - VDRL	323	199
Residents - Urines	251	39
New Employees - VDRL	-	9
New Employees - Urines	-	9
Liver Profiles	1,243	1,205
Other	744	619
Total	2,561	2,080

### Phenothiazines

Three times a day	28	4
Two times a day	49	31
Once a day	90	94

**Tranquilizers**

Three times a day	12	7
Two times a day	78	83
Once a day	99	149

**Anti-Depressants**

Three times a day	17	4
Two times a day	62	55
Once a day	168	205

**Anti-Convulsive**

Four times a day	0	0
Three times a day	0	23
Two times a day	12	33
Once a day	45	27

<b><u>Hypnotics H.S.</u></b>	5	11
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<b><u>Total Taking Psychiatric Medication</u></b>	665	726
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**Non-Psychiatric Medication**

Four times a day	923	709
Three times a day	1,460	1,242
Two times a day	4,005	3,854
Once a day	1,133	913

<b><u>Total Taking Non-Psychiatric Medication</u></b>	7,521	6,718
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**DENTAL**

Visit to Dental Office	4,588	4,641
Initial Examinations	611	562
Dental X-Rays	258	287
Extractions	539	533
Sutures	199	209
Post Operative Treatment	202	227
Medication	831	834
Fillings	2,235	2,064
Full and Partial Dentures	174	130
Impressions	197	130
Bite Registrations	157	75
Try-In	151	89
Dental Repairs	33	42
Adjustments	182	130
Crowns	44	61
Periodontal Treatment	111	114
Cleaning	517	549
Oral Hygiene Instruction	530	549
Consultations	683	632
Broken Appointments	285	289



## Pharmacy

The Pharmacy department has been functioning cost effectively throughout the fiscal year through the prudent use of state-approved generic pharmaceuticals and state contract vendors. Medication transfers are going well with no problems to report. We have, however, changed the hospital medication delivery time in an effort to reduce crowding in the examination room where meds are stored. Running inventory procedures have also been modified to enhance security. This year with the hepatitis vaccination program to begin shortly, inventory has been increased to handle the demand.

We continue to receive credits for outdated medications that are returned to the manufacturer. This is an ongoing process, due to changes in medication requirements. Dialysis supplies have been maintained at adequate levels and reordering occurs only as specific needs require. All System 36 updates and additions are current as well as file maintenance.

## RELIGIOUS GUIDANCE

### Chaplaincy Services

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

### Catholic Services

	<u>FY92-93</u>	<u>FY93-94</u>
Sunday Mass	180	144
Holyday Mass	-	78
Communion Service (Min.)	48	48
ACSU Visitation	516	384
Catholic Instruction	-	60
Number of Deacons	-	2
Number of Seminarians (St. Charles)	-	2
Skillman Communion	48	4

### Pastoral Counseling

	<u>FY92-93</u>	<u>FY93-94</u>
Individual Counseling	1,432	11,240
Group Counseling	840	2,810

### Protestant Services

	<u>FY92-93</u>	<u>FY93-94</u>
Sunday Worship (Main)	1,032	2,400
Sunday Worship (Min.)	-	384
Sunday Worship (NLU)	-	32
Monday Eucharist (Main)	-	34
Eucharist (SKL)	-	144
Princeton Seminarian	-	1

**Bible Studies**

	<u>FY92-93</u>	<u>FY93-94</u>
Monday (I/Wing)	-	9
Wednesday (Main)	168	578
Wednesday (H/Wing)	24	16
Wednesday (I/Wing)	-	36
Thursday (Main)	-	24

**Visits**

	<u>FY92-93</u>	<u>FY93-94</u>
Hospital (G/1)	-	487
S.F.M.C.	-	18
A.C.S.U.	-	1,182
G/3 Detention	-	756
Min. Units	-	1,973
Skillman	-	208
New Lisbon Unit	-	208

**Islamic Services**

	<u>FY92-93</u>	<u>FY93-94</u>
Jumah Prayer	876	5,472
Video Taleem	600	2,016
Arabic Class	312	1,176
Qur'an Class	360	1,512
Zuhr Prayer (Wed.)	-	1,680
Zuhr Prayer (Thurs.)	-	1,680
Sunset Prayer	600	2,112
Night Prayer	-	2,112

**Visitation**

	<u>FY92-93</u>	<u>FY93-94</u>
Skillman	-	276
New Lisbon Unit	-	768
Min. Units	-	576
A.C.S.U.	-	1,152
G/3 Detention	-	720

**Volunteer Programs**

	<u>FY92-93</u>	<u>FY93-94</u>
Reverend Washington (NLU)	216	0
Fountain of Life (Main)	-	624
Fountain of Life (NLU)	96	104
Kairos	144	468
Jehovah Witnesses	-	48
Fundamental Bible Ministries	-	108
Divine Word (Main)	132	72
Divine Word (NLU)	-	36

### Special Religious Observances

	<u>FY92-93</u>	<u>FY93-94</u>
Ramadan	115	1,560
Eid Fitr	350	1,728
Eid Fitr (Banquet)	-	350
Eid Adha	-	1,104
Eid Adha (Banquet)	-	350
Ash Wednesday	-	38
Palm Sunday	-	103
Holy Thursday	15	15
Good Friday	-	8
Holy Saturday	-	17
Easter	62	96
Thanksgiving	50	75
Christmas	46	135

### Special Programs

	<u>FY93-94</u>
Project Angel Tree - Sponsored by Prison Fellowship	172
Prison Fellowship Life Choice Seminar (3, Three-day segments)	8
Jerico Ministries (NLU) - led by the Rev. David Ramsey has been initiated at the New Lisbon Unit	12

Spanish Services were discontinued as of 3/93, due to lack of interest on the part of the inmate population.

The Christian Scientists have expressed an interest in starting a program here at the facility.

On average, there are 125 inmates participating in the Religious Vegetarian Diet Program.

### CUSTODIAL OPERATIONS

During this reporting period, one new post order was written. In addition, 95 Post Orders were updated during Fiscal Year 93-94.

### SUMMARY

During this past fiscal year, many changes occurred within the department. The two major changes that effected Custody were the Department's No Smoking Policy and the mandated overtime caps. Surprisingly, the no smoking policy has been accepted by the majority of both the civilian staff and the inmate population with only minor occurrences of violations. Custody was mandated to remain below an overtime cap of 68,575 hours for the last nine pay periods of FY 94. Through pay period 13/N, we successfully reorganized key elements of the operation. We stressed creative overtime management and more effective utilization of manpower. The result of our effort established an overtime total for the period that was 16,793 hours under the mandated cap figure.

## SATELLITE UNITS

### New Lisbon Unit

Total number of admissions was 213, and 59 paroles for this fiscal year. There was a total of 131 on-the-spot corrections issued, including reprimands. The daily average population was 86 for this period with a high count of 91 and a low count of 75. A weekly average of 48 inmates received an average of 48 visitors. Total number of packages processed was 833.

### Skillman

Total number of admissions was 62, with 21 inmates paroled. The average daily population was 37 with a high of 40 and a low of 29. There was a total of 70 on-the-spot corrections issued, including reprimands. Total number of inmates receiving visits was 401 with 1,077 visitors. Packages processed totaled 558.

### H/Wing

Total number of admissions was 85, and 18 inmates were paroled. The average daily population was 55 for this unit with a high count of 60 and a low count of 47. There was a total of 67 on-the-spot corrections and 40 disciplinary charges issued. Total inmates receiving visits was 522 with 2,696 visitors.

### I/Wing

Total number of admissions was 284, and 98 inmates were paroled. The average daily population was 141 for this unit, with a high count of 144 and a low count of 138. There was a total of 265 on-the-spot corrections issued. Also, a weekly average of 59 inmates received 6,778 visits which averaged out to 130 visitors weekly. In addition, 1,968 packages were received.

## SPECIAL TREATMENT UNIT PROGRAMS

### Administrative Close Supervision Unit

Number of admissions totaled 642, with 648 inmates transferred, and 29 inmates paroled. The average daily population was 157, with a high of 197, and a low of 151. There was a total of 446 on-the-spot corrections and 1,185 disciplinaries issued during this past fiscal year.

### COMMUNITY RELEASE PROGRAM

During the 1993-94 fiscal year, there has been a decline of Work Release participants. The peak number of participants were 23 in July. The number of work sites increased to six this year, with Merston Concrete, Murray Buick and Salerno's Specialty Pallets becoming new work sites in the 1993-1994 fiscal year. Burger King, East Windsor McDonalds and Burlington McDonalds remained in the Work Release Program from the previous year.

The following reflects the profile of the Work Release Program from fiscal year 1993, in comparison to fiscal year:

	<u>FY92-93</u>	<u>FY93-94</u>
Approved for Work Release	123	74
Terminated from Work Release	24	29
Inmates Readmitted to Work Release	3	7
Inmates Paroled/Maxed Out from Work Release	33	39
State Parole Board Hearings	55	71
Dental Appointments	69	66
Doctor Calls	168	196
Court Trips	2	7
Inmate Shopping Trips	0	0
Pre-Parole Physicals	17	21
Psychological Evaluations	35	38
Unit Meetings	13	37

	<u>FY92-93</u>	<u>FY93-94</u>
Employers Utilized	4	6
Gross Earnings	\$129,134	\$145,754
Net Earnings	109,495	122,808
Maintenance	17,225	17,147
VCCB	1,400	436

The Furlough Program witnessed a decrease in Fiscal Year 1993 - 1994, with four escorted furloughs and one unescorted furlough being completed. There was one violation reported.

The Halfway House Program had a decrease this year with 47 inmates being transferred to the Northern Regional Center for clearance to the Northern Halfway House Programs, along with direct transfers to VOA - Camden and Pathway House, Clarksburg. There were a total of 21 returns to ACWYCF from NRC and Community Release Programs.

During this fiscal year, the Community Release Department experienced a major staffing set back in losing the secretarial position held by Ms. Sandra Irizarry.

The Community Release department offered two counseling programs during the 1994 fiscal year - Group and Individual Counseling. The Group Counseling Program was offered to residents of Stone Cottage and serviced approximately 40 inmates during this period. The Individual Counseling Program was completed by 3 Stone Cottage residents.

#### COMMUNITY SERVICE PROJECTS

##### Special Purpose Detail

During the fiscal year for the period covering June 21, 1993 to June 20, 1994, the Special Purpose Detail worked a cumulative total of 226 days. The number of inmates utilized ranged from 3 to 7 inmates depending upon the nature of the specific assignment. The cumulative number of man hours worked by the inmates totaled 6,348 compared to 5,592 hours in FY 93. The detail serviced the following state agencies: Departments of Personnel, Insurance, Higher Education, Banking, Transportation, Corrections, and Borough of Roosevelt.

Primary tasks of the detail included delivery, loading and unloading of office supplies and furnishings, state office relocations, general warehouse duties, record storage, grounds maintenance and painting.

There were no reported disciplinary incidents or concerns regarding the detail's performance. The Special Purpose Detail continues to properly perform its assigned duties.

#### Highway Cleanup Program

During the past fiscal year, the highway detail worked a total of 971 hours on Interstates 95 and 295, as compared to 1,013.50 hours in FY 93. This detail, per week, collected an average of 81 bags of garbage and debris. Due to inclement weather, vehicle repairs, state holidays and reduced mobility schedule, the highway cleanup detail was cancelled a total of 118 times. This detail operates out of the I/Wing Minimum Unit located on the grounds of Wagner and maintains an average of 12 inmates assigned per week.

#### State Use Warehouse Detail

This detail, which is comprised of I/Wing Minimum Unit inmates, operated with a low of 12 and a high of 35 inmates. They work daily at a Trenton Warehouse and perform such duties as operating fork lift trucks, printing machines, shredding old license plates, and assisting in the kitchen. The detail was cancelled a total of 22 times throughout the fiscal year for the following reasons: inclement weather, State holidays, a sewer problem and the reduced activity schedule.

#### INMATE WORK OPPORTUNITIES - Non State Use

Inmate work opportunities have not changed during this reporting period.

#### VOLUNTEER SERVICES

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

<u>Program</u>	<u>Volunteers</u>	<u>Total Hours</u>
Alcoholic Anonymous	2	208
Volunteer Chaplains	3	203
Seminarian Interns	3	1,040
Catholic Volunteers	5	520
Protestant	12	1,248
Divine Word - Main	4	416
Divine Word (New Lisbon)	6	624
Fountain of Life - Main	6	780
Fountain of Life - New Lisbon	1	104
Jehovah's Witness	2	208
Kairos	16	1,424
Fundamental Bible Ministries	3	312
Total Religious Volunteers/Hours	61	6,879
Cumulative Volunteers/Hours	63	7,087

## TRAINING PROGRAMS

During FY 93-94, the following training programs were completed in addition to the number of staff who attended:

1. On-Duty Weapons Refresher (2 hours)	286
2. Off-Duty Weapons Refresher (2 hours)	102
3. Off-Duty Initial Eight-Hour Use of Force	8
4. Range Attendance (On-Duty Qualification)	300
5. Range Attendance (Off-Duty Qualification)	99
6. Firearms Instructor Course (Requalification Course)	6
7. Newly Assigned Custody Members from Laterals, Promotions, etc.	8
8. Agency Training (C.O.R. - 80 Hour Course)	20
9. C.O.T.A. Recruits Presently in Attendance	30
10. C.O.T.A. Recruits Graduated	13
11. Defensive Tactics Course C.O.T.A.	1
12. Fire Safety Instructor Course C.O.T.A.	14
13. Post Order Updates	95
14. Post Orders (New)	1
15. S.O.G. Semi-Automatic Transition Training (PR-24 Fort Dix)	19
16. S.O.G. Semi-Automatic Transition Training (PR-24 Instructor)	1
17. S.O.G. (Activations - Missions)	68
18. Civilian Orientation - three days, twenty-four hours	11
19. Scott Air Pack Training C.O.T.A.	32
20. Court Room Demeanor Class	27
21. Surviving Edged Weapons Class	35
22. Disciplinary Report Writing Class	11
23. Hostage Class	41
24. Fire Marshall Inspections	80
25. Special In-House Retraining Program	3
26. C.O.R. On-the-Job Training	18
27. Semi-Automatic Transition Training Instructor	22
28. Forced Extraction Class	92
29. A.C.S.U. Manual Locking System	13
30. Effective Oral Communication	14
31. Recruits Orientation (4 hours)	6
32. Universal Precaution Class (Blood Pathogens)	157

## FIRE MARSHALL'S REPORT

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

## SAFETY REPORT

There were 55 inmate injuries reported during this period, with no safety violations to report.

## GIFTS & DONATIONS

During FY 93-94 the following gifts and donations were received:

Brauninger News Agency donated 410 paperbacks to our library, with an approximate value of \$1,800.00. This company, which was previously located in Trenton, NJ, has since moved to Philadelphia, PA. They have serviced this facility for several years.

Pemberton Fabricators, Rancocas, NJ, donated carbon steel for use in the vocational welding class, with an approximate value of \$1,500.00.

J.W. Kennedy Welding Supplies donated magazines for student research, with an approximate value of \$100.00.

The American Welding Society donated five copies of the American Welding Society Structural Code book, with an approximate value of \$500.00.

The total value of all gifts and donations to this institution to benefit the inmate population was \$ 3,900.00.

Reviewed and Approved by:

  
Joseph E. Butler, Administrator