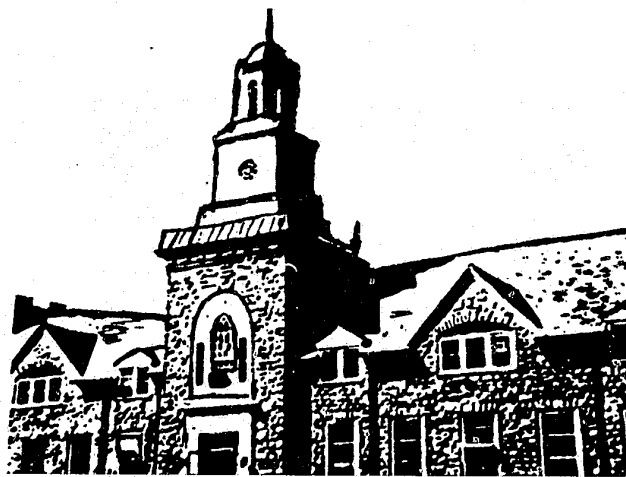


# MOUNTAINVIEW YOUTH CORRECTIONAL FACILITY ANNANDALE, NEW JERSEY



139054

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## ANNUAL REPORT

JULY 1, 1991 - JUNE 30, 1992

Harry P. A. DePew  
Administrator

139054

**SUMMARY ANNUAL REPORT**

**FISCAL YEAR**

**1991 - 1992**

**MOUNTAINVIEW YOUTH CORRECTIONAL FACILITY  
Annandale, New Jersey**

The statistics for this annual report reflect the time period from June 16, 1991, through June 15, 1992.

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

**MAJOR DEVELOPMENTS AND HIGHLIGHTS**

**Significant Developments and Issues:**

After 42 years of loyal dedicated service, Stephen M. Domovich retired as Administrator of Mountainview effective September 1, 1991. A dinner honoring Mr. Domovich was given at the Beaver Brook Country Club on September 8.

Mr. Harry P. A. DePew, Associate Administrator at the Garden State Reception and Youth Correctional Facility, was appointed by the Commissioner to succeed Mr. Domovich. Mr. DePew assumed this responsibility on September 3.

**Front House**

On October 11, 1991, various administrative departments moved into the new Front House, after gaining temporary Certificate of Occupancy on October 10, 1991. The new Front House and renovations in the original Administration Building allowed for several departments to physically expand. This was desperately needed and much appreciated by staff.

The new gates for vehicular and pedestrian traffic were put into operation on December 1, 1991. All other gates were closed at that time.

**Graduation**

On October 21, 1991, the Mountainview Youth Correctional Facility Education Department held its Annual Graduation Exercises. More than 200 students received certificates for completion of programs in GED, College Data Processing, Paralegal, Paraprofessional, and various vocational programs. Graduation speakers included Mr. Harry P. A. DePew, Administrator; Mr. Isaac Ballard, Jr., Director of the Office of Educational Services; Mr. William Howell, Chairman, Board of Trustees; Ms. Rosalie Sauck, Representative of North Hunterdon High School District; and Charles Mims, a former inmate.

## Outstanding Personnel of the Year

### Outstanding Employee of the Year

The Annual Merit Awards Luncheon was held on October 24, 1991, at LaVilla Ristorante in Hamilton Township. Mountainview's recipient was Alan S. Marino, Senior Correction Officer. Mr. Harry P. A. DePew, Administrator; Mr. LeRoy Love, Assistant Superintendent; and Mr. and Mrs. Marino attended this affair.

### Outstanding Teacher of the Year

Andrew J. Sivess, Teacher of the Year, was honored at the Awards Program held at Nottingham Ballroom in Trenton on April 3, 1992. Twenty Education Department staff members attended this affair. Mr. Sivess is a Teacher I-12 months who teaches Pre-Secondary Academics.

### Outstanding Correction Officer

On May 8, the Administrator and Senior Correction Officer Richard Wildrick attended a luncheon that was sponsored by the PBA for the Department of Corrections to honor the Outstanding Correction Officer for each institution. Richard Wildrick began employment as a Correction Officer in January of 1962 and was promoted to Senior Correction Officer in November 1980.

### Mock Escape Drill

On February 21, 1992, representatives from Local Government, State Police, Local Police and Emergency Service Providers were invited to the institution to receive a tour of the facility and receive information regarding a mock escape drill to be held at a later date.

On April 24, 1992, we held a mock escape drill with representative from the above institutions in attendance. The proceedings went very well.

### Open House and Staff Recognition Program

The Annual Open House and Staff Recognition Program was held on June 9. Eighty staff members received service awards for a total of 985 years of service. Sixty-one volunteers were recognized. Commissioner Fauver gave the principal address and Mr. James Schaefer, member of the Board of Trustees, spoke. Mr. Stephen M. Domovich, previous administrator, also spoke. Approximately 100 guests attended.

### Mountainview Population

The high count was 1,766 on December 19, 1991. Six-hundred and ninety-six of the inmates received during the past year were transferred directly from their respective county jails.

### Volunteer Furlough Program

The State introduced a Voluntary Furlough Program during this reporting period. This allows employee time off without pay, continues their health benefits and does not penalize the employee by changing anniversary dates until 30 days or more are utilized. Thirty employees participated in the program using 781.6 days for a total of \$95,621.19.

## Special Problems/Resolutions

### Health Inspections

On October 7, 8, and 9, 1991, three health inspectors from the Department of Health conducted the annual health inspection. The institution received a satisfactory rating. All discrepancies were corrected.

On May 26 and 29, 1992, the State Health Inspector conducted the yearly health inspection of High Point and Stokes Forest. Both units received a conditional satisfactory rating.

### Memorial Services for Staff

A Memorial Service was conducted by the institution Chaplain in the institution Chapel for Dr. Lawrence Mazzei on October 25, 1991. This was a tremendous loss for the Medical Department.

### Community Alert Network (CAN)

There was an escape of two inmates from our High Point Satellite Camp on January 14, 1992, in which they took a local couple hostage. The inmates were captured and the couple unharmed. As a result of this escape, the Department of Corrections has employed the services of CAN, a computer that will telephone those local residents and businessess who wish to be notified of such an event in the future. This service will be activated on July 1, 1992. The count has been reduced at High Point by twenty-four and increased at Mountainview's Minimum Units by that number. Meetings were held with the local townspeople/residents on numerous occasions in an attempt to foster a better relationship between the camps and the local community.

### Garage

On April 15, 1992, Mountainview's Garage was closed down. We are no longer responsible for the repair of any State vehicle. The two Supervisor Repairers assigned to the institutional garage were reassigned to Bedminster per Executive Order #33 (Management Control and Supervision of State owned Vehicles).

### Accreditation

Mountainview has been operating as an accredited facility since August 1989. Accredited status shall expire in August 1992 because it was awarded for a three year period and a re-accreditation audit would be necessary to maintain continuity.

The Department of Corrections and MYCF Accreditation Manager are reviewing unabated life safety issues to ascertain, through the Commission on Accreditation for Corrections, if MYCF could achieve re-accredited status if all other standards would be in compliance. The reason the life safety issues are unabated is because of the fiscal restraints being experienced in the State of New Jersey.

Office of Legislative (OLS) Audit

The Office of Legislative (OLS) Audit that was conducted in the Spring of 1991 was finalized on September 4 with an exit interview. In attendance were Mr. Stephen Domovich, retired Administrator; Mr. Harry DePew, Administrator; Mr. Frank Marchetti, Business Manager; representing the institution. Also Mr. Richard Bernstein, Assistant Director of Fiscal Management; Mr. Paul Rebovich, Bureau of Audits and Accounts; Mr. James Dooley, Supervising Auditor; representing the Department of Corrections. Mr. Tony Glebocki, Auditor-in-Charge; Mr. Robert Alou, Supervising Auditor; and Mr. Daniel Kaschak; representing the Office of Legislative Services. Some discrepancies were found in several areas which were corrected.

INMATE MOVEMENT AND CHARACTERISTICS

There was a total of 2,419 admissions to Mountainview in the fiscal year 1991-1992. This figure was 208 more than the 2,211 inmates received during the previous fiscal year. This figure reflects 1,211 inmates received from Garden State Reception and Youth Correctional Facility and 696 received directly from their respective counties. One-hundred inmates were received from other institutions. Receiving inmates from the county jails entails the interviewing and selection of inmates by MYCF members and institutional personnel fulfilling many of the functions normally dealt with at Garden State Reception.

At the end of the 1991-1992 fiscal year, Mountainview had 1,290 State Prison Cases included in its population. These were individuals who were assigned to MYCF through Prison Reception, inmates sentenced to the State Prison and received directly from the county, and inmates who were originally committed to the Youth Complex with pending charges and subsequently received State Prison Sentences.

The average population was 1,711 as compared to 1,606 the previous year.

A total of 1,250 inmates were paroled from Mountainview during the 1991-1992 fiscal year. There were 88 inmates released on expiration of their maximum sentences and 2 released to probation. Four-hundred and twenty-seven inmates were released to the Home Confinement Program; eighty-five inmates were released to the Intensive Supervision Program; 7 to MAP; 16 to halfway houses, and 471 inmates were transferred to other institutions primarily for disciplinary reasons.

The average inmate age on admission was 23.5 as compared to 24.1 of the previous year.

The average length of stay was 9.9 as compared to 10.7 months in 1991-1992.

On April 28, 1992, the institution had its lowest count of the year at 1,599 and on December 10, 1991, had its highest count of 1,766.

The Classification Committee convened 196 times (105 regularly scheduled meetings and 91 ad hoc meetings) and acted on a total of 9,342 cases in the 1991-92 fiscal year as compared to 9,366 in 1990-1991. This included 4,424 personal appearances and 4,918 non-personal discussion cases.

The Senior Classification Officers conducted a total of 778 formal interviews during the year as compared to 741 the previous year.

Central Administrative Transportation Unit

During the past year the Central Administrative Transportation Unit made 135 trips transporting 678 inmates.

Central Court Transportation Unit

During the past year the Central Court Transportation Unit made 231 trips transporting 960 inmates.

Central Medical Transportation Unit

During the past year the Central Medical Transportation Unit made 212 trips transporting 656 inmates.

Secaucus Minimum Unit

On August 1, 1991, Mountainview transferred its first four inmates to the Secaucus Minimum Unit. All inmates transferred to that facility are previously approved by the Classification Committee. A total of 156 inmates were transferred to Secaucus during the fiscal year.

STATUS OF INMATE MORALE

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

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

A total of 190 inmates received furloughs. There were 113 unescorted furloughs, 74 escorted furloughs, and 3 medical furloughs. There were 52 special visits and 61 funeral trips.

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

Inmate Activities:

Gamblers Anonymous - Gamblers Anonymous began during the month of March 1991. These meetings are held at the main compound on the first and third Thursday of the month and at the Full Minimum Units on the second and fourth Thursday of the month.

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

Latino Substance Abuse - The Latino Substance Abuse Program began at Mountainview on March 2, 1992. There were 20 Hispanic inmates participating in the program at that time. This program is conducted by Ms. Blanca Gonzalez from the Office of Hispanic Services.

Hispanic Community Group Banquet - On June 29, 1991, the Hispanic Community Group held their annual banquet in the gymnasium. The hispanic band, "Libertad", played at this affair. Food was catered and served to approximately 275 people. Several administrators and staff members attended this affair.

Family Day Picnic - On July 29, 1991, the 9th Annual Family Day Picnic, coordinated by the Education Department and sponsored by the Jaycees, Hispanic Community, Cottage Committee, and Islamic Community was held on the institution grounds. The Food Service Department served a continuous buffet luncheon from 10:30 am through 2:00 pm. Inmates were allowed to have three visitors from their visiting list. Approximately 1,500 visitors, inmates and staff attended. The program agenda for the picnic included a softball tournament between the four service organizations, games and races for children, musical entertainment by the Jaycee Band and a clown.

The Family Day Picnic was held at the Satellite Complex on August 10, 1991. A total of 141 inmates participated with 356 visitors at High Point and 43 inmates participated with 121 visitors at Stokes. The Satellite Complex Food Service Department provided food for both units. Each unit had a Disc Jockey. Organized games were played.

The Full Minimum Units held their first Family Day Picnic on August 18, 1992. Commencement began at 10:00 am and ended at 2:00 pm. Provided were a Disc Jockey, a magician and other activities for the inmates and their family members. Food Service provided food for the occasion.

T.R.A.P. Annual Picnic - On August 18, 1991, the TRAP Program held their 10th Annual Picnic. There were eight former TRAP residents in attendance as well as three former Directors: Mr. Ted LeVay, Mr. Malcolm Wadley and Ms. Lee DiMascio.

Jaycee Banquet - On September 21, 1991, the Annual Jaycee Banquet was held. Approximately 250 people attended including several staff members. This event was a success thanks to the support and assistance received from the Administration and other departments.

College Program Picnic - On October 4, 1991, the College Program held their picnic with 34 inmates attending and the administrative staff. It was successful and enjoyed by all.

Hispanic Community Group - From December 9th through the 13th, 1991, the Puerto Rican Congress of New Jersey along with the Full Minimum Unit Hispanic Community Group of Mountainview sponsored a Leadership Training Workshop for the Hispanic Community Group inmates. The training consisted of workshops in Hispanic History and Culture, Positive Family Dynamics, Decision Making and Establishing Personal Goals. Twenty inmates attended these workshops.

### Disciplinary Actions

There were 3,201 disciplinary reports written. Thirty-three hundred and twenty-five inmates received On-The-Spot Corrections.

There were 610 appeals submitted to the Administrator's office and 170 were adjusted.

### Inmate Liaison Committee Meetings

Cottage Committee Meetings are held every Thursday with Education staff, Custody staff, and the Executive Assistant. It is through these meetings the administration was able to improve the working relationship between inmates and staff. The administrator meets with individual cottage representatives once a month.

### Unusual Incidents

There were 24 escapes during the fiscal year: 7 were from Community Release Programs; 8 from Home Confinement Program; 2 from Full Minimum Units; 1 from the main facility; and 6 from the Satellite Complex. There were no attempted escapes.

There were 7 assaults on staff.

### Visits

During the year, 50,164 visitors visited 27,810 inmates. Fourteen-thousand, five-hundred, and ninety-three packages were received. Seven-thousand, seven-hundred, and eighty-six cash receipts were issued to the inmate population totaling \$206,828.00.

### LAWSUITS

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

### ACCREDITATION

All Administrative Policies/Procedures and related aspects (emergency plans, department manuals, SOPs, fire procedures, safety inspections) are maintained as required. Requisite annual reviews are performed and revisions/updates are incorporated as they become necessary due to Title 10A or Department of Corrections sanctions.

The Accreditation Manager, through the Assistant Superintendents and the applicable department heads, has requested primary and secondary documentation to uphold standards compliance for the three year accredited period. This is a requirement of the Commission on Accreditation for Corrections for any accredited facility.

Since Accreditation is a valuable management tool and much groundwork has been laid towards achievement of accredited status, the Accreditation Manager shall continue to strive towards maintaining this excellence for Mountainview.



Future plans include keeping current Administrative Policies/Procedures in all areas regardless of re-accreditation. By being current, the guesswork is removed, ambiguities are also removed from the rights, privileges and responsibilities and limits placed on inmates. Clearly defined expectation and requirements for staff and inmates provide the framework for improved communication and correctional programs.

The Accreditation Department personnel consists of a Senior Standards and Procedures Technician and 1 Principal Clerk Typist.

#### PERSONNEL

There were 613 employees at Mountainview as of June 15, 1992. This included budgeted and temporary funded positions. Of this total, 399 are custodial positions. Twenty-five employees were hired and there was a total of 7 resignations.

Forty-six personnel were transferred from this institution to other institutions; 28 were transferred from other institutions to this institution; there were 11 retirements; and 1 death during the fiscal year.

Fifty-seven individuals were involved in SLI during the past fiscal year. There was a total of 251 employee accidents.

Seventy promotionals were processed during the year: 25 custodial and 45 civilian.

There was a total of 11 major and 462 minor disciplinary actions disposed of. Twenty-five formal grievances were disposed of during the fiscal year.

A total of \$2,590,199.52 was expended for 95,423 hours of overtime covering the fiscal year.

The Personnel Department consists of the following staff: 1 Personnel Assistant I, 1 Personnel Assistant 4, 1 Personnel Aide 1, 1 Supervising Payroll Clerk, and 1 Senior Payroll Clerk.

#### BUSINESS MANAGEMENT ACTIVITIES

The Business and Accounting Offices have the following personnel: Business Manager I, Assistant Business Manager II, Office Supervisor, Supervisor of Accounts, Head Clerk Bookkeeper, Principal Clerk Bookkeeper, Principal DEMO, Principal Clerk Transcriber, 2 Senior Clerk Transcribers, Senior DEMO, Senior Clerk Bookkeeper, and Telephone Operator Typist. The Computer Room consists of a Head DEMO and a Principal DEMO. The Storeroom has a Storekeeper 1.

#### Food Service

Mountainview's Food Service Department continued to provide a wholesome nutritious diet to residents at the institution. A total of 1,328,646 meals were served to inmates, employees, and guests.

The present kitchen and dining facilities at High Point State Park are not adequate for the population and staff. Major renovations are necessary to update these facilities in Unit B.

Since the Full Minimum Unit opened in February of 1991, no ITI positions were made available. These positions are considered to be a major priority due to the sensitivity pertaining to food in an institutional setting.

#### Institution Finances

Inmates in the Work Release Program earned a total of \$423,971.15 (\$417,997.95 from the Full Minimum Units and \$5,973.20 from the Satellite Complex). They paid \$55,288.26 in room and board. Inmate wages were \$837,230.98. Paraprofessional wages were \$24,527.80 at the main facility and \$7,288.60 at the Satellite Complex. State Use inmate wages were \$18,553.71.

#### Maintenance and Physical Plant

The age of the institution places heavy demands on the staff of this department. Three-thousand five-hundred and thirty-three repairs were made. The following major projects were completed during the year: Visitors Center water problem was corrected; completed garage for the Education Department; new steamlines were installed; pistol range renovations were completed; the addition to the Power House was completed; emergency light system to cottages and units was upgraded; renovations to trailers, armory, and laundry at High Point were completed; renovations to Administrator's house were completed and new roof and vinyl siding installed; began work on trailer renovations for Unit A showers; renovations to several offices in the Administration Building were made; changeover for new telephone system took place; moved two trailers to High Point; renovated old operations offices; addition to Print Shop began in April and will be completed by the Education Department; trailer renovations began at High Point; new water line was installed from the tower to service the Administration Building, kitchen, visitor's center, and gym; Hamlin House was renovated with a new kitchen and bathroom, floor reinforced, and vinyl siding installed; underground oil tanks were tested; and main water line to the piggery and two residences was repaired.

Mountainview Garage was closed on April 15. Our cars and trucks go to Hunterdon Developmental Center and Bedminster Department of Transportation for repairs. This has caused major problems for the institution.

The Maintenance Department has the following staff: Engineer in Charge of Maintenance, 2 Assistant Engineers in Charge of Maintenance, 2 Crew Supervisors (Electrician), 2 Crew Supervisors (Plumbing and Steamfitter), Crew Supervisor Carpentry, Crew Supervisor Mason-Plasterer, ITI-1 Carpentry, 2 Crew Supervisor Painters, 5 Senior Repairer Welders, Superintendent of Institutional Grounds, Principal Clerk Transcriber, 2 Truck Drivers, and Operator Sewage & Water Treatment Plant. The Powerhouse has a Chief Operating Engineer and 4 Operating Engineers.

### Stores and Canteen Operations

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

Canteen staff consists of a Principal DEMO and a Senior DEMO.

### Tailor Shop

A total of 401 inmates were assigned to the Tailor Shop. During the fiscal year, 67,453 pounds of laundry were sent to Bordentown. There were 50,616 inmate laundry changes; 7,164 clothing repairs for the main facility, the Satellite Complex, and the Full Minimum Units; 1,855 new admissions processed; 134 inmates clothed for court; 26 inmates clothed for funerals; 151 paroled inmates were issued civilian clothing; checked on appropriate clothing for 1,344 inmates sent to court; and 1,924 inmates returning state issue.

The Tailor Shop has a Supervising ITI (Needle Trade) and an Assistant Storekeeper.

### STATE USE INDUSTRIES

The year started out with 31 inmates assigned. One-hundred and forty-five inmates were assigned by the Classification Committee. One-hundred and forty-five inmates were terminated leaving a total of 31 inmates assigned at the end of the fiscal year. The detail worked 5,868 days.

### FARM OPERATIONS

During the past year, 708,127 quarts of 2% milk and 320,727 quarts of raw milk were produced and shipped to various institutions. The herd totals are as follows: 73 milking, 6 dry, 53 heifers, 22 calves, and 2 bulls for a total of 156. Twenty-seven cows and 41 calves were sold to Hackettstown Auction Market and 1 cow and 9 calves died. The pig totals are as follows: 48 sows, 3 boars, 36 market hogs, and 108 shoats for a total of 278. One-hundred and thirty-three market hogs, 2 boars, and 15 sows were sold to Leides and 2 sows and 27 suckling pigs died.

Two-hundred and sixteen acres of corn and 15 acres of oats were planted; baled 20,000 bales of hay and straw; shipped 60 tons of corn and 4,000 bales of hay to Leesburg.

On March 28, 1992, at the Northeast Dairy Heard Improvement Banquet, Mountainview received an award for highest producing four year old for the year.

Farm personnel consists of 1 Farm Supervisor I, 2 Head Dairy Workers, and 2 Head Farmers.

### PROFESSIONAL SERVICES

#### Rule Exemptions

During the past year, 296 requests for rule exemptions; 333 requests for IICC for transfer; 1 request was sent to RCC for transfer; 2 requests to SCC; and 1 medical furlough was processed and approved through Central Office.

Classification/Case Conference Committee Activities

The number of cases acted on by the Classification Committee was 9,342 as compared to 9,366 the previous year. This includes 4,424 personal appearances and 4,918 non-personal discussion cases.

The Classification Department consists of the following personnel: 2 Senior Classification Officers; 1 Technical Assistant Classification; 1 Head Clerk; 2 Principal Data Entry Machine Operators; 2 Senior Data Entry Machine Operators; 1 Senior Clerk Transcriber; and 1 Clerk Transcriber.

Education

The full certified educational staff remained intact during the year and insured continuity in all phases of the educational programs. The following staff work for the Education Department: 1 Supervisor of Education; 3 Assistant Supervisors of Education; 22 Teacher I (12 months - 15 at the main facility, 5 at Satellite Complex and 2 at the Full Minimum Units); 11 Teacher II (12 months - 7 at the main facility, 1 at the Satellite Complex, 2 at Waterloo Village, and 1 at the Full Minimum Units); 3 Teacher III (10 months); 1 Teacher IIII (12 months); 1 Supervising ITI (Carpentry); 1 ITI (Carpentry - at the Satellite Complex); 1 ITI (Welding ); 2 Teaching Assistants full time (1 at the main facility and 1 at the Full Minimum Units); 3 Teaching Assistants part time; 1 Speech Correctionist; 1 Education Programs Assistant; 1 Principal Data Entry M.A.; 1 Principal Clerk Transcriber; 1 Learning Disabilities Specialist; 1 Principal Clerk Bookkeeper; 1 Librarian; 1 Supervisor of Recreation; and 2 Recreation Assistant (Satellite Complex).

Academic classes ranging from literacy training through post-secondary were conducted. Social Education Programs, Driver Education, Art, Music, Learning Disabilities, Child Study Team Services, and Programmed Instruction were also conducted.

The Garden State College Program had 58 students earning college credits.

Ninety-eight inmates participated in the Paraprofessional Program in the areas of Clerks, Teacher Aides, Tutors, Recreation Aides, Law Library, and Library Clerks, as well as Education Clerks. A total of \$31,702.70 was expended for their salaries.

Educational programs played an important part in the total program at the Satellite Complex and Full Minimum Units.

Garden State College Program

Sixty-six Mountainview inmates were enrolled in the Garden State College Program during the year. Of this total, 58 students received college credits. The College Program continues to sell soda, popstarts, crab, and shrimp on Thursday Canteen. Monthly meetings are held with the college coordinator. Weekly meetings are held in the College Dorm. On October 4 a picnic was held for the students and 34 inmates attended. The Annual Awards Banquet was held on May 16 with 63 inmates and 28 guests attending. A total of 58 students received recognition for their participation in the college program. College tutoring continues to prepare inmates for the college test.

### Case Study Team

On September 9, 1990, the School Psychologist resigned his position at Mountainview. Due to the hiring freeze, this position has never been filled. On April 1, 1991, due to the State lay-offs, the Case Study Team lost their School Social Worker. The psychologist provides valuable services which include not only routine CST evaluations and classifications but also group and individual counseling for the under 21 year old population. Without either the School Social Worker or the School Psychologist, the Mountainview Case Study Team cannot effectively service the growing number of 21 year olds who have come into the system classified. With the opening of the Full Minimum Units and the new Ad Seg Unit at Northern State, it is imperative that these positions be filled. The Mountainview Case Study Team services Mountainview, Stokes Forest, High Point, Full Minimum Units, Northern State Prison, Edna Mahan, Adult Diagnostic and Treatment Center, and East Jersey State Prison. The Learning Disability Specialist position was vacated November through April due to maternity leave.

Several conferences and workshops were attended by the Speech Correctionist and the Learning Disability Specialist.

Real ear measurement testing/calibration is being conducted on the Maico M41 audiometer.

There were 257 screenings conducted during the fiscal year.

### Internal Affairs

The Internal Affairs Unit currently has four positions assigned to the Unit: one Principal Investigator and three Senior Investigators. The Unit assumes the responsibility of investigating all violations of the New Jersey Criminal Code and Department of Corrections Standards. Services provided to the institution include preparation of major incident reports, claim investigations, background checks on new employees and volunteers, narcotic field testing, evidence maintenance, protective custody investigations, drug urinalysis screening, and monitoring of work release sites. During the past year the Unit has performed 133 investigations, 39 department reports, 81 claim investigations, 127 background checks, handled 88 pieces of evidence, 546 urines taken with 38 disciplinary charges written, made 14 trips to work release sites for monitoring purposes, and took 16 field tests.

### Medical and Dental Services

The Medical Department staff consists of one Medical Director, one Medical Doctor, one Director of Nursing Services, two Supervisors of Nursing Services, 12 Registered Nurses, one Licensed Practical Nurse, (2 RN's assigned to Satellite Complex), one TB Nurse, one Supervisor of Pharmacy, and one Principal Clerk Transcriber. There were 103,345 inmates to medical call during the past year. There were 297 trips transporting 256 inmates to hospitals and/or doctors in the community. One-hundred and nineteen employees were treated for in-service accidents.

The Dental Department staff consists of one Chief of Dental Services, one full-time Dentist, one part-time Dentist I, one full-time Dental Assistant. There were 5,521 inmates seen in the dental clinic during the past year. Nineteen full dentures and 80 partial dentures were provided.

#### Parole Department

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

One-thousand two-hundred and fifty inmates were paroled, 88 inmates released on expiration of their maximum sentences, and 2 inmates released to probation during the past year. There were 2,035 pre-parole interviews, 1,916 inmate requested interviews, and 1,916 other interviews. The Institutional Parole Officers were involved in conducting 154 parole classes; 48 orientation classes; and screening for gate money.

#### Psychological and Psychiatric Services

Four full-time Senior Clinical Psychologists (one at the Satellite Complex); one Principal Clinical Psychologist; and one Principal Clerk Transcriber comprise the Department. The breakdown of psychological services is as follows: Pre-Parole and State Prison evaluations, 1,029; initial classifications, 2,047; Community Release evaluations, 462; Minimum/Satellite Complex evaluations, 59; Testing, 2,026; other evaluations, 62; group therapy contacts, 3,656; and individual therapy sessions, 1,022.

Two part-time psychiatrists made 104 visits; conducted 677 evaluations, 370 individual treatment cases, and 380 new evaluations. There are 85 cases assigned. There were five inmates transferred to Trenton Psychiatric Hospital during the fiscal year. The waiting list to see one of the psychiatrists is 23 inmates.

#### Recreation

Recreation at Mountainview is a very integral part of the system. Movements run during the morning, afternoon, and evening to help alleviate the crowded conditions which occur in the housing units. General recreation is run in the evening at approximately 6:15 p.m. When on the ballfield it will run until dusk, however, in the gym movements are from 6:15 p.m. to 8:00 p.m. and 8:15 p.m. to 9:30 p.m. The same activities are available as during the day. The total evening count for the year was 92,245. Free leisure time activities, intramurals, and inter-institutional competitions comprise the bulk of recreational programs.

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

The recreation staff consists of one Supervisor of Recreation and 3 Teacher Assistants with one being at the Satellite Complex.

### Religious Services

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

A total of 4,506 inmates attended 143 Muslim Services; 924 inmates attended 53 Protestant Services; 173 inmates attended 46 Catholic Services; 195 Spanish inmates attended 45 Spanish Masses; 5,611 inmates attended various Bible Study Groups; and 1,128 inmates attended 28 Ramadan Services from March 4 through April 2.

### Ramadan

An average of 58 MYCF inmates; 18 Satellite Complex inmates; and 30 Full Minimum Unit inmates participated in the Holy Period of Ramadan that began March 4 through April 2. This is observed by the fasting of food and drink during daylight hours. During this period, meals are served in the inmate dining hall at dusk.

### Social Service

The Social Service Department performed an outstanding service to the population this past fiscal year. There was a total of 22,898 inmates seen by this department as a result of referrals from both staff and inmate requests. One-thousand three-hundred and ninety-nine telephone calls between inmates and their families were arranged.

Six grievances were filed by inmates.

Residents from the Garden State Reception and Youth Correctional Facility as well as transfers from county jails were interviewed upon arrival for orientation purposes and to obtain additional information about them. A total of 1,712 inmates were interviewed for this purpose.

The Social Service Department provides coverage to the following areas: Behavior Modification; Continuous Assessment Program; Values Clarification; Group Counselling; Alcoholics Anonymous; AA "12-Step"; Gamblers Anonymous; and Narcotics Anonymous. Services are provided to detention; Administrative Segregation; Protective Custody; and the Infirmary. There were 1,857 inmates seen in these areas by the Social Workers.

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

State Parole Board

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

Treatment and Rehabilitation of Addicted Prisoners (TRAP)

During the past year the TRAP staff conducted a total of 702 inmate interviews for possible program admission of which 262 inmates were found to be clinically appropriate for treatment. Unit A TRAP in-patient unit remained at capacity which is 72 inmates. One-hundred and ninety-three inmates were admitted to the program under the direction of a Supervising Substance Abuse Counselor; four Substance Abuse Counselors (two of which are at the camps), and an Instructor Counselor. Approximately 90 per cent of all inmates applying to TRAP are, in fact, mandated to treatment via the New Jersey State Parole Board.

TRAP continues to assist surrounding communities with their efforts in drug/alcohol education awareness programming. This was especially true in the area of youth services. Eight public schools and 2 HALO groups visited the TRAP Program. The program presented 8 speaking engagements.

TRAP held their annual picnic on 8/18/91; their annual Christmas party on 12/20/91; and their annual luncheon on 5/1/92.

CUSTODY OPERATIONS

During the past year a total of 1,063 trips escorting 3,007 inmates, requiring 5,082.35 manhours, and covering 105,625 miles was made. Manhours for court trips amounted to 1,466.90 hours; administrative trips, 2,327 hours; and medical and dental trips, 926.5 hours.

FULL MINIMUM UNIT

The beginning count at the Full Minimum Unit was 132 and the ending count was 287. The F.M.U. increased the population count from 264 to 288 on March 25, 1992. With the increased count, staff are attempting to develop various programs, recreational needs, etc. to accommodate the expanded capacity.

There were 244 inmates paroled; 179 inmates transferred to Home Confinement; 14 to Intensive Supervision Program; 3 Escapes; 100 disciplinary returns to the main facility; 8 transfers to the main facility; 44 inmates transferred to the Satellite Complex; 59 inmates received from the Satellite Complex; 140 administrative transfers to the main facility; and 16 inmates transferred to other institutions.

Four-thousand four-hundred and fifty-eight inmates received 7,527 visitors, 243 packages, and \$28,129.00.



There were 276,139 meals served and 14,617 bag lunches prepared.

The AA meetings were held 36 times with a total of 1,040 inmates participating. Behavior Modification I was held 42 times with 495 inmates; Behavior Modification II was held 5 times with 11 inmates. Substance Abuse was held 37 times with approximately 330 inmates. NA meetings were held 10 times with 377 inmates.

There were 1,044 inmates enrolled in educational classes; 647 enrolled in academic classes; 375 in Life Skills classes; 470 inmates involved in the Orientation Program; 17 inmates participated in the GED test in June; and 4 inmates participated in the S.A.T. Program.

Recreation activities include board games, cards, ping pong, and cable television. Outdoor activities include basketball and passive recreation. The FMU participated in a Softball Tournament at Albert C. Wagner.

Psychological services included 254 evaluations; 158 Pre-Parole/SPB evaluations; 93 Community Release evaluations; 94 interviews; and 341 inmates involved in group therapy.

Medical Services included 1,841 inmates seen by the physicians; 2,950 inmates receiving treatment from nurses; 552 accidents; 17,651 medication calls; and 31 inmates seen by the Optometrist. There were 4 employees treated for accidents. There were 562 inmates seen in the Dental Department with 12 full dentures and 8 partial dentures provided.

One-hundred and twelve inmates attended 34 Cottage Committee meetings. These meetings were held with staff from the units.

Social Service activities included 75 family contacts; 760 inmates involved in group counseling sessions; 94 legal mail; 31 supportive counseling; 3,933 inmates seen at their own request; 44 referrals from the Classification Committee; 87 inmates making telephone calls; 22 inmates seen on an emergency basis; 39 inmates seen on staff referral; 4 funeral visits and 11 special visits were arranged.

A total of 1,537 inmates attended 86 Muslim Services; 82 inmates attended 18 Protestant Services; 641 inmates attended 147 Bible Study Groups; and 30 inmates participated in the Holy Period of Ramadan.

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

#### SATELLITE COMPLEX

The count at the end of the fiscal year was 265 and Stokes Forest remains at 90 for a total of 355. Two-hundred and ninety-five inmates were paroled; 16 released at Expiration of Maximum Sentence; 26 inmates transferred to halfway houses; 30 to MAP; 1,102 inmates received from the main facility; 1,151 returned to the main facility; and 118 disciplinary transfers. There were four escapes.

Five-thousand seven-hundred and forty-two inmates received 10,315 visitors, 780 packages, and \$35,486. There were 3,759 packages received through the mail.

A total of 414,240 meals were served and 20,898 bag lunches were prepared.

There were 144 AA meetings at Stokes with 3,497 inmates and 182 guest speakers. Forty-four AA meetings were held at High Point with 2,937 inmates, 29 volunteers, and 16 guest speakers. There were 45 12-Step Meetings at High Point with 2,805 inmates, 19 volunteers, and 19 guest speakers.

Many therapeutic programs have been made available to the inmate population. The coordination of all available counseling services has worked out well due to the cooperation of all staff involved. At present, there are four Substance Abuse Education Groups, 4 Substance Abuse Counseling Groups; two Behavior Modification Classes, and one Vocational Counseling Group as well as Psychology Programs.

Classification Meetings are held each Tuesday. There were 935 personal reviews and 1,397.

The Recycling Program assisted Sussex County with the baling of recycled plastic. The glass loading dock was completed and a new glass crusher purchased. Items recycled are glass, aluminum, newspaper, tin, cardboard, plastic, office paper, and pallets for a total of 1,354,258 pounds.

One-thousand two-hundred and ninety inmates were involved in educational programs; 923 inmates involved in CAP orientation, and 269 inmates involved in the vocational programs. Three GED Tests were given and 21 inmates received their High School Equivalency Diplomas.

Recreation activities went very well. We are able to rent video tapes from a local store. New recreation equipment was received for both units. Repairs were made on equipment and recreation area was upgraded.

The year was a productive one with Crisis Intervention being top priority. The full time Staff Clinical Psychologist performed 685 evaluations; 189 individual therapy sessions with 102 inmates involved; 128 group therapy sessions; 39 therapy groups with 463 inmates involved; 8 groups with 300 inmates involved; conducted 546 interviews; and 453 staff consultations. The Psychologist is a member of the Classification Committee and available for administrator and staff consultations and instructor at C.O.T.A.

The Satellite Complex Medical Department provided residents with many varied services. There were 279 physicals, 319 inmate accident/injuries; 2,573 inmates seen by physicians; and 4 staff accidents. Dr. Mazzei, Satellite Complex Physician, died in October. Dr. Edwards has been working two days a week at the Satellite Complex. There were 1,069 inmate visits to the Dental Department. Nine partial dentures were provided.

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

Social Services has been able to offer quality service to the inmate population. There have been 705 contacts with families; 328 telephone contacts; 115 group counseling sessions; 769 inmates assigned to groups; 140 inmates seen on an emergency basis; 193 legal mail; 84 inmates seen for supportive counseling; 9,383 interviews; 7 funeral trips and 3 special visits were arranged.

Religious services continue at both camps. There are Jumah Services, Protestant Services, Bible Study groups, Muslim Services, and Ramadan. Taslim Services were held three times a week. There are many registered volunteers who conduct Bible study classes on a weekly basis. Ramadan was held in the Spring. Mr. Hockenbury's spiritual rock group has contributed to the program throughout the year.

Two inmates were in the Work Release Program at the beginning of the year, however, by November the last inmate quit. Gross wages for the fiscal year were \$5,937.20 and net \$4,858.83. Many attempts have been made to establish the program, but no one is hiring. There is now negotiations with a local merchant who opened a recycling operation but an agreement has not been finalized.

The "Show Me The Way" Program is in its fifth year with a success rate of 80 to 85 per cent. The program has been expanded to include area high schools. A pamphlet has been published explaining the program and plans are being made to send them to high schools in Sussex County.

#### SPECIAL TREATMENT PROGRAMS

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

#### COMMUNITY RELEASE PROGRAM

During the past year there were 427 inmates released to the Home Confinement Program; 85 inmates transferred to ISP; 7 inmates transferred to MAP; and 16 inmates transferred to halfway houses.

On June 15, 1992, there were 41 inmates participating in the Work Release Program as compared to 43 on June 15, 1991. During the year the program provided opportunity for 157 inmates. Financial totals were: Gross income \$423,971.15 and Net \$361,775.37. Inmates in the Work Release Program paid \$55,288.26 in room and board.

During the year, 74 escorted furloughs, 113 unescorted furloughs, and 3 medical furloughs were granted.

## COMMUNITY SERVICE PROJECTS

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

### Glen Gardner

Three to 6 inmates worked 237 days.

### Greystone

Six to 33 inmates worked a total of 240 days.

### Highway Detail

Eight-hundred and thirty-seven inmates were assigned to the Highway Detail cleaning up debris from Interstates 78 and 287. They worked 215 days, recorded 32,276 manhours, logged 699.1 miles, and collected 334,715 pounds of trash.

### Recycling

One to six inmates assisted the following communities in their recycling projects: Alexandria Township 25 times; Clinton Borough 25 times; Clinton Township 111 times; Delaware Township 37 times; East Amwell Township 39 times; Franklin Township 23 times; Hampton Boro 35 times; High Bridge Borough 95 times; Holland Township 59 times; Hunterdon County Transfer Station 8 times; Lambertville Boro 57 times; Lebanon Borough 35 times; Milford Boro 25 times; Readington Township 51 times; Tewksbury Township 42 times; Union Township 13 times; and West Amwell 26 times.

### Show Me The Way Program

The Show Me The Way Program entered into its fifth year and has been 80% to 85% effective working with juveniles from the age of 11 to 19 years old.

### Special Community Projects

One to six inmates worked at Annandale Court House 1 time; Beaverbrook Farms 2 times; Clinton Museum 45 times; Clinton Township Police Department 16 times; Flemington 1 time; Hunterdon Art Center 15 times; Hunterdon Sheriff's Department 5 times; Lambertville Truck 302 times; Lebanon Borough Police 2 times; Port Newark 4 times.

Inmate work details at the Satellite Complex worked a total of 268,105 hours in at Greystone, State Parks, Waterloo Village, and local communities.

### TRAP Speaking Engagements

Eight TRAP Speaking Engagements occurred during the fiscal year in area schools and two HALO Programs occurred. Eight area schools visited the TRAP Program during the fiscal year with approximately 185 students.

### Waterloo Village

Eight to 46 inmates worked at Waterloo Village on a full time basis 281 days.

#### INMATE WORK OPPORTUNITY

The staff continued to instill good work habits among the residents, the majority of whom were not work oriented. In addition to the large farm and grounds area to care for, maintenance of 163 buildings remains a very large job. Several work groups continued to function at both satellite units.

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

#### PUBLIC RELATIONS AND VOLUNTEER SERVICES

Community volunteers played a major role in providing services to the inmate population. There are 125 volunteers assigned to the Volunteer Program. A total of one Volunteer Orientation was conducted in which volunteers were apprised of the policies and procedures governing the program and the institution.

Volunteers conducted the inmate Alcoholics Anonymous, Gamblers Anonymous, and Narcotics Anonymous Programs on a weekly basis. Guest speakers were invited to the meetings.

Religious services of various denominations were offered to the inmate population by community volunteers. Volunteers of the Jehovah Witness faith conducted worship services and Bible study groups on a weekly basis. Protestant worship services and Bible studies were conducted twice weekly. Advanced Bible studies were provided for the inmates every week by members of the Assembly of God faith.

The Annual Volunteer Dinner was held on October 23, 1992. Thirty-four volunteers attended. This event was a success thanks to the support and assistance received from the administration and department heads. Every effort is being made to enhance the Volunteer Program to assist in some of the therapeutic treatment offered at this institution.

Forty volunteers were approved on November 27, 1991. The volunteers service various areas at the main institution as well as the Full Minimum Units. We are establishing our volunteer recruitment program to include local retired citizens to be utilized in some of our behavioral programs such as behavior modification and other programs.

#### TRAINING PROGRAMS

The Training Department underwent major restructural changes during the fiscal year in regards to the function and operational procedures. In the past, the Training Department coordinated with the Administrator's Office in regards to training programs and needs for non-custody staff, and the Director of Custody in

regards to custodial staff. The Training Department is now under the complete direction of the Director of Custody for all training needs and programs. This is accomplished by the implementation of the Training Coordinator working under the control of a Training Liaison Captain. The Training Coordinator presents any suggestions or problems to the Training Liaison Captain, who will then make decisions or present the suggestion or problem to the Director of Custody for review and decision.

The Training Coordinator is no longer responsible for the scheduling of any training programs. Under the direction of the Director of Custody, the Operations Unit will schedule custody staff to attend any training programs that he wishes to be conducted, and through the Assistant Superintendents and department heads, non-custody staff are scheduled as needed. Specific departments, such as Psychology, are assigned the task of providing all training deemed necessary in such topic areas as Inmate - Staff Relations, Inmate - Officer Confrontations, Defusing Hostile Individuals, Inmate Con-Games, and Manipulation, etc. Custody staff members are scheduled to attend this training as deemed necessary by the shift Captains. When it is deemed necessary for custody staff members to receive individualized staff development training, rather than that staff member being referred to the Training Department, the various area supervisors provide this training and forward the necessary documentation to the Training Department for processing.

The firearms program was condensed into a three month period held during the months of March, May, and October. The Training Department furnishes the Operations Unit with a computer list of custody staff members due for annual weapons requalification, and the Operation Unit then scheduled those staff members to attend the Firearms Training Program on a specific day. The Training Department is then forwarded a copy of the master schedule and provides the necessary training to those staff members that are scheduled. This training that was scheduled in March and May was conducted without overtime.

There were 613 staff members at Mountainview as of June 15, 1992. This includes budgeted and temporary positions. Of this total 399 are custodial staff positions. A total of 23,350.50 hours of training were received by 5,123 staff members.

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

Seven-hundred and ninety-four staff members attended Staff Meetings.	700.25 training hours
Six-hundred and fifty-two staff members attended Firearms Annual Requalification Training.	2,282 training hours
Six-hundred and fifty-two staff members attended Firearms Use of Force Non-Deadly/Deadly	1,304 training hours
Six-hundred and fifty-two staff members received Firearms Legal Liabilities Training.	978 training hours
Six-hundred and fifty-two staff members received Firearms Safety and Handling Training.	652 training hours
Two-hundred and ninety-four staff members received Forced Cell Moves Training.	294 training hours
One-hundred and eighty-nine staff members attended Communicable Disease Training.	372 training hours

One-hundred and forty staff members received training in Escape Procedures.  
275 training hours

One-hundred and twenty-two staff members attended Staff Development Training.  
224.25 training hours

One-hundred and three staff members received training in Inmate/Officer Relations.  
206 training hours

Sixty-six staff members attended the Education Conference.  
561.50 training hours

Sixty-five staff members attended the Quarterly Meetings.  
32 training hours

Fifty-five staff members attended Custody Supervisors Meetings.  
70 training hours

Fifty-three staff members received Budget Process Training.  
53 training hours

Forty-four staff members attended the Agency Training Program.  
4,224 training hours

Forty-four staff members received Report Writing Training.  
88 training hours

Forty staff members attended Fire and Safety Procedures.  
109 training hours

Thirty-five staff members attended Safety Committee Meetings.  
26.75 training hours

Thirty-four staff members attended the Firearms Instructor Course.  
1,384 training hours

Thirty-four staff members attended Pepper Mace Training.  
17 training hours

Thirty-one staff members attended A.C.A. Training.  
359.50 training hours

Twenty-one staff members received training on Administrative Policies and Procedures.  
112 training hours

Twenty-three staff members attended the Correction Officers "Basic" Academy.  
8,280 training hours

Twenty-one staff members attended On-The-Job Training.  
100.50 training hours

Twenty-one staff members attended Shift Meetings.  
21 training hours

Eighteen staff members attended Training Advisory Meetings.  
32 training hours

Eighteen staff members attended Employee Council Meetings.  
12.50 training hours

Seventeen staff members received Use of Security Training.  
16 training hours

Sixteen staff members received training on Inmate Con Games/Manipulation.  
32 training hours

Fifteen staff members received Self Defense Training.  
104 training hours

Fifteen staff members attended Organization Workshops.  
31 training hours

Fourteen staff members attended the Method of Instruction Course.  
560 training hours

Thirteen staff members received Psychology Training.  
36.50 training hours

Ten staff members attended S.O.G. Training.	432 training hours
Ten staff members attended a Lieutenants Training Seminar.	160 training hours
Ten staff members received Computer Training.	55 training hours
Ten staff members attended miscellaneous medical training.	19 training hours
Nine staff members received Custody Orientation.	456 training hours
Nine staff members attended Sergeants Training Seminar.	384 training hours
Nine staff members received Crisis Intervention Training.	18 training hours
Eight staff members received training on Processing Inmate Property.	4 training hours
Seven staff members received training in Goals and Programs.	6.50 training hours
Six staff members attended Human Relations Training.	48 training hours
Six staff members received Classification Training.	19.50 training hours
Six staff members received Staff Supervision Training.	12 training hours
Five staff members received Highway Technology Training.	40 training hours
Five staff members received Work Release Training.	28 training hours
Five staff members received Count Procedures Training.	7.25 training hours
Five staff members attended Post Orders Training.	3.50 training hours
Four staff members received Orientation - Civilian Non-Custody.	160 training hours
Four staff members received Professional Development Training.	54 training hours
Three staff members received training in Counseling Techniques.	30 training hours
Three staff members received training in Inter-Personal Communication Skills.	24 training hours
Three staff members received training in Welding Equipment and Techniques.	15 training hours
Two staff members attended the Correction Officers "Advanced" Academy.	80 training hours
Two staff members received Emergency Training.	32 training hours
Two staff members received training in Computers in Medicine.	16 training hours
Two staff members attended Fire Equipment Familiarization Training.	16 training hours



Two staff members attended Right-to-Know Training.	10 training hours
One staff member attended Modified Basic Veterans Training.	40 training hours
One staff member received Business Education Training.	20 training hours
One staff member received Custodial Training.	8 training hours
One staff member received training on Adjustment Committee Proceedings.	7 training hours
One staff member received Dental Training.	7 training hours
One staff member attended Classification Committee Training.	6 training hours

### GOALS AND OBJECTIVES

Business Office - To make the best utilization of reduced budgetary amounts to meet the mission and goals of the institution; to provide the best transition time in terms of moving Mountainview Youth Correctional Facility into the future; and to provide assistance to the staff to meet the needs of the changing inmate population. Capital Programs with priority in this Fiscal Year include: renovation of gym floor; perimeter fencing; and curbing for Front House. Hopefully many overdue projects can be completed in the near future, despite budgetary constraints.

Classification Department - To see the installation of the Inmate Management System (System 36) at the Satellite Complex as well as attain two additional computer terminals at the main facility. This will enable the department to expand and operate more efficiently as the inmate population grows along with present and projected workloads. To find ways to fulfill the mandated functions despite the vacancies. The Classification Department would also like to see a file clerk position established in order to increase file security and efficiency in maintaining and keeping track of inmate case records.

Community Release - To develop a program specifically directed to inmates approved for the various Community Release Programs to help them abide by the restrictions placed on them in the community. To fill the Senior Clerk Transcriber position vacated in November. It is expected to be filled within a month.

Dental Department - To quickly fill the position for Dental Assistant I. To see as many inmates as we can in the main clinic as well as the Full Minimum Units due to our shortage of a Dental Assistant.

Education Department - To provide programs and information for students to gain skill level vocational training in career areas marketable in the community; to provide information and opportunities for all students who do not possess a high school diploma or equivalency to achieve one; to promote and implement supportive service programs for those students availing them of these offerings; to provide information and opportunities for students to pursue Post Secondary Academics in a Higher Education Level Institution; and to provide a full time certified Case Study Team to assist the special needs students.

Food Service - There is a concern with the lack of availability of supervision for the Food Service personnel at the Full Minimum Units.

Full Minimum Units - The Full Minimum Unit is in dire need of an outdoor recreation area for the present population of 288 inmates. To coordinate an annual review of the Full Minimum Unit population and to review all current Standard Operating Procedures in an attempt to add or delete.

Medical Department - To fill the vacancy created by the lateral transfer of an RN to Edna Mahan Correctional Facility on August 24, 1991; to have all doctors write progress notes; to fill the Medical Doctor position; to acquire the TB nurse; and to acquire a work station for the computer.

Personnel Department - It is the goal of this department to keep Mountainview staff abreast of all changes which have an impact on them, such as health benefits, dental, voluntary furlough programs, SLI procedures, disciplinary appeal rights, etc.

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

Satellite Complex - The first priority is the need for an adequate emergency power source, overall upgrading of the electrical capabilities at the High Point Unit. The second major priority is the entire High Point Kitchen Unit. The third major priority need continues to be a total upgrading of the communications system at both units. A new radio system for both High Point and Stokes is desperately needed. The fourth major priority involves the overall operational effectiveness of the four new support service trailers at High Point. The fifth major priority concern is still vehicle maintenance. Current vacancies at the Satellite Complex include six Correction Officer positions, dental assistant/clerk typist, one social worker, and part-time medical doctor. Our major goal is to show improvement in all areas and fulfill the mission of the Department of Corrections, in accordance with Title 10A and directives as set forth by the Administrator.

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

Supervising Program Development Specialist - To promote the development of an in-house orientation program for inmates awaiting acceptance into the Home Confinement and Halfway House Programs; to assist in the redistribution of Classification Department responsibilities in order to assure that all phases of the operation are kept current and accurate; to continue to promote the close cooperation of the Community Release and Classification Departments; and to offer training to interested volunteers from other departments in order to help reduce work backlog and also promote inter-departmental cooperation.

TRAP Program - To have the new shower and toilet unit completed and utilized by TRAP residents; to continue maintaining Unit A in order to make a positive outward appearance; to have staff members attend relevant training and improve professionalism; to develop a parenting skills group that would help inmates be more effective; and to continue to provide the best possible substance abuse treatment for Mountainview.

Work Release - To coordinate a Work Release Program with early morning hours and ending early evening hours and to establish an inmate Work Release Drivers Program with individuals driving with days off and driving a minimal of eight hours a day. This would enable the Work Release Coordinator to schedule days off as well as normal working hours. Once this is developed, it will relieve our assigned Work Release Coordinator to concentrate on other related duties as well.

#### GIFTS AND GRANTS

During the past fiscal year gifts donated to the inmate population amounted to approximately \$20,841.89.

#### BOARD OF TRUSTEES

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

#### OTHER ITEMS OF INTEREST

Each month the Administrator attends the Superintendent's Meeting.

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

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

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

Mountainview hosted a Superintendent's Meeting, S.W.A.C. and an Education Supervisor's Meeting.

On October 12, Father Ewing, Ms. Zattoni, and Mrs. Gehr accompanied two inmates to the Puerto Rican Congress held at the Hilton Hotel in the Meadowlands. Our two inmates spoke eloquently and sincerely in regards to the damages and dangers of involvement with illegal use of drugs. They impressed the youth and many others in the audience who were moved to give up drugs and lead a more productive life.

Mr. Sohl, Director of Professional Services; Mr. Clifford Lucas, Supervisor of Educational Programs; Ms. Donna Klipper, Social Service Supervisor; and Ms. Lee DiMascio, Executive Assistant; attended a S.E.T. Team Meeting at Garden State Reception and Youth Correctional Facility on November 14, 1991. The purpose of this meeting was to assess if the inmate management system used at the Garden State Facility could be adapted for use at Mountainview. The above mentioned staff were selected as an advisory committee regarding the adoption of a S.E.T. Team.

On February 25, Mr. Scott Fonner, Account Representative for the Tracking System Corporation, exclusively dedicated to providing electronic monitoring equipment and service to the criminal justice system, made a presentation of equipment and services needed at our facility. Several staff members attended.

Mr. DePew attended the newly appointed Warden's Training Seminar in Colorado during the week of March 23, 1992.

Mountainview was represented by several hispanic inmates' art, literature and music talents at the 5th Annual Symposium of Hispanic and Corrections on June 4, 1992.

#### PLANS AND ASPIRATIONS

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

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

Plans for rebuilding the sewage disposal plant have been initiated and this was given high priority.

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



Harry P. A. DePew  
Administrator

June 15, 1992