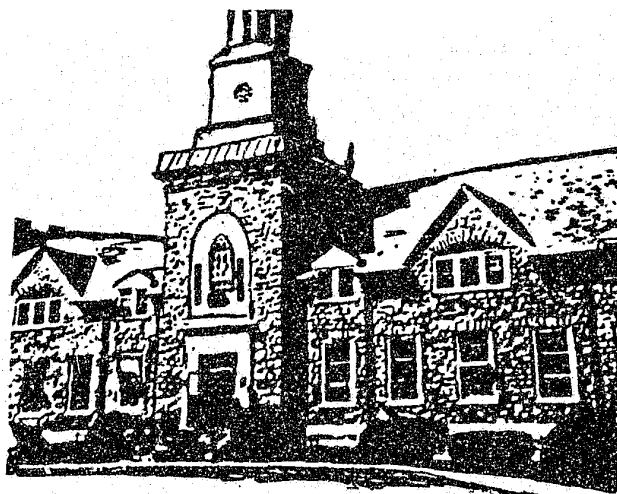




MOUNTAINVIEW YOUTH CORRECTIONAL FACILITY ANNANDALE, NEW JERSEY

145119

Mountainview Youth Correctional
Facility



145119

ANNUAL REPORT
JULY 1992 - JUNE 1993
ROBERT A. SOHL
ADMINISTRATOR

SUMMARY ANNUAL REPORT

FISCAL YEAR

1992 - 1993

MOUNTAINVIEW YOUTH CORRECTIONAL FACILITY Annandale, New Jersey

The statistics for this annual report reflect the time period from June 16, 1992, through June 15, 1993.

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:

On February 3, Mr. Gary Hilton, Assistant Commissioner, came to Mountainview to announce to all Department Heads that Mr. Harry P. A. DePew, Administrator, would be off on indefinite sick leave effective February 16. He also announced that Mr. William H. Fauver, Commissioner, has appointed Mr. Robert C. Sohl as Acting Administrator effective the same day.

Inmate Marriages

On November 15, Mountainview had an inmate marriage. The approval was granted by the Institutional Marriage Committee. The wedding took place at the Full Minimum Units.

Another inmate was permitted to marry while on furlough January 30. He was required to attend a premarital conference with his intended spouse and the Social Service Supervisor.

Internal Affairs

The Internal Affairs Unit currently has four positions assigned to the Unit: one Principal Investigator; two Senior Investigators; and one Investigator. The Unit assumes the responsibility of investigating all violations of the New Jersey Criminal Code and Department of Corrections Standards. Services provided to the institution include preparation of major incident reports, claim investigations, background checks on new employees and volunteers, narcotic field testing, evidence maintenance, protective custody investigations, drug urinalysis screening, and monitoring of work release sites. During the past year the Unit has performed 188 investigations, 57 incident reports, 60 claim investigations, 75 background checks, handled 131 pieces of evidence, 770 urines taken with disciplinary charges written for 22, made 70 field trips to include work release sites for monitoring purposes, trips to Police Departments, and took 25 field tests.

Memorial Services for Staff

Memorial Services were conducted by the institution Chaplain in the institution Chapel for Jim Williams on October 27 and for Phil McDevitt on December 10.

Mother's Day Banquet

The first Mother's Day Banquet sponsored by the Tri-Organizations was held on May 22. Approximately 275 inmates and their visitors were in attendance as well as several staff members.

Mountainview Population

The high count was 1,763 on July 2, 1992, and the low count was 1,442 on February 23, 1993. Eight-hundred and eighty of the inmates received during the past year were transferred directly from their respective county jails.

Open House and Staff Recognition Program

The Annual Open House and Staff Recognition Program was held during the evening of May 11. Awards and certificates were presented to employees and retirees for years of service and volunteers. Honored guests were Mr. William H. Fauver, Commissioner; Stephen M. Domovich, retired Administrator; Mr. Gildo DePaolis, Director of Custody Operations, on extended sick leave; and members of the Board of Trustees. The awards service was held at the Full Minimum Unit. Approximately 150 staff and guests attended.

Outstanding Correction Officer of the Year

The Correction Officer of the Year Luncheon was held on May 7 at Mastoris in Trenton. Mountainview's selection was Senior Correction Officer William Nicholas. Mr. Nicholas began employment at this institution on February 9, 1981, as a Correction Officer Recruit. He was promoted to Senior Correction Officer on April 30, 1983. Mr. Nicholas is presently assigned as a detail officer. The luncheon was attended by the nominee; Robert C. Sohl, Administrator; and PBA Representative William Riker.

Sports Day

On October 5, Mountainview held its first Sports Day. This event was held in place of the Family Day Event. With few exceptions, all inmate details were cancelled for the day. Participation was excellent with 533 inmates in the a.m. and 691 inmates in the p.m. Various inmate organizations and cottages fielded teams in the following events: track, volleyball, horseshoes, paddle ball, tug of war, chess, and checkers. A special noon day meal was prepared and served to the population. The inmate organizations donated one can of soda for each inmate at lunch. The afternoon activities included a RAP contest with six different entries and was performed on the ballfield with the help of the Jaycee Band. This event was very popular with the inmate population.

Storms

Due to the severity of the storm that hit us on December 11, we had a lot of emergency work on the institution grounds and at the homes of state employees. We had trees down, power outages, and some roof damage.

On March 13 and 14, a major blizzard covered the area. In order to continue to operate the institution, 68 staff members slept over at the main institution and 30 at the Satellite Complex. A total of 2,594 overtime hours were required by the custody personnel to meet this emergency. Civilian overtime was necessary for nursing coverage that amounted to 18 hours cash and 18 hours premium comp time; Powerhouse overtime amounted to 24 hours cash; snow plowing overtime totaled 123 hours cash and 35.5 hours premium comp time at the main facility and 34.5 cash hours at the Satellite Complex; and 52 hours cash for food service personnel. This was needed to provide the minimal amount of staff at the institution. There were no major incidents during this time.

Three of the inmates that were out on furlough from Mountainview during the blizzard returned to other institutions. Two inmates went to Riverfront and one went to Bayside. Cooperation was excellent among these institutions. These inmates could not return to Mountainview due to the severity of the storm.

On June 9, a severe storm occurred at Mountainview. Severe winds caused many trees to blow down. One limb fell on an inmate. During this period, four correction officers helped pull the unconscious inmate from under this limb. One officer was hit by another fallen limb. Both inmate and officer were taken to Hunterdon Medical Center by rescue squad. Both were released by hospital. The institution lost power for several hours. Maintenance and custody staff had to remain to clean up fallen trees and help restore power.

Special Problems/Resolutions

Health Inspections

On May 11 and 12, 1993, three health inspectors from the Department of Health conducted the annual health inspection. The exit interview was conducted on May 13 and the institution received a satisfactory rating.

TB Testing

The annual TB Testing was completed as follows:

July 20, 21, 22	Custody employees
August 4	High Point inmates and staff
August 11	Full Minimum Unit inmates
September 20, 21, 22	main compound inmates and staff

GOALS AND OBJECTIVES

Business Office - To upgrade the fleet due to age of present vehicles; beautification of ballfield and weight area; continuation of reinforcing fence; seeking to fill vacancies in business management; replace dead trees with new; replace elevator in food service building; and aluminum-side the institutional copula.

Classification Department - To continue the expeditious manner in which newly arrived records are verified and constructed; to see the installation of the Inmate Management System (System 36) at the Satellite Complex as well as attain two additional computer terminals to enhance the efficiency of the office; and to see a file clerk position is established in order to increase file security and efficiency in maintaining and keeping track of inmate case records.

Community Release - To process applications for Non-Residential Community Release Program Agreement with ARC of Hunterdon County and to help establish a procedure for approvals of potential Work Release job sites which would shorten the time getting a prospective Work Release job site approved.

Dental Department - To bring the dental staff up to authorized strength and to continue to provide the inmate population with effective dental care.

Education Department - To continue to pursue plans to hire a School Social Worker in order to acquire a full Child Study Team to assist the special needs students; to move the Art Class to a new location and renovate that area to provide four offices to locate the Child Study Team; to implement a Vocational Heavy Equipment Operators Program to train 24-30 school age youth in the use of heavy construction equipment; 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 themselves of these offerings; and to provide information and opportunities for students to pursue Post-Secondary Academics in a Higher Education Level Institution.

Farm - To maintain 30 - 35 inmates to carry out the farm work; herd of 200-240 pigs; raise the milk produced from 18,700 to 20,000; and plant 200 acres of corn, 17 acres of oats, 20 acres of rye, and 140 acres of hay.

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 acquire the nurse from Skillman and to fill all vacant RN positions and to acquire a work station for the computer.

Personnel Department - It is the goal of this department to keep abreast of all changes that are being made by the Department of Personnel. We will monitor the position swaps that were made on the Early Retirements as well as the freeze exemptions that were submitted during the past fiscal year, but haven't been denied. The Custody Time and Attendance schedules were changed during this reporting period, allowing sick, vacation, AL, etc., to be broken down when overtime was hired against it. Payroll works closely with Custody monitoring this new program. To keep employees updated with Pension news as it becomes available. Packages on the Police and Firemen's Retirement incentive should come out soon, as they will have an effective date of 1/1/94 through 1/1/95. It is anticipated some 20+ custody staff will take advantage of this retirement incentive.

Psychology Department - To continue to meet the psychological needs of the inmate population by providing therapeutic and evaluative services as needed; to continue to increase the professional and personal growth of staff through continuing education and training; and with the advent of additional staff, to increase service to the population.

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

Satellite Complex - In general, the Satellite Complex goals of improving all areas on a consistent basis has progressed in a satisfactory manner. The loss of four positions via retirement and attrition has impacted on this small unit. The first priority is the need for an adequate emergency power source, overall upgrading of the electrical capabilities at the High Point Unit. This priority is under construction and hopefully will be completed by September. 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 concern is still vehicle maintenance.

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 develop criteria and processes which would contribute to improving the flow of inmates to the Satellite Complex so that appropriate population counts can be maintained; to continue to promote close working ties between the Community Release and Classification Departments; to obtain a file clerk position that would create a more efficient file location system (this would ensure a tighter security system which would be appropriate for a correctional institution); to acquire two additional computer terminals which would provide each clerical staff member a separate computer station; and to acquire some appropriate additional responsibilities to enrich the day to day situation.

TRAP Program - To complete renovations to Unit A and increase the inmate population to 72; to replace existing heating/cooling units; to have staff members attend relevant training to enhance their personal and professional skills; to continue to purchase treatment tapes to improve the quality of didactic treatment; to increase the size of the TRAP treatment library; to increase the amount of manager training sessions; 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.

INMATE MOVEMENT AND CHARACTERISTICS

There was a total of 3,062 admissions to Mountainview in the fiscal year 1992-1993. This figure was 643 more than the 2,419 inmates received during the previous fiscal year. This figure reflects 1,191 inmates received from Garden State Reception and Youth Correctional Facility and 880 received directly from their respective counties. Two-hundred and twenty-six 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 1992-1993 fiscal year, Mountainview had 1,495 State Prison Cases included in its population. These were individuals who were assigned to Mountainview 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 1,618 as compared to 1,711 the previous year.

A total of 1,618 inmates were paroled from Mountainview during the 1992-1993 fiscal year. There were 119 inmates released on expiration of their maximum sentences and 1 inmate released to probation. Eighty-eight inmates were released to the Intensive Supervision Program; 8 to MAP; 47 to halfway houses, and 622 inmates were transferred to other institutions primarily for disciplinary reasons.

The average inmate age on admission was 23.9 as compared to 23.5 of the previous year.

The average length of stay was 10 months as compared to 9.9 months in 1992-1993.

On February 23, 1992, the institution had its lowest count of the year at 1,442 and on July 2, 1992, had its highest count of 1,763.

The Classification Committee convened 215 times and acted on a total of 8,567 cases in the 1992-93 fiscal year as compared to 9,342 in 1991-1992. This included 3,827 personal appearances, 4,398 non-personal discussion cases, and 342 ad hoc cases.

The Senior Classification Officers conducted a total of 1,149 formal interviews during the year as compared to 778 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 203 trips transporting 621 inmates.

Central Treatment Transportation Unit - During the past year the Central Treatment Transportation Unit made 220 trips transporting 743 inmates.

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.

During the fiscal year, 520 furloughs were granted. There were 314 unescorted furloughs and 206 escorted furloughs. There were 65 special visits and 50 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:

Activity Day - On October 20, the Full Minimum Unit population held their first Activity Day. This event began at approximately 10:00 a.m. and ended at approximately 4:00 p.m. Planned activities were as follows: eight man volleyball tournament with two substitutes; three on three basketball tournament; and two man horseshoe tournament. Prizes for these events were T-shirts. Activity Day was considered to be a normal work day for priority job assignments such as: work release, recycling, farm, and highway. The refreshments served were soda and pizza. Entertainment was provided by an outside D.J. Company. All monies were provided by the Full Minimum Unit Organization. There were no outside visitors permitted to attend.

Alcoholics Anonymous - The 44th Annual Alcoholics Anonymous Meeting was held on June 16, 1992. Thirty inmates and 11 volunteers attended. The Annual Alcoholics Anonymous Open House Anniversary was held on April 20 in the gym. Approximately 25 visitors from the outside and 75 inmates attended this affair.

On June 7, the Full Minimum Units hosted it's first Annual Alcoholics Anonymous Anniversary. Approximately 30 outside visitors attended who are involved in A.A. and approximately 30 inmates. Also in attendance was Mr. Sohl, Administrator, and Mr. Henry, Assistant Superintendent in charge of the Full Minimum Unit. The meeting took place in the Support Building from 6:30 until 8:00 p.m.

There were 1,562 inmates involved in AA during the fiscal year.

Hispanic Community Group Banquet - The Hispanic Community Group held their Annual Banquet on October 24. Each inmate was allowed to invite two guests. There were approximately 200 people attending including inmates, guests, and staff. The Hispanic Community Group Band played.

Jaycee Banquet - The Jaycees held their Annual Banquet on December 5. There were approximately 137 inmates, 65 visitors, 7 staff members, and 2 outside guests from the Jaycees Northwest Region in attendance. Music was provided by Krazy Kat Productions and the food was catered by Johnny's Italian Kitchen.

Disciplinary Actions

There were 2,072 disciplinary reports written. Seventeen thousand, seven hundred and sixty-nine inmates received On-The-Spot Corrections.

There were 505 appeals submitted to the Administrator's office and 186 were adjusted.

Inmate Organizations:

The following inmate organizations met on a regular basis:

Cottage Committee - Cottage Committee Meetings were held each week on Thursday through the year with an Executive Assistant, Education staff, and Custody staff. It is through these meetings that the administration was able to improve the working relationship between the inmate population and staff. The Cottage Committee Representatives together with representatives from different organizations were instrumental in planning and conducting the Sports Day held on 10/5/92.

Twelve inmate representatives met each week for 52 weeks.

Hispanic Community Group - The Hispanic Community Group met 16 times with an average of 75 members and one staff member. The Board of Directors met 18 times. The group that runs the battery sales inventory met 17 times and the group that supervises the battery sales met 9 times. During the year, restructuring was done with new by-laws and procedures being set up.

Jaycee Organization - The Jaycee Organization met two times each month on Wednesday afternoons. The goal of the Jaycees is to continue to develop and promote leadership and provide community service. The Jaycees sponsor and coordinate the picture project every Thursday and during visits on Saturdays and Sundays. They were also involved in various projects this fiscal year including: Sports Day, Annual Banquet, and Mother's Day Banquet. Donations made to various organizations totaled \$750.00.

TRAP Organization - The TRAP Organization continued with card sales as its primary activity. They sell a complete line of Christmas, Birthday, and Mother's Day cards. They have added several types of "thinking of you" cards, as well as adding Spanish cards to the variety. The certificates are always big sellers. The money from the card sales enabled the program to purchase two films and several books.

Unusual Incidents:

There were 2 escapes during the fiscal year that involved three inmates. These escapes were from the Full Minimum Unit. There were 4 inmates who attempted to escape from the institution.

There were 28 assaults on staff.

Visit Program:

During the year, 45,044 visitors visited 24,426 inmates. Seventeen-thousand, five-hundred, and fifty-one packages were received. Seven-thousand, four-hundred, and forty-one cash receipts were issued to the inmate population totaling \$201,738.00.

LAWSUITS

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

ACCREDITATION

Mountainview has been operating as an accredited facility since August 1989. Accredited status expired in August 1992. A re-accreditation audit would be necessary to maintain continuity.

The goal is to keep current in all aspects of the program. All areas related to Title 10A, Department of Corrections Standards, and in-house Mountainview Administrative Policies and Procedures are reviewed as needed and annually without exception.

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

PERSONNEL

There were 588 employees at Mountainview as of June 15, 1993. This included budgeted and temporary funded positions. Of this total, 389 are custodial positions. One employee was hired due to the freeze which remains in effect. Only three freeze exemptions were approved: an Operating Engineer 1, a Sewage and Water Treatment Plant Operator 1, and a Head Nurse. Mountainview is currently running 60 vacancies: 16 custody and 34 civilian. There was a total of 10 resignations.

Sixteen personnel were transferred from this institution to other institutions; 26 were transferred from other institutions to this institution; there were 9 retirements; and 1 death during the fiscal year.

Sixty-two individuals were involved in SLI during the past fiscal year. There was a total of 205 employee accidents.

Twenty-eighty promotionals were processed during the year: 25 custodial and 3 civilian.

There was a total of 11 major and 355 minor disciplinary actions disposed of. Eighty-six formal grievances were disposed of during the fiscal year.

A total of \$3,292,956.45 was expended for 120,675.75 hours of overtime covering the fiscal year.

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

Volunteer Furlough Program - The State Voluntary Furlough Program continued during this fiscal year. Thirty-four employees participated in the program using 3,546.5 hours for a total of \$67,929.77.

Layoffs and Bumping - During the month of October, the Department of Corrections completed the layoff interviews. Mountainview had six employees laid off. Several people experienced bumps in titles. During the movement, ten people transferred to Mountainview; ten people transferred from Mountainview to other institutions; nine people received title changes; and six were laid off. The heaviest blow to the institution was the abolishment of the title Director of Professional Services.

BUSINESS MANAGEMENT ACTIVITIES

The Business and Accounting Offices have the following personnel: Business Manager I, Office Supervisor, Head Clerk Bookkeeper, Principal Clerk Bookkeeper, Principal DEMO, Principal Clerk Transcriber, 1 Senior Clerk Transcriber, 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 I.

Maintenance and Physical Plant:

The age of the institution places heavy demands on the staff of this department. Three-thousand seven-hundred and twenty-seven repairs were made. The following major projects were completed during the year: All windows were painted in the Administration Building; the Gym was painted and a new floor installed; the Industrial Building was painted and new tile put in the bathrooms; tool cribs were completed in the Maintenance Department; interior and exterior was completely painted at the Powerhouse; the Staff Dining Room was painted and new furniture and blinds installed; TRAP Unit received a new bathroom, new roof, and new living quarters are being done; perimeter fence was reinforced and painting is being done; a new employee parking lot was completed; guard rails were installed near the Maintenance Building and the upper parking lot; the dump area is in final stages; toxic waste removal is 90% completed with final removal scheduled 7/19/93; Print Shop in process of upgrading electrical power; all cottages have been completely painted; heat and gas lines installed at High Point to the new trailer; paving was completed at High Point; main generator repaired; asbestos removal was done in the gym and Food Service Building; and new lighting in new and existing parking lots.

The Maintenance Department has the following staff: Engineer in Charge of Maintenance; 2 Assistant Engineers in Charge of Maintenance; 2 Crew Supervisors, Electricians; 2 Crew Supervisors, Plumber and Steamfitter; Crew Supervisor, Carpenter; Crew Supervisor Mason-Plasterer; ITI-1 Carpenter; 2 Crew Supervisors, Painters; 3 Senior Repairers, Welders; Superintendent of Institutional Grounds; Principal Clerk Transcriber; Welder; Locksmith; 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 two Senior DEMOs.

Food Service:

Mountainview's Food Service Department continued to provide a wholesome nutritious diet to residents at the institution. A total of 1,317,323 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 \$344,389.60. They paid \$49,619.46 in room and board. Inmate wages were \$777,893.37. Paraprofessional wages were \$26,495.75 at the main facility and \$8,501.45 at the Satellite Complex. State Use inmate wages were \$8,575.98.

Tailor Shop:

A total of 405 inmates were assigned to the Tailor Shop. During the fiscal year, 30,592 pounds of laundry were sent to Bordentown. There were 62,939 inmate laundry changes; 5,692 clothing repairs for the main facility, the Satellite Complex, and the Full Minimum Units; 2,255 new admissions processed; 112 inmates clothed for court; 26 inmates clothed for funerals; 237 paroled inmates were issued civilian clothing; 767 inmates sent to court; and 1,746 inmates returning state issue.

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

STATE USE INDUSTRIES

Effective December 14, 1992, Mountainview no longer provided the State Use Warehouse Detail.

During the time prior to December 14, the following statistics took place: There were 31 inmates assigned to the detail when it stopped; 55 inmates had been assigned since July 1; 59 inmates were terminated; 104 days were worked; and inmate wages totaled \$8,089.87 for that period.

FARM OPERATIONS

During the past year, 555,712 quarts of 2% milk and 408,612 quarts of raw milk were produced and shipped to various institutions. The herd totals are as follows: 71 milking, 15 dry, 54 heifers, 26 calves for a total of 166. Twenty-five cows and 34 calves were sold to Hackettstown Auction Market and 1 cow and 5 calves died. The pig totals are as follows: 32 sows, 3 boars, 17 market hogs, 84 suckling pigs, and 108 shoats for a total of 223. One-hundred and forty-nine market hogs, 4 boars, and 12 sows were sold to Leidies and 5 sows, 7 market hogs, 44 shoats, and 27 suckling pigs died.

Three-thousand and nine-hundred bales of hay were shipped to Bayside; 240 bales to Bordentown; 144 tons of corn were shipped to George Seiples of Easton; and 120 tons of corn to Bayside. The Farm baled a total of 2,450 bales of bedding straw and 17,050 bales of hay; chopped 75 acres of corn for silos; picked and harvested 125 acres (443 tons); picked 55 acres of corn at Greystone; harvested 750 bushels (13 acres of oats); and 450 bales of straw. Planted 17 acres with 198 acres of corn still to be planted.

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

PROFESSIONAL SERVICES

Rule Exemptions:

During the past year, 203 requests for rule exemptions; 164 requests for IICC for transfer; 5 requests were sent to RCC for transfer; and 26 requests for emergency transfers were processed.

Classification/Case Conference Committee Activities:

The number of cases acted on by the Classification Committee was 8,567 as compared to 9,342 the previous year. This includes 3,827 personal appearances; 4,398 non-personal discussion cases; and 342 ad hoc cases. The committee convened 215 times: 139 regularly scheduled meetings and 76 ad hoc meetings.

The Classification Department consists of the following personnel: 1 Supervising Program Development Specialist; 2 Senior Classification Officers; 1 Technical Assistant Classification; 1 Head Clerk; 1 Principal Data Entry Machine Operator; 3 Senior Data Entry Machine Operators; and 1 Senior Clerk Transcriber.

Education:

The full certified educational staff remained intact during the year and insured continuity in all phases of the educational programs. However, there is no school social worker due to budget constraints which has made it virtually impossible to provide the services of the Case Study Team to the handicapped population. The

following staff work for the Education Department: 1 Supervisor of Education; 3 Assistant Supervisors of Education (1 at the Full Minimum Units); 21 Teacher I (12 months - 12 at the main facility, 5 at Satellite Complex, and 4 at the Full Minimum Units); 9 Teacher II (12 months - 6 at the main facility, 1 at the Satellite Complex, 2 at Waterloo Village); 3 Teacher II (10 months); 1 Teacher III (12 months); 1 Supervising ITI (Carpentry); 1 ITI (Welding); 4 Teaching Assistants full time (1 at the main facility, 2 at the Satellite Complex, and 1 at the Full Minimum Units); 3 Teaching Assistants part time; 1 School Psychologist; 1 Speech Correctionist; 1 Education Programs Assistant; 1 Principal Data Entry M.A.; 1 Principal Clerk Transcriber; 2 Learning Disabilities Specialists; 1 Principal Clerk Bookkeeper; 1 Librarian; and 1 Supervisor of Recreation.

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 176 students assigned to College Computer and 94 completed the course and received certificates. The Education Department is no longer involved in the Garden State College Program because of reductions in the State budget.

Seventy-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 \$35,353.95 was expended for their salaries.

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

Graduation:

On October 19, the Mountainview Youth Correctional Facility Education Department held its Annual Graduation Exercises with 130 inmates and the entire education staff participating. Mr. Ronald Phillips, Teacher at Camden Residential Facility, was the keynote speaker. Other participants included: Mr. Harry P. DePew, Administrator of Mountainview; Mr. William Howell, member of the board of Trustees; and Ms. Christine Laquidara, Educational Consultant, Office of Educational Services.

Medical and Dental Services:

The Medical Department staff consists of 1 Medical Director, 1 Medical Doctor, 1 Director of Nursing Services, 2 Supervisors of Nursing Services, 12 Registered Nurses (2 RNs are assigned to the Satellite Complex), 1 Health Counselor (Department of Health employee), 1 Licensed Practical Nurse, 1 Supervisor of Pharmacy, and 1 Principal Clerk Transcriber. There were 94,061 inmates to medical call during the past year. There were 265 trips transporting 286 inmates to hospitals and/or doctors in the community. One-hundred and thirteen employees were treated for in-service accidents.

The Dental Department staff consists of 1 Chief of Dental Services, 1 full-time Dentist 1, 1 full-time Dental Assistant 1, and 1 Dental Consultant (part-time at the Satellite Complex). There were 2,757 inmates seen in the dental clinic during the past year. Two full dentures and 25 partial dentures were provided.

Psychological and Psychiatric Services:

One Principal Clinical Psychologist; 4 full-time Senior Clinical Psychologists (one at the Satellite Complex); and one Principal Clerk Transcriber comprise the Department. The breakdown of psychological services is as follows: Pre-Parole and State Prison evaluations, 801; initial classifications, 2,201; Community Release evaluations, 391; Minimum/Satellite Complex evaluations, 86; Testing, 999; other evaluations, 97; group therapy sessions, 333; and individual therapy sessions, 832.

Two part-time psychiatrists made 106 visits; conducted 693 evaluations, 459 individual treatment cases, and 236 new evaluations. There are 102 cases assigned. There was 1 inmate transferred to Trenton Psychiatric Hospital during the fiscal year. The waiting list to see one of the psychiatrists is 24 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 counts for the year are as follows: 17,736 in the a.m. on 193 movements; 31,009 in the p.m. on 239 movements; and 81,572 in the evening on 351 movements. 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 1 Supervisor of Recreation; 1 evening Teacher; and 3 Teacher Assistants with 1 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, Rev. Stillman, and other volunteers conducted Bible study groups. Imam Mujahid A. Salaam conducts Muslim Services. Rabbi services are available as requested.

A total of 4,796 inmates attended 148 Muslim Services; 2,505 inmates attended 49 Protestant Services; 192 inmates attended 45 Catholic Services; 203 Spanish inmates attended 47 Spanish Masses; 5,373 inmates attended various Bible Study Groups.

Ramadan - An average of 36 MYCF inmates; 21 Satellite Complex inmates; and 30 Full Minimum Unit inmates participated in the Holy Period of Ramadan that began February 22 through March 24. 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 20,492 inmates seen by this department as a result of referrals from both staff and inmate requests. Four-hundred and fifty-seven telephone calls between inmates and their families were arranged; saw 1,106 inmates in detention and infirmary; and coordinated 50 funeral trips and 65 special visits.

Three 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 2,315 inmates were interviewed for this purpose.

There were 15 requests for marriage with 1 approval and 5 applications to establish Indigence (AOC Form 5A) completed.

The Social Service Department provides coverage to the following areas: Behavior Modification; Group and Individual Counselling; Alcoholics Anonymous; and Narcotics Anonymous. Services are provided to Detention; Administrative Segregation; Protective Custody; and the Infirmary. There were 1,106 inmates seen in these areas by the Social Workers.

During the year, approximately 1,562 inmates were active in Alcoholics Anonymous and 3,058 in Narcotics Anonymous.

The Social Service Department consists of 1 Social Work Supervisor; 2 Social Worker IIs; 1 Vocational Counselor; and 1 Senior Clerk Transcriber. The Department is down 6 positions. On 10/22/92, Assistant Social Work Supervisor positions were eliminated. One Social Worker I resigned.

Treatment and Rehabilitation of Addicted Prisoners (TRAP):

During the past year the TRAP staff conducted a total of 383 admission interviews for possible program admission of which 211 inmates were found to be clinically appropriate for treatment. TRAP in-patient unit has been at construction capacity with 60 inmates since the January reporting period. One-hundred and seventy-seven inmates were admitted to the program under the direction of a Supervising Substance Abuse Counselor; 2 Substance Abuse Counselors, and 1 Instructor Counselor on leave of absence since 12/14/92. 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. Fifteen public schools and community youth groups visited the TRAP Program. The program presented 9 speaking engagements.

TRAP held their annual picnic on 8/21/92; their annual Christmas party on 12/18/92; and their annual anniversary luncheon on 5/1/92.

CUSTODY OPERATIONS

During the past year a total of 998 trips escorting 2,522 inmates, requiring 4,610.25 manhours, and covering 83,352.80 miles were made. Manhours for court trips amounted to 992.50 hours; administrative trips, 2,615.75 hours; and medical and dental trips, 605.50 hours.

There were 2 inmates that escaped either from Community Release Programs, Satellite Complex, Full Minimum Units, or the main institution. There were 4 inmates who attempted to escape from the institution. There were 28 assaults on staff members.

During the fiscal year, no recruits were hired; 10 officers transferred in from other agencies; 4 officers transferred out to other agencies; 3 officers resigned in good standing; 3 officers were terminated or resigned not in good standing; and 7 officers retired. There were 212 work related accidents which 60 officers requested SLI and 40 officers were granted SLI. There were 289 officers who received disciplinary charges; 9 officers received a total of 49 days suspension; 36 officers received written reprimands. There were a total of 284 vacancies which average out to 24 vacancies per month.

FULL MINIMUM UNIT

The beginning count at the Full Minimum Unit was 287 and the ending count was 287. There were 348 inmates paroled; 16 inmates transferred to Home Confinement; 54 to Intensive Supervision Program; 3 Escapes; 83 disciplinary returns to the main facility; 42 inmates transferred to the Satellite Complex; 28 inmates received from the Satellite Complex; 213 administrative transfers to the main facility; and 79 inmates transferred to other institutions. There were 821 inmates received at the F.M.U. from the main facility.

Three-thousand nine-hundred and twelve inmates received 7,058 visitors, 388 packages, and \$29,655.00.

There were 182 disciplinary reports written which were received by 174 inmates. There were 951 on-the-spot corrections received.

There were 294,366 meals served including bag lunches prepared.

The AA meetings were held 43 times with a total of 1,099 inmates participating; NA Meetings were held 18 times with 763 inmates attending; Behavior Modification was held 42 times with 484 inmates. Substance Abuse Counseling Sessions were held 9 times with approximately 147 inmates. Drug and Alcohol Sessions were held 12 times with a total of 100 inmates attending and drug and alcohol support groups were held 10 times with 48 inmates.

There were 981 inmates enrolled in educational classes: 304 in ESL/Reading; 95 Secondary classes; 72 Pre-Secondary; 199 in Life Skills; 44 in Health/Recreation; 332 inmates in the Orientation Program; 105 inmates involved in the A.D.D.I.C.T. Program; 228 inmates attending the G.E.D. classes; and 32 inmates took the Apticom Test.

There were 110 to 130 inmates involved in recreation activities daily. Recreation activities include board games, cards, ping pong, and cable television. Outdoor activities include basketball, weightlifting, and passive recreation. Summer and Fall basketball intramurals were organized and weekly basketball games were organized among interested inmates. Efforts for expanding the weightlifting area are still in effect.

Psychological services included 244 evaluations; 148 Pre-Parole/SPB evaluations; 89 Community Release evaluations; and 131 inmates involved in individual therapy sessions.

Medical Services included 1,784 inmates seen by the physicians; 2,705 inmates receiving treatment from nurses; 421 accidents; and 21,006 medication calls. There were 8 employees treated for accidents. There were 497 inmates seen in the Dental Department with 2 full dentures and 6 partial dentures provided.

Eighty inmates attended 20 Cottage Committee meetings. These meetings were conducted by Mr. Henry and staff from the units.

Social Service activities included 120 family contacts; 631 inmates involved in group counseling sessions with 114 groups conducted; 168 notaries; 65 referrals from the Classification Committee; 94 inmates making telephone calls; 6 funeral trips, 2 bedside visits, and 14 special visits were arranged.

A total of 1,255 inmates attended 43 Jumah Prayer Services; 916 inmates attended 48 Tahleem Services; 802 inmates attended 143 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 258 at High Point and Stokes Forest remains at 90 for a total of 348. Three-hundred and fifty-seven inmates were paroled; 10 released at Expiration of Maximum Sentence; 25 inmates transferred to halfway houses; 1,043 inmates received from the main facility; 1,039 returned to the main facility; and 84 disciplinary transfers. There were no escapes.

Four-thousand one-hundred and eleven inmates received 8,108 visitors, 640 packages, and \$25,428. There were 2,586 packages received through the mail.

A total of 410,973 meals were served and 20,411 bag lunches were prepared. All ovens were rebuilt and two new stoves were received; one for High Point and one for Stokes Forest.

There were 140 disciplinary infractions received and 5,207 on-the-spot corrections received.

There were 84 AA meetings at Stokes with 2,423 inmates and 131 guest speakers. Forty-eight AA meetings were held at High Point with 3,835 inmates, 5 volunteers, and 12 guest speakers. There were 9 12-Step Meetings at High Point with 716 inmates. On September 30, 1992, the two Substance Abuse Counselors assigned to the Satellite Complex were re-assigned to the Edna Mahan Correctional Facility due to expiration of the Federal grant.

Classification Meetings are held each Tuesday. There were 912 personal reviews and 938 non-personal reviews.

The Sussex County Municipal Authority has given us the use of their trailer and baler for the Recycling Program to recycle plastics. The Sussex County yearly report was completed and 875,472 pounds of recycled material was handled by the High Point Unit. Items recycled are glass, aluminum, newspaper, tin, cardboard, plastic, pallets, and other materials for a total of 1,136,818 pounds.

One-thousand four-hundred and twenty-two inmates were involved in educational programs; 902 inmates involved in CAP orientation, 244 inmates involved in the vocational programs, 228 in Chapter 1 Supplemental classes, and 46 in the Apticom Vocational Assessment Program. G.E.D. Tests were given in June, July, December, 1992, and January, April, and June, 1993 with 66 inmates taking the test.

The Recreation activities at the Satellite Complex went very well this past year. We had the usual recreation movement which included softball, basketball, volleyball, and horseshoe games. Sports Day went very well, the inmates competed against each other in games of softball and basketball. We had two movies shown that day for the inmates who did not want to participate. New equipment was added to both units. The Recreation Department was painted. Inventory is taken each month. State movies are being shown on regularly scheduled days. The Recreation Assistant also assists with new inmate orientation each week. The basketball court at each unit was paved and new posts, rims, and backboards installed.

The Satellite Complex Medical Department provided residents with many varied services. There were 348 physicals, 142 inmate accident/injuries; 2,225 inmates seen by physicians; 1,157 nursing treatments/procedures; 2 admissions to Wallkill Valley Hospital; and 73 emergencies. Dr. Frances Colace began providing medical services for the unit residents in October. Dr. Joseph Circone, Optometrist, visits the units for eye examinations. The major problem is the delay in inmates receiving their eyeglasses. Dr. Norman Mitnick provides dental services. There were 1,014 inmate visits to the Dental Department. Seven full dentures and 7 partial dentures were provided. The nurses continue to assist with scheduling for the doctors. The Pro-Health Injury Line is now used to provide employees with direct services pertaining to injury.

Weekly Cottage Committee meetings were held throughout the year with administration, custody, and support staff. This system appears to be working very well. The inmates appear to be comfortable with this forum and in turn the administration and staff are able to communicate all relative information back to the inmate population.

Social Services has been able to offer quality service to the inmate population. There have been 11,455 individual inmate contacts; 242 contacts with families; 413 telephone contacts; 360 inmates seen for weekly individual counseling sessions; 49 intake interviews; 75 referrals to Classification; 120 notaries; 503 inmates assigned to groups; and 3 funeral trips, 3 bedside visits, and 3 special visits were arranged.

The Psychologist provided the following: 377 Pre-Parole evaluations; 147 community release evaluations; 167 other evaluations; 209 individual therapy sessions with 493 inmates involved; 178 group therapy sessions; 51 therapy groups with 748 inmates involved; 960 interviews; 87 emergency/crisis referrals and 760 staff consultations. The Psychologist serves as a member of the Classification Committee; serves as Police Training Commission Certified Instructor; conducts training at COTA and on the institution level.

Religious services continue at both camps. There are many dedicated volunteers who attend to the spiritual welfare of the inmates. Bible Study groups are functioning on a weekly basis at each unit. Religious services are also held on a weekly basis. The Spanish Community has been very active at High Point. The Islamic Community held Taslim Services three times a week at both units. Jumah is held every Friday at each unit with inmates acting as Assistant Imams. Mr. Salaam, the institutional Imam, attends and officiates at Jumah Services with the Stokes inmates also in attendance. Ramadan went very well. A spiritual rock group continues to contribute to the religious program by entertaining inmates throughout the year.

We have not had any inmates in the Work Release Program during the past fiscal year. The job market in the vicinity of the Satellite Complex is extremely tight and we do not foresee any improvement in the near future.

The "Show Me The Way" Program is in its sixth 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. There were 5 programs during the fiscal year.

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 326 inmates transferred to Secaucus; 88 inmates transferred to ISP; 8 inmates transferred to MAP; and 47 inmates transferred to halfway houses.

On June 15, 1993, there were 33 inmates participating in the Work Release Program as compared to 41 on June 15, 1992. During the year, 50 inmates were paroled; 83 inmates were removed for various reasons; and 141 inmates were added to the program. Financial totals were: Gross income \$344,389.60 and Net \$291,408.53. Inmates in the Work Release Program paid \$49,619.46 in room and board.

During the year, 206 escorted furloughs and 314 unescorted furloughs were granted.

COMMUNITY SERVICE PROJECTS

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

Glen Gardner - Three to 6 inmates worked 241 days.

Greystone - Six to 24 inmates worked a total of 238 days.

Highway Detail - Six-hundred and sixty-seven inmates were assigned to the Highway Details #1 and #2 cleaning up debris from Interstates 78 and 287. They worked 225.5 days, recorded 37,929 manhours, logged 637.7 miles, and collected 287,890 pounds of trash. Detail #5 had 105 inmates who worked 133 days, recorded 10,830 manhours, and collected 15,605 pounds of debris and trash.

Recycling - Two to 9 inmates assisted the following communities in their recycling projects: Alexandria Township 30 times; Clinton 25 times; Clinton Township 120 times; Delaware Township 35 times; East Amwell Township 40 times; Franklin Township 27 times; Frenchtown 27 times; Hampton 40 times; High Bridge 91 times; Holland Township 26 times; Hunterdon County Depot 48 times; Kingwood Township 35 times; Lambertville 63 times; Lebanon 47 times; Milford 28 times; Phillipsburg 234 times; Readington Township 125 times; Tewksbury Township 72 times; Union Township 32 times; and West Amwell 25 times.

Show Me The Way Program - The Show Me The Way Program entered into its sixth year and has been 80% to 85% effective working with juveniles from the age of 11 to 19 years old. They had 5 programs during the fiscal year.

Special Community Projects - One to four inmates worked at Annandale Court House 1 time; Clinton Museum 44 times; Clinton Township Police Department 13 times; Lambertville Truck 112 times; Port Newark 6 times; and Spruce Run Recreation area 1 time.

Swartswood Vocational Training Detail - Two to 6 inmates worked 209 days. This new cooperative vocational training detail began on July 6, 1992. The funding for this program, except for the officer's salary, is being supplied through a special grant from the Department of Environmental Protection and Energy, the Department of Education, and the Department of Labor.

TRAP Speaking Engagements - Nine TRAP Speaking Engagements occurred during the fiscal year in area schools. Fifteen area schools visited the TRAP Program during the fiscal year.

Waterloo Village - Five to 32 inmates worked at Waterloo Village 249 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.

Eighty inmates are assigned to maximum security details and are responsible for cleaning the institution grounds, cleaning debris from cottages, and general clean up inside the fenced areas. Seventy-five inmates are assigned to minimum security details and are responsible for cleaning up outside the fenced areas, including employee residences.

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.

There were 78 inmates working as paraprofessionals.

There were 667 inmates assigned to Highway Details #1 and #2 who worked 225.5 days, recorded 37,929 manhours, logged 637.7 miles, and collected 287,890 pounds of trash. Highway Detail #5 had 105 inmates who worked 133 days, recorded 10,830 manhours, and collected 15,605 pounds of debris and trash.

Inmates at High Point and Stokes Forest Units, supervised by park employees, worked at various jobs throughout the parks. Details worked a total of 129,537 manhours.

Mountainview Recycling Program:

During the fiscal year 83,020 pounds of cardboard, 1,020 pounds of batteries, 4,400 pounds of newspapers, white office paper, and 297 tons of food waste were collected and recycled.

PUBLIC RELATIONS AND VOLUNTEER SERVICES

Community volunteers played a major role in providing services to the inmate population.

At present there are 127 volunteers assigned to the Volunteer Program. During the past year, 33 volunteers have been approved.

Local senior citizens, as well as past and present employees have been recruited as volunteers.

Community volunteers provide services to all areas of the main compound and the Full Minimum Unit.

The weekly Alcoholics Anonymous and Narcotics Anonymous meetings were provided to the inmate population by volunteers. Guest speakers were invited.

The Annual Alcoholics Anonymous Open House was held this past year on the main compound and at the Full Minimum Unit. In addition to the meeting, cake and coffee was provided. Guests from the outside area AA groups were invited. Both events were very successful.

A twelve-step program conducted by volunteers was introduced to the inmate population this past year. Inmates with any type of addiction (gambling, drug, alcohol) were permitted to attend. Due to a lack of commitment, the program was terminated.

Religious services of various denominations were offered to the inmate population by community volunteers.

Various workshop services and Bible study groups were provided on a weekly basis.

Several behavior modification groups were conducted each week by community volunteers.

Every effort is being made to enhance the Volunteer Program to assist in some of the therapeutic treatment offered at this institution.

RESEARCH

There was no research done during the fiscal year.

TRAINING PROGRAMS

The Training Coordinator who is a Lieutenant changed during the month of January. The Training Department is 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 588 staff members at Mountainview as of June 15, 1993. This includes budgeted and temporary positions. Of this total 389 are custodial staff positions. A total of 36,293.75 hours of training were received by 3,775 staff members, 2,218 were custody staff.

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

One-thousand one-hundred and ten staff members attended Firearms Related Training.	3,122.50 training hours
Nine-hundred and eighty-seven staff members attended meetings and seminars.	1,209.75 training hours
Two-hundred and seventy-three staff members attended Escape Plan Training.	245 training hours
One-hundred and twenty-two staff members received Educational Training.	1,628.50 training hours
Ninety-nine staff members received Stress Management Training.	171.50 training hours
Eighty-five staff members received CPR/First Aid Training.	680 training hours
Seventy-six staff members attended Shift Goals/Programs Training.	85 training hours
Fifty-seven staff members received Emergency Equipment Training.	226.50 training hours
Fifty-six staff members attended Use of Force Training.	56 training hours
Fifty-two staff members received training in Staff Development.	62 training hours
Fifty-two staff members attended Benefits Awareness Training.	52 training hours
Fifty-two staff members attended SLI Training.	40.25 training hours
Forty-one staff members attended Safety and Accident Training.	25.50 training hours
Forty staff members attended Professional Services Training.	68 training hours
Thirty-six staff members received Emergency Post Assignments & Response for Escape Duty Training.	32.50 training hours
Thirty-four staff members attended Custodial Training.	34 training hours
Twenty-nine staff members received training in Urine Monitoring.	8.50 training hours
Twenty-five staff members attended Policy & Procedure Training.	50.50 training hours
Twenty-two staff members attended S.O.G. Specialized Training.	560 training hours

Twenty-one staff members received Emergency Situation Training. 27.50 training hours
Eighteen staff members attended Supervisory Training. 1.50 training hours
Seventeen staff members attended Basic and Advanced Academy at COTA. 1,560 training hours
Seventeen staff members attended Telecommunications Techniques Training. 38 training hours
Fifteen staff members attended Classification Training. 30 training hours
Fifteen staff members attended Court Procedures Training. 5 training hours
Fourteen staff members attended Dental Related Training Programs. 58 training hours
Fourteen staff members received training in Contraband Control. 14 training hours
Twelve staff members attended Substance/Drug Abuse Training. 92 training hours
Ten staff members attended Inmate and Security Control Training. 5 training hours
Eight staff members attended Defensive Driving Training. 64 training hours
Eight staff members attended Officer/Inmate Relations Training. 9 training hours
Eight staff members attended Staff Supervision Training. 8 training hours
Eight staff members received Secretary Training. 2 training hours
Seven staff members attended CWA/ACA Conferences. 69 training hours
Seven staff members attended Personnel Policies Training. 1.75 training hours
Six staff members attended Method of Instruction Training. 240 training hours
Six staff members attended CPR/First Aid Training. 96 training hours
Six staff members received Psychological Training. 60.50 training hours
Six staff members received Highway Technology Training. 48 training hours
Six staff members attended On-the-Job Training. 13.75 training hours
Six staff members attended Con Games Training. 6 training hours
Five staff members attended Sergeant Orientation. 400 training hours
Five staff members attended Post Order Training. 300 training hours
Five non-custody transferred staff attended Orientation. 156.50 training hours

Four staff members received Electrical Technology Training. 10 training hours
Four staff members received Computer Skills Awareness Training. 4.50 training hours
Four staff members received training in Report Writing. 4 training hours
Three staff members attended Officer Orientation. 144 training hours
Three staff members attended AIDS Education Training. 36.50 training hours
Three staff members attended Medical Training. 22 training hours
Three staff members attended Counseling Techniques Training. 15 training hours
Three staff members received training in Photo Identification. 3 training hours
Two staff members attended Lieutenant Orientation. 80 training hours
Two staff members attended Lieutenant Seminars. 48 training hours
Two staff members attended a Retirement Seminar. 14 training hours
Two staff members attended Infectious Disease Training. 3 training hours
Two staff members attended Internal Personal Relations Training. 2 training hours
Two staff members attended Communicable Disease Training. 2 training hours
Two staff members attended Management Skills Training. 2 training hours
Two staff members attended Inmate Property Training. 1.50 training hours
Two staff members attended Log Entries Training. .50 training hours
One transferred Custody staff member received Orientation. 64 training hours
One staff member attended Sexual Abuse Training. 10 training hours
One staff member received training in Spirituality and Social Work. 8 training hours
One staff member received training in Human Behavior. 6 training hours
One staff member attended Right-to-Know Training. 2.25 training hours
One staff member received training in Supervision of Inmates. 1 training hour
One staff member received Housing Officer Training. 1 training hour
One staff member attended Security in Prisons Training. 1 training hour
One inmate received training in Investigating Inmate Charges. 1 training hour

One staff member received Pre-Parole Training. .50 training hours
One staff member received training in Search Procedures. .50 training hours
One staff member attended Communication Skills Training. .25 training hours
One staff member received training in Controlling Time. .25 training hours

PAROLE ACTIVITIES

A total of 1,618 inmates were paroled from Mountainview during the fiscal year as compared to 1,185 the previous year. One-hundred and nineteen inmates were released on the Expiration of their Maximum Sentences and 1 inmate was released to probation.

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.

One-thousand four-hundred and ninety-six inmates were paroled and 127 inmates released on expiration of their maximum sentences during the past year. There were 2,084 pre-parole interviews, 2,089 inmate requested interviews, and 1,656 other interviews. The Institutional Parole Officers were involved in conducting 131 parole classes.

(Figures from the Parole Department differ from figures of the institution because their department has different cut-off dates from Mountainview.)

GIFTS AND GRANTS

During the past fiscal year gifts donated to the inmate population amounted to approximately \$6,656.74.

The Education Department received a Chapter II Block Grant for \$39,809.00 on 10/15/92 to offer non-traditional courses to the inmate population during the evening hours. Courses offered included Afro-American History, Computer Basics, Life After Incarceration, Drivers Education, First Aid and CPR Certification, and Getting a Jump on G.E.D. The response from the inmates was very enthusiastic.

BOARD OF TRUSTEES

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

OTHER ITEMS OF INTEREST

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

Each week the Administrator meets with the Associate Administrator, Assistant Superintendents; Business Manager; and an Executive Assistant to review the problem areas in each unit. These meetings are called Unit Management Meetings. Also held weekly are Overtime Meetings with key staff members.

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

There were a total of 15 tours conducted with approximately 270 individuals.

Due to budget constraints, the college program through Mercer County Community College has been discontinued. The Education Department offered 176 students computer literacy and some advanced courses in computer science.

The Latine Substance Abuse Program conducted their first Graduation on July 30.

The New Jersey Education Association Conference in Atlantic City was held on November 5 and 6 with 35 Education Department staff members attending from Mountainview.

Mr. Parakash Shaw, Public Health Representative (Health Counselor) from the Department of Health was assigned to Mountainview effective December 14. This is a combined venture between Department of Health and Department of Corrections. His main function is to counsel inmates regarding communicable diseases. Mr. Shaw is a valuable addition to the Medical Department.

On February 24, the Full Minimum Unit hosted a seminar on Hispanic Culture for the Hispanic population. This seminar was presented by the Puerto Rican Congress of New Jersey.

On March 26, Mountainview's Education Department along with Josten's Learning Corporation sponsored an Education Conference/Open House. The keynote speaker was Dr. Osa Coffey, Project Director for the National Office of Social Responsibility in Washington, D.C. Other speakers included: Dr. John F. Knoll, Manager for Corrections Marketing of the Adult Education Division of Jostens Learning Corporation; Senator John Ewing; and Mr. Isaac Ballard, Jr., Administrative Director of the Office of Educational Services.

On June 1 and 2, 34 Education Department staff attended the Annual Correctional Education Association Conference at the Nevelle Hotel, Ellenville, New York.

PLANS AND ASPIRATIONS

Achieving a recreation area for the Full Minimum Unit continues to be an objective. It is anticipated to have the Education Program (RIMS) develop recreation fields at the Full Minimum Unit.


Improve the recreation area on the main compound by excavating around the weight lifting and basketball areas on the ballfield.

Attempt to replace staff as a result of the lay offs and early retirements.

Provide ITI Food Service staff at the Full Minimum Unit.

Plans for rebuilding the sewage disposal plant have been initiated and this is 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. Most importantly, I want to personally thank all members of the Mountainview staff for making this year a successful one.



Robert C. Sohl
Administrator

June 15, 1993