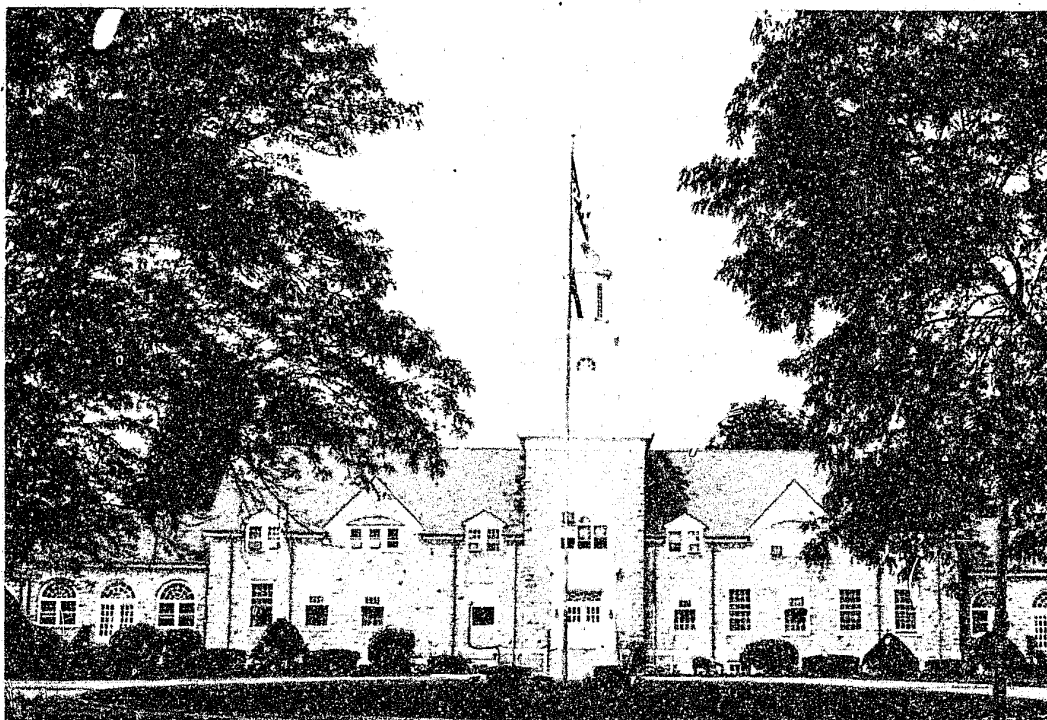


150955

MOUNTAINVIEW  
YOUTH CORRECTIONAL FACILITY  
ANNANDALE, NEW JERSEY



NCJRS

NOV 7 1994

ACQUISITIONS

ANNUAL REPORT  
JULY 1993 - JUNE 1994

ROBERT A. SOHL  
ADMINISTRATOR

150955

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

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

Permission to reproduce this copyrighted material has been granted by

Mountainview Youth Correctional  
Facility

to the National Criminal Justice Reference Service (NCJRS).

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

## SUMMARY ANNUAL REPORT

### FISCAL YEAR

1993 - 1994

### MOUNTAINVIEW YOUTH CORRECTIONAL FACILITY Annandale, New Jersey

The statistics for this annual report reflect the time period from June 16, 1993, through June 15, 1994.

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

#### MAJOR DEVELOPMENTS AND HIGHLIGHTS

##### Significant Developments and Issues:

James Kennedy retired as Director of Custody Operations. His last day was February 28. On March 7, Dennis Devlin was appointed Director of Custody Operations at Mountainview. Chief Devlin began his career as a Correction Officer at Mountainview and later transferred to Avenel and Edna Mahan before returning to Mountainview.

During the past fiscal year, a number of civilian staff took advantage of the early retirement program. Beginning January 1, a number of custody staff began to take advantage of the early retirement program. The institution continues to operate with numerous vacancies causing a heavy work load and increased overtime.

##### Bring Your Daughter To Work Day

April 28 was "Bring Your Daughter To Work Day" throughout the state. Three employees at the main facility brought four daughters to work. There was also one staff member at the Satellite Complex who brought two daughters to work. Reports indicated the daughters seemed to enjoy the day.

##### 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, 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 183 investigations, 139 incident reports, 36 background checks, handled 137 pieces of evidence, 926 urines taken with disciplinary charges written for 12, made 73 field trips to include work release sites for monitoring purposes, trips to police departments, and took 11 field tests.

### Internship

The Social Service Department had three students from area colleges doing their internship at Mountainview. The following colleges participated in the Mountainview Program: Fordham University, Kean College, and Raritan Valley Community College.

### Literacy Volunteers of America Program

On January 19, a Literacy Volunteers of America Program began at Mountainview. Inmates with a high school diploma and a minimum of one year prior to parole eligibility were assigned to the program. At the completion of this program, those inmates would assist others in learning to read. The program was very successful.

### Mother's Day Banquet

The second Annual Mother's Day Banquet sponsored by the Bi-Organization {Jaycee and Hispanic Community} was held on May 21. Approximately 194 inmates and 106 guests were in attendance as well as several staff members.

### Mountainview Population

The high count was 1,765 on September 2, 1993, and the low count was 1,658 on April 18, 1994. Seven-hundred and twenty-seven of the inmates received during the past year were transferred directly from their respective county jails.

In September, the institution was mandated to reduce its count at High Point to 260 by 12/31/93. The institution count was reduced to maximum of 1,715 by 12/31/93.

### Open House and Staff Recognition Program

The Annual Open House and Staff Recognition Program was held during the evening of June 7. Awards and certificates were presented to employees and retirees for years of service and volunteers. Honored guests were Mr. William H. Fauver, Commissioner; Mr. Gildo DePaolis, retired Director of Custody Operations; and Mr. Thomas Citron and Ms. Liliana Piccione, members of the Board of Trustees. The awards service was held in the gym.

### Outstanding Correction Officer of the Year

The Correction Officer of the Year Luncheon was held on May 6 at Mastoris in Trenton. Mountainview's selection was Senior Correction Officer William Emery. Mr. Emery began his career as a Correction Officer Recruit in May of 1985. Early in his career he worked at Mountainview main and for the past 9 years he worked at Mountainview's Satellite Complex {High Point and Stokes Forest Units} in Sussex County. He was promoted to Senior Correction Officer in 1986. Mr. Emery is known to treat all inmates with fairness and has support for his fellow officers and co-workers. The luncheon was attended by the nominee; Robert C. Sohl, Administrator; Dennis Devlin, Director of Custody Operations; and PBA Representative William Riker.

### Outstanding Teacher of the Year

Barbara Cleminson, Teacher of the Year, was honored at the Awards Program held at Mastoris in Bordentown on June 17, 1994. Twenty Education Department staff members attended this affair. Mrs. Cleminson was hired as a G.E.D. Teacher on February 13, 1990. She is caring and sensitive to the needs of her students and earns their respect, trust, and confidence quite easily.

### Smoking Policy

On May 15, a no smoking policy was implemented at Mountainview. There will be no smoking in inmate dormitories and recreation rooms by inmates and staff. Smoking breaks are provided on pads outside the housing units during the day. No problems are anticipated.

### Storms

During the winter months of January through March, 1994, there were significant snow falls and winter storms causing staff shortages and necessitating overtime expenditures. Highway 78 was closed several days causing staff to sleep over in order to maintain coverage. There were early dismissals and delays in starting times for non-essential personnel. The weather conditions caused delays of deliveries of food service and canteen to the Satellite Complex. All operational procedures were carried throughout the emergency situations.

### Special Problems/Resolutions

#### Health Inspections

On November 15, 16, and 17, 1993, three health inspectors from the Department of Health conducted the semi-annual health inspection. The exit interview was conducted on November 17 and the institution received a satisfactory rating.

On April 25, 26, 27, and 28, 1994, three health inspectors from the Department of Health conducted the semi-annual health inspection. The exit interview was conducted on April 28 and the institution received a satisfactory rating.

#### TB Testing

The annual TB Testing was completed as follows:

September 28	Main Compound inmates
October 6	Satellite Complex inmates
October 12	Full Minimum Unit inmates
October 25	Employees
November 18 - 23	Custody Employees

## GOALS AND OBJECTIVES

Business Office - To put new windows on all housing units; upgrade fleet due to age of present vehicles; completion of perimeter fence reinforcing; vendor has been hired to start aluminum siding of copula; get two new fuel tanks to replace old tanks presently at High Point Unit and Stokes Forest Unit; and to fill vacancies in business management and power house operator. Other areas of importance, the vacancy of Assistant Business Manager position has caused numerous problems and delays with the daily operation of the Business Office. Many functions of this position has virtually stopped or been delayed in their completion.

Classification Department - To fill the vacancy left in the department at the end of the fiscal year; to see the installation of the Inmate Management System {System 3B} at the Satellite Complex as well as attain two additional computer terminals to enhance the efficiency of the office allowing each member of the department clerical staff a terminal and one to be used by the Senior Classification Officers and Community Release; and 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 change furlough procedures when new Furlough Standards become effective.

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 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 Child Study Team to assist the special needs students.

Farm - To maintain 30 - 35 inmates to carry out the farm work; herd of 200-240 pigs; raise the milk produced; 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 - To develop a recognition program to acknowledge inmates involved as para-professionals, teacher aides, recreation aides, and picture project volunteers; to replace the two teaching positions for teachers no longer at this institution; to acquire an outdoor recreation area to accommodate a population of 288 inmates and to purchase more equipment to expand the range of activities; to strive for the development of programs {i.e., Behavior Modification, Substance Abuse, and Group Counseling}; to establish a curriculum for all programs and classes at the Full Minimum Unit offered to the population and incorporate this with the Orientation Program; I.T.I. positions are needed for the Food Service operation; and to review all current Standard Operating Procedures in an attempt to add or delete.

Medical Department - To continue to comply with current policy and administrative directives in order to assure all inmates timely and appropriate medical treatment and to maintain the high standards of medical care at all times.

Personnel Department - The primary goal of the Personnel/Payroll Office is to keep abreast of all changes regarding benefits, including, but not limited to, pension benefits, health benefits, and dental benefits. We are still hoping to receive at least one more computer terminal, as two for four employees is not sufficient. Also, a new printer is needed.

Policy and Planning - To continue to keep current in all aspects of the program. All areas related to Title 10A, Department of Corrections Standards, and in-house Mountainview policies and procedures are reviewed as needed and annually without exception. Revisions are made as they become necessary. Emergency Plans, Fire Procedures, Training issues are continually updated as needed. Continuous efforts are made in related areas. Crisis Intervention Team Meetings are scheduled and held as required by the Commissioner.

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 religious needs of all inmates through services, Bible study, and group meetings.

Satellite Complex - In general, the Satellite Complex goals of improving all areas on a consistent basis has progressed in a satisfactory manner. The first priority is the need for an adequate emergency power source and overall upgrading of the electrical capabilities at the High Point Unit. This priority is under construction and hopefully will be completed soon. 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 complete the Bloodborne Pathogens training on time; to strive for a viable training program for non-custody personnel that will be of interest to the employees as well as a benefit to the institution; 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 to ensure a tighter security system; and to acquire two additional computer terminals which would provide each clerical staff member a separate computer station.

TRAP Program - To continue to maintain a full inmate population of 72; to enable staff members to continue relevant training for the enhancement of personal and professional skills; to continue the purchase of treatment tapes to improve the quality of didactic treatment; to purchase an encyclopedia for the residents' use; to improve the methods of training managers; and to continue to provide the best possible substance abuse treatment for Mountainview.

Work Release - To meet the employers' need for dependable inmate workers and to continue to pursue leads on inmates interested in being Work Release drivers.

### INMATE MOVEMENT AND CHARACTERISTICS

There was a total of 2,218 admissions to Mountainview in the fiscal year 1993-1994. This figure was 114 more than the 3,062 inmates received during the previous fiscal year. This figure reflects 1,197 inmates received from Garden State Reception and Youth Correctional Facility and 727 received directly from their respective counties. Three-hundred and sixteen inmates were received from other institutions; 99 inmates were returned from community based programs; 554 were returned from furloughs; 78 returned from St. Francis; 1 returned from Hunterdon Medical Center; 2 returned from escape; and 238 inmates were returned from remand by the courts. The total intake gave us an average monthly admission of 267, 12 more than the 255 of the previous fiscal year.

At the end of the 1993-1994 fiscal year, Mountainview had 1,615 State Prison Cases included in its population.

The average population was 1,718 as compared to 1,618 the previous year.

A total of 1,207 inmates were paroled from Mountainview during the 1993-1994 fiscal year. There were 160 inmates released on expiration of their maximum sentences; 1 inmate released to probation; 650 inmates transferred to other institutions; 98 inmates were released to the Intensive Supervision Program; 109 inmates released to community based programs; 556 inmates released on furloughs; 80 transferred to St. Francis; 1 transferred to Hunterdon Medical Center; 2 transferred to VR00M; 2 inmates escaped; 246 inmates remanded to courts; and 4 released by the courts.

The average inmate age on admission was 24 as compared to 23.9 of the previous year.

The average length of stay was 9 months as compared to 10 months in 1993-1994.

During the fiscal year, the department received 3 charges for attempting/planning escape and 3 charges were received for escape.

At the end of the fiscal year 1993-94, Mountainview was a "Regional Institution" for 2 inmates placed at Freedom House.

On April 18, 1994, the institution had its lowest count of the year at 1,658 and on September 2, 1993, had its highest count of 1,765.



The Classification Committee convened 232 times {1160 regularly scheduled meetings and 72 "Ad Hoc" meetings} and acted on a total of 9,452 cases in the 1993-94 fiscal year as compared to 8,567 in 1992-1993. This included 4,522 personal appearances, 4,721 non-personal discussion cases, and 209 ad hoc cases.

The Senior Classification Officers and Technical Assistants conducted a total of 1,917 formal interviews during the year as compared to 1,149 the previous year.

Central Administrative Transportation Unit - During the past year the Central Administrative Transportation Unit made 255 trips transporting 818 inmates.

Central Court Transportation Unit - During the past year the Central Court Transportation Unit made 368 trips transporting 1,440 inmates.

Central Treatment Transportation Unit - During the past year the Central Treatment Transportation Unit made 204 trips transporting 208 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. All administrative staff visit all housing units on a regular basis to maintain inmate contact.

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, 556 furloughs were granted. There were 187 unescorted furloughs and 369 escorted furloughs. There were 44 escorted and 71 unescorted furloughs from the main facility; 104 escorted and 261 unescorted from the Full Minimum Unit; and 39 escorted and 37 unescorted from the Satellite Complex. There were 5 furlough failures during the fiscal year: 1 inmate escaped from furlough; two inmates failed to return on time; 1 inmate was intoxicated; and 1 inmate used narcotics. There were 155 special visits, 59 funeral trips, and 2 bedside visits.

On July 28, a notice was received from Legislature which excluded inmates from furlough with any of the more serious charges from any type of furlough. This change did decrease the number of furloughs at the institution.

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.

### Visit Program:

During the year, 52,390 visitors visited 28,418 inmates. Seventeen-thousand, three-hundred, and sixty-eight packages were received. Six-thousand, nine-hundred, and forty-two cash receipts were issued to the inmate population totaling \$220,553.50.

### Inmate Activities:

Alcoholics Anonymous - The Alcoholics Anonymous Program continued at Mountainview during the past year. Weekly meetings were held at the main facility, Full Minimum Unit, and the Satellite Complex. Each week the volunteer sponsor brings in one or two outside visitors to attend the meeting and speak to the inmates that are involved in the Alcoholics Anonymous Program. This program has benefited and continues to benefit those inmates who attend. An Annual Open House Anniversary is being planned.

Family Day - The Satellite Complex Family Day was held on August 21. It was a successful event. A barbeque was offered for inmates, their family, and friends. At the High Point Unit, 268 visitors and 83 inmates attended. At the Stokes Forest Unit, 135 visitors and 38 inmates attended.

The Full Minimum Unit held its Annual Family Day on August 22. There were 125 inmates who received 365 visitors. This event went smoothly with no reported problems.

Mountainview main held its Annual Family Day on September 12. There were children games with prizes, music, and clowns. A softball tournament was held between the organizations with Cottage Committee Team winning. Education and Social Service staff participated in this event. There were 525 inmates and 1,127 visitors participating.

The planning and having Family Day helps to continue to keep high inmate morale.

Hispanic Community Group Banquet - The Hispanic Community Group held their Annual Banquet on November 27. Each inmate was allowed to invite two guests. There were approximately 268 people attending including inmates, guests, and staff. The Hispanic Community Group Band played.

TRAP Activities - TRAP held their Annual Picnic on August 20; their Annual Christmas Party on December 7; and their Annual Anniversary Luncheon on April 29.

### Disciplinary Actions:

There were 2,215 disciplinary reports written as compared to 2,072 of the previous year. Twelve thousand, six hundred and forty-six inmates received On-The-Spot Corrections as compared to 17,769 of the previous year.

The Hearing Officers made 155 visits during the fiscal year.

There were 734 appeals submitted to the Administrator's office as compared to 505 of the previous year and 420 were adjusted this year and 186 were adjusted last year.

There were 3 inmates that escaped; 2 from the Full Minimum Unit and 1 did not return from furlough. There were 3 inmates who attempted to escape from the institution. There were 24 assaults on staff members. A gun was found in an inmate's possession at the High Point unit on November 16. Two fires were started by two inmates, one on January 4 and the other one on February 27.

### 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. The Administrator meets with the Committee once each month and interviews representatives each month. 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 Annual Family Day held on 9/12/93.

Twelve inmate representatives met each week for 52 weeks.

Hispanic Community Group - The Hispanic Community Group met 40 times with an average of 60 - 75 members and one staff member. The Board of Directors met 40 times. The group that runs the battery sales inventory met 42 times.

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: the Annual Family Day Picnic, Annual Banquet, and Mother's Day Banquet. Donations made to various organizations totaled \$1,400.00.

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 new pool sticks, several movies, treatment tapes, treatment books, and have held three parties during the fiscal year.

### Unusual Incidents:

There were 3 escapes during the fiscal year that involved three inmates. Two of these escapes were from the Full Minimum Unit and one failed to return from furlough. There were 2 inmates who attempted to escape from the institution. There was one death during the fiscal year; 1 weapon {gun} found in inmate's possession; 2 attempted suicides; 9 minor motor vehicle accidents {3 Work Release drivers, 3 Central Transportation, 2 Highway Detail, and 1 inside grounds detail}; 2 assaults on staff; 2 fires; and 3 escapee returns.

## LAWSUITS

There were approximately 13 claims processed for potential litigation during the fiscal year.

## POLICY AND PLANNING

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.

All Administrative Policies/Procedures and related aspects {emergency plans to include Crisis Intervention Team meetings, department manuals, SOPs, Fire Procedures, safety inspections, and the Right-to-Know Annual Survey} have been maintained as required. Requisite annual reviews are performed and revisions/updates are incorporated as they become necessary due to Title 10A or DOC sanctions, without exception. Keeping current in all areas benefits day-to-day institutional operations and much groundwork has been laid towards achievement of accredited status, although expired. The Accreditation Manager continues to strive towards maintaining the same standard of excellence for MYCF and be in readiness, in the event of reaccreditation efforts.

Future plans include remaining current in all areas. Ambiguities and guesswork are removed from the rights, privileges, responsibilities, and limits placed on inmates. Clearly defined expectations 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 570 employees at Mountainview as of June 15, 1994. This included budgeted and temporary funded positions. Of this total, 374 are custodial positions. Only 20 employees were hired during the reporting period {15 Correction Officer Recruits, 1 Operator Sewage and Water Treatment, 1 Physician, 1 Farmer, 1 Teacher II 12 months, and 1 Head Nurse}. Mountainview is currently running 46 vacancies: 21 custody and 25 civilian. There was a total of 6 resignations.

Eighteen personnel were transferred from this institution to other institutions; 17 were transferred from other institutions to this institution; and there were 28 retirements during the fiscal year.

Seventy-five individuals were involved in SLI during the past fiscal year. There was a total of 215 employee accidents.

Thirty-six promotionals were processed during the year: 19 custodial and 17 civilian.

There was a total of 11 major and 264 minor disciplinary actions disposed of. Seventy-three formal grievances were disposed of during the fiscal year.

A total of \$3,769,370.90 was expended for 130,714.2 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, and 1 Supervisor, Personnel Records and Payroll Processing III.

#### BUSINESS MANAGEMENT ACTIVITIES

Circumstances surrounding the staffing of the Business Office has not changed since the last fiscal year. The Business Manager remains the only professional staff member in the office. This unit has tried on numerous occasions to recruit and hire a second professional, but to no avail.

Central Office assistance has reviewed and recommended 12 position changes to the present Mountainview Youth Correctional Facility Business Office organization structure.

Mountainview Youth Correctional Facility's Fiscal Year 1995 appropriations {\$36,535} has been reduced by 1% comparing to Fiscal Year 1994 appropriations of {\$36,607}.

The Business Office is producing a vast amount of work only because of the dedication of the staff and the support of Central Office staff.

The Business Management unit has the following staff: Business Manager, Secretarial Assistant III, Principal Data Entry, Office Supervisor, Supervisor of Accounts, Head Clerk Bookkeeper, Principal Clerk Transcriber, Principal Clerk Typist, Telephone Operator, and two Principal Clerk Bookkeepers.

The Computer Office has an Administrative Analyst 4 and a Principal Data Entry Machine Operator.

The Storeroom has a Storekeeper 1; the Tailor Shop has an Institutional Trade Instructor, Needle Point, and an Assistant Storekeeper.

The Canteen has a Principal Data Entry Machine Operator and an Assistant Storekeeper.

#### Maintenance and Physical Plant:

The age of the institution places heavy demands on the staff of this department. Three-thousand three-hundred and ninety-six repairs were made. The following major projects were completed during the year: In the Administration Building, all windows have been painted, outer offices have been painted, and new carpeting installed in the Administrator's Office and outer offices. In the Maintenance

Department, Engineer in Chief and Security Offices were completed. In the Industrial Building, painted and new tile put in the bathroom. New flooring was completed in the TRAP Program. The Perimeter fence reinforcement is 80% completed. Dump area has been completed with planting of grass. Electrical needs have been completed in the Print Shop. Heat and gas lines were run for the new trailer at High Point. New transformer pit and transformer were installed. Hospital Unit has been painted and new flooring installed. Smoking pads were installed and completed on all inmate housing units. All bathrooms have been completed at High Point and Stokes Forest Units. Guard rails were installed in upper parking lot.

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; Crew Supervisor, Painter; Crew Supervisor, Repairer; 2 Senior Repairers; Superintendent of Institutional Grounds; Principal Clerk Transcriber; Electrician; 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:

During the past year several new items were added to Canteen. The new items added to Canteen inventory were Muscle Charge, soda, Pop Tarts, non-alcoholic mouth wash, hair conditioner, non-aerosol shaving cream, Ambisoap, fans, wave caps, and wave brushes.

A Canteen Committee is being developed to discuss requests for new inmate items and to discuss deletions of slow moving items. This committee will meet quarterly.

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

Canteen staff consists of one Principal Data Entry Machine Operator and an Assistant Storekeeper.

#### Food Service:

Mountainview's Food Service Department continued to provide a wholesome nutritious diet to residents at the institution. A total of 1,691,168 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 \$414,426.00. They paid \$53,283.78 in room and board. Inmate wages were \$917,040.55. Paraprofessional wages were \$23,180.15 at the main facility and \$8,413.40 at the Satellite Complex.

### Tailor Shop:

A total of 442 inmates were assigned to the Tailor Shop. During the fiscal year, 58,131 pounds of laundry were sent to Albert C. Wagner Youth Correctional Facility, Bordentown. All sheets and pillow cases are laundered at Albert C. Wagner. There were 63,822 inmate laundry changes; 6,879 clothing repairs for the main facility, the Satellite Complex, and the Full Minimum Units; 2,218 new admissions processed; 219 inmates were clothed for court; 26 inmates were clothed for funerals; 192 paroled inmates were issued civilian clothing; 242 inmates were sent to court; and 2,139 inmates returned State issued clothing.

The Tailor Shop has a Supervising ITI {Needle Trade} and an Assistant Storekeeper.

### Farm Operations:

During the past year, 433,434 quarts of 2% milk and 505,192 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 cows, 60 calves, 13 steer, and 1 bull were sold. Eight cows were transferred to Jones Farm. Two heifers, 3 cows, 6 calves, and 1 Belgium steer 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-five market hogs, 1 boar, and 6 sows were sold. Three sows, 6 market hogs, 56 shoats, and 69 suckling pigs died.

The Farm maintained approximately 200 acres of corn, 25 acres of rye, 13 acres of oats, and 140 acres of hay during the fiscal year. No new equipment was received.

On March 4, the Farm had an exciting experience; a heifer gave birth for the first time to a set of triplet heifers. This is a rare occasion with a chance of one out of 50,000 for triplets and one out of 400,000 for them all being heifers.

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

### Laundry:

During the fiscal year, 53,283.78 pounds of laundry were sent to Albert C. Wagner Correctional Facility, Bordentown.

### State Use Industries:

N/A

## PROFESSIONAL SERVICES

### Rule Exemptions, Transfers, and Pre-Parole Reports:

During the past year, 271 requests for rule exemptions; 183 requests for IICC for transfer; 6 requests were sent to RCC for transfer; and 24 requests for emergency transfers were processed. There were 1,265 inmates included on the lists for Pre-Parole Reports that were prepared.

### Classification/Case Conference Committee Activities:

The number of cases acted on by the Classification Committee was 9,452 as compared to 8,567 the previous year. This includes 4,522 personal appearances; 4,721 non-personal discussion cases; and 209 ad hoc cases. The committee convened 232 times: 150 regularly scheduled meetings and 72 ad hoc meetings.

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

### 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; 2 Assistant Supervisors of Education (1 at the Full Minimum Unit); 20 Teacher I (12 months - 12 at the main facility, 5 at Satellite Complex, and 3 at the Full Minimum Unit); 9 Teacher II (12 months - 5 at the main facility, 1 at the Satellite Complex, 2 at Waterloo Village, and 1 at the Full Minimum Unit); 3 Teacher II (10 months); 1 Teacher III (12 months); 1 Supervising ITI (Carpentry); 1 ITI (Welding); 1 ITI (Carpentry); 4 Teaching Assistants full time (1 at the main facility, 2 at the Satellite Complex, and 1 at the Full Minimum Unit which is vacant); 2 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 College Computer Class had 197 students assigned and 54 completed the course and received certificates.

Fifty-seven inmates participated in the Paraprofessional Program in the areas of Clerks, Teacher Aides, Tutors, Recreation Aides, Law Library, Library Clerks, and Education Clerks. A total of \$31,593.55 was expended for their salaries.



Educational programs played an important part in the total program at the Satellite Complex and Full Minimum Unit. A total of 530 inmates participated in academic and vocational programs at the Satellite Complex and 344 inmates participated in academic programs at the Full Minimum Unit during the year.

Graduation - On October 18, the Mountainview Youth Correctional Facility Education Department held its Annual Graduation Exercises with 140 inmates and the entire education staff participating. Senator Ronald Rice was the Keynote Speaker. Other participants included: Mr. Isaac Ballard, Jr., Office of Educational Services; Mr. Charles Petrillo and Mr. Robert Jiggetts, members of the Board of Trustees; and several staff members.

### Social Service:

The Social Service Department performed an outstanding service to the population this past fiscal year. There was a total of 18,879 inmates seen by this department as a result of referrals from both staff and inmate requests. Three-hundred and twenty-one telephone calls between inmates and their families were arranged; saw 887 inmates in detention and infirmary; and coordinated 59 funeral trips and 155 special visits.

Five 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 37 requests for marriage with no approvals. There were 59 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; Narcotics Anonymous; and Substance Abuse. Visits are made to Detention; Administrative Segregation; Protective Custody; and the Infirmary. There were 887 inmates seen in these areas by the Social Workers.

A total of 153 groups were conducted servicing 1,173 inmates. Most groups are offered by the volunteers with the exception of "Contract Group". The Inmate Contract Group is a group that consists of inmates who have been assigned by the Institution's Disciplinary Classification Committee. The purpose of the group is to help the inmate stay charge free by learning how to manage his behavior. The group is run on an individual contract basis and meets once a week. The facilitator of the group is an intern from Fordham University.

During the year, approximately 4,500 inmates were active in Alcoholics Anonymous and 188 in Narcotics Anonymous.

The Social Service Department consists of 1 Director of Social Service; 2 Social Worker IIs; 1 Vocational Counselor; and 1 Principal Clerk. The Department is down five positions.

### Psychological and Psychiatric Services:

Three Senior Clinical Psychologists, one at the Satellite Complex, a part-time consultant, and one Secretarial Assistant 3 comprise the Department. The breakdown of psychological services is as follows: Pre-Parole and State Prison evaluations, 800; initial classifications, 2,032; Community Release evaluations, 428; Minimum/Satellite Complex evaluations, 20; Testing, 130; other evaluations, 167; group therapy sessions, 723; and individual therapy sessions, 405.

One part-time psychiatrist made 95 visits; conducted 641 evaluations, 466 individual treatment cases, and 166 new evaluations. There are 85 cases assigned. There were 2 inmates transferred to Trenton Psychiatric Hospital during the fiscal year. The waiting list to see the psychiatrist is 4 inmates.

### Medical and Dental Services:

The Medical Department staff consists of 1 Medical Director, 1 Medical Doctor, 1 part-time Physician at the Satellite Complex, 1 part-time Physician at the Full Minimum Unit, 1 Director of Nursing Services, 2 Nursing Supervisors, 11 Registered Nurses (2 RNs are assigned to the Satellite Complex), 1 Tuberculosis Nurse (Department of Health employee), 1 Licensed Practical Nurse, 1 Pharmacist, and 1 Medical Services Assistant. There were 104,930 inmates to medical call during the past year. There were 336 trips transporting 357 inmates to hospitals and/or doctors in the community. One-hundred and twenty-nine employees were treated for in-service accidents.

HIV Counseling and Testing - (Please note that totals are from 6/16/93 to 9/15/93) Two-hundred and thirty-eight inmates were counseled; 141 inmates had pre-test counseling; 120 inmates were tested; 336 inmates attended 7 orientation sessions; and 8 inmates attended 1 in-service presentation.

The Dental Department staff consists of 1 Chief of Dental Services, 1 full-time Dentist I, 1 full-time Dental Assistant I, and 1 Dental Consultant (part-time at the Satellite Complex). We are still down 1 full-time Dental Assistant I and 1 full-time Dental Assistant II positions. There were 2,808 inmates seen in the dental clinic during the past year. Six full dentures and 52 partial dentures were provided.

### Religious Services:

With the retirement of Father Richard Ewing, Supervisor of Chaplaincy Services, the institution has no full-time staff in the Religion Department. The Religious Program is now provided through the services of volunteers and two part-time Chaplains.

A total of 3,327 inmates attended 146 Muslim Services; 1,981 inmates attended 52 Protestant Services; and 5,701 inmates attended various Bible Study Groups. A total of 1,450 inmates attended 29 Ramadan Services during the year. Muslim inmates celebrated Ramadan from February 11 to March 9, 1994.

Ramadan - An average of 49 MYCF inmates; 18 Satellite Complex inmates; and 15 Full Minimum Unit inmates participated in the Holy Period of Ramadan that began February 11 and ended March 9. 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.

### 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 6:00 p.m. When on the ballfield it will run until dusk, however, in the gym movements are from 6:00 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: 18,144 in the a.m.; 36,521 in the p.m.; and 93,511 in the evening. 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 at the main facility; 1 Teacher at the Full Minimum Unit; and 2 Teacher Assistants at the Satellite Complex. A large burden falls on these people to serve the needs of both the administration and the inmates because of the numbers.

### Treatment and Rehabilitation of Addicted Prisoners {TRAP}:

TRAP continues to maintain with its present population of 72 inmates. During the past year the TRAP staff conducted a total of 398 admission interviews for possible program admission of which 302 inmates were found to be clinically appropriate for treatment. Two-hundred and twenty-eight inmates were admitted to the program under the direction of a Supervising Substance Abuse Counselor and 2 Substance Abuse Counselor IIs. 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. Public schools and community youth groups visited the TRAP Program. The program presented 4 speaking engagements.

TRAP held their annual picnic on 8/20/93; their annual Christmas party on 12/7/93; and their annual anniversary luncheon on 4/29/94.

### CUSTODY OPERATIONS

During the past year a total of 827 trips escorting 2,466 inmates, requiring 4,759.30 manhours, and covering 89,384 miles. Manhours for court trips amounted to 2,559 hours; administrative trips, 1,531 hours; and medical and dental trips, 669.30 hours.

There were 3 inmates that escaped during the reporting period: 2 from the Full Minimum Unit and 1 failed to return from furlough. There were 2 inmates who attempted to escape from the institution. There were 24 assaults on staff members.

During the fiscal year, 16 recruits were hired; 9 officers transferred in from other agencies; 10 officers transferred out to other agencies; 4 officers resigned in good standing; 5 officers were terminated or resigned not in good standing; and 20 officers retired. There were 213 work related accidents which 72 officers requested SLI and 49 officers were granted SLI. There were 223 officers who received disciplinary charges; 12 officers received a total of 83 days suspension; 98 officers received written reprimands. Sixty-nine officers received \$4,750.00 in fines. There were a total of 358 vacancies which average out to 30 vacancies per month.

### FULL MINIMUM UNIT

The beginning count at the Full Minimum Unit was 288 and the ending count was 286. There were 310 inmates paroled; 13 to Intensive Supervision Program; 2 Escapes; 113 disciplinary returns to the main facility; 7 inmates transferred to the Satellite Complex; 34 inmates received from the Satellite Complex; 151 administrative transfers to the main facility; and 160 inmates transferred to other institutions. There were 826 inmates received at the F.M.U. from the main facility.

Three-thousand nine-hundred and seventy-three inmates received 7,264 visitors, 604 packages, and \$27,680.00.

There were 252 disciplinary reports written. There were 1,067 on-the-spot corrections received.

There were 300,587 meals served including bag lunches prepared.

The AA meetings were held 34 times with a total of 504 inmates participating; NA Meetings were held 10 times with 427 inmates attending; and Behavior Modification was held 63 times with 377 inmates. Substance Abuse Counseling Sessions and Drug and Alcohol Sessions are no longer held at the FMU.

There were 440 inmates enrolled in educational classes: 156 in ESL/Reading; 91 Pre-Secondary/Secondary classes; 53 in Life Skills; 25 in Health/Recreation; 315 inmates in the Orientation Program; 95 inmates involved in the A.D.D.I.C.T. Program; 34 inmates passed the G.E.D. exams; and 32 inmates took the Apticom Test. A total of 15 inmates participated in the Aids Awareness Class.

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. Spring, Summer, and Fall basketball, volleyball, and softball 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 317 evaluations; 177 Pre-Parole/SPB evaluations; 140 Community Release evaluations; and 27 inmates involved in individual therapy sessions.

Medical Services included 1,922 inmates seen by the physicians; 2,436 inmates receiving treatment from nurses; 474 accidents; and 26,177 medication calls. There were 3 employees treated for accidents. There were 402 inmates seen in the Dental Department with 1 full denture and 9 partial dentures provided.

Four inmates attended each of the 26 Cottage Committee meetings. These meetings were conducted by Mr. Henry and staff from the units.

Social Service activities included 103 family contacts; 135 inmates involved in groups with 61 groups conducted; 153 notaries; 50 referrals were made the Classification Committee; 301 inmates making telephone calls; 4 funeral trips, 2 bedside visits, and 16 special visits were arranged. There was a total of 3,281 inmate contacts.

A total of 412 inmates attended 41 Jumah Prayer Services; 457 inmates attended 61 Tahleem Services; 626 inmates attended 102 Bible Study Groups; and 17 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 260 at High Point and Stokes Forest remains at 90 for a total of 350. The inmate count at High Point was reduced to 260 inmates by the end of 1993. Three-hundred and fifteen inmates were paroled; 19 released at Expiration of Maximum Sentence; 29 inmates transferred to halfway houses; 1,216 inmates received from the main facility; 1,025 returned to the main facility; and 54 disciplinary transfers. There were no escapes.

Four-thousand three-hundred and forty-six inmates received 8,845 visitors, 682 packages, and \$16,527. There were 3,635 packages received through the mail.

A total of 407,639 meals were served and 14,125 bag lunches were prepared. Food Service has been working well and there is continued effort to keep the kitchen clean and inventory low.

There were 227 disciplinary infractions received and 3,671 on-the-spot corrections received.

There were 42 AA meetings at Stokes with 1,610 inmates and 64 guest speakers. Sixty-eight AA meetings were held at High Point with 3,211 inmates, 139 volunteers, and 14 guest speakers. There were no 12-Step Meetings.

Classification Meetings are held each Tuesday. There were 884 personal reviews and 1,177 non-personal reviews.

The Sussex County Municipal Authority has given us the use of their trailer and baler for the recycling plastics. The Sussex County yearly report was completed and 826,300 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 826,300 pounds.

One-thousand six-hundred and eighty-seven inmates were involved in educational programs; 823 inmates involved in CAP orientation, 216 inmates involved in the vocational programs, 190 in Chapter 1 Supplemental classes, and 18 in the Apticom Vocational Assessment Program. G.E.D. Tests were given with 80% of the inmates taking the test passing.

The Recreation activities at the Satellite Complex went very well this past year. The usual recreation movements continue which included softball, basketball, volleyball, and horseshoe games. Family 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 including the floors. 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 weight benches were painted and the seats recovered. The pool tables were recovered.

The Satellite Complex Medical Department provided residents with many varied services. There were 323 physicals, 121 inmate accident/injuries; 2,075 inmates seen by physicians; 1,231 nursing treatments/procedures; 2 admissions to hospitals; and 81 emergencies. Dr. Norman Mitnick provides dental services. There were 1,014 inmate visits to the Dental Department. Three full dentures and 10 partial dentures were provided.

#### SPECIAL TREATMENT PROGRAMS

The detention, infirmary, administrative segregation, and protective custody areas are visited by the Social Service Department on a daily basis. Social workers provide coverage to Behavior Modification, Group Counselling, Alcoholics Anonymous, and Narcotics Anonymous. 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.

### COMMUNITY RELEASE PROGRAM

During the past year there were 445 inmates transferred to Secaucus; 98 inmates transferred to ISP; 10 inmates transferred to MAP; and 99 inmates transferred to halfway houses.

On June 15, 1994, there were 59 inmates participating in the Work Release Program as compared to 33 on June 15, 1993. During the year, 67 inmates were paroled; 73 inmates were removed for various reasons; and 160 inmates were added to the program. Financial totals were: Gross income \$414,426.00 and Net \$346,894.00. Inmates in the Work Release Program paid \$53,284.00 in room and board.

During the year, 369 escorted furloughs and 187 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 - Four to 5 inmates worked 246 days.

Greystone - Nine to 25 inmates worked a total of 229 days.

Highway Detail - Six-hundred and ninety-eight inmates were assigned to the Highway Details 1 and 2 cleaning up debris from Interstates 78 and 287. They worked 364 days, recorded 31,795 manhours, logged 512 miles, and collected 291,915 pounds of trash. Detail 5 had 115 inmates who worked 137 days, recorded 11,232 manhours, and collected 13,725 pounds of debris and trash. Detail 6 had 116 inmates who worked 140 days, recorded 11,176 manhours, and collected 33,410 pounds of debris and trash.

Recycling - One to 11 inmates assisted the following communities in their recycling projects: Alexandria Township 25 times; Clinton 21 times; Clinton Township 68 times; Delaware Township 23 times; East Amwell Township 23 times; Franklin Township 23 times; Frenchtown 22 times; Hampton 42 times; High Bridge 87 times; Hunterdon County Depot 93 times; Kingwood Township 22 times; Lambertville 54 times; Lambertville Truck 156 times; Lebanon 41 times; Milford 19 times; Phillipsburg 213 times; Readington Township 79 times; Tewksbury Township 41 times; Union Township 26 times; and West Amwell 20 times.

Show Me The Way Program - The Show Me The Way Program entered into its seventh year and has been 80% to 85% effective working with juveniles from the age of 11 to 19 years old. They had 2 programs during the fiscal year.

Special Community Projects - Two inmates worked at Annandale Court House 1 time; 2 inmates worked at Clinton Museum 58 times; 1 - 4 inmates worked at Clinton Township Police Department 11 times; and 1 to 4 inmates worked Port Newark 9 times.

Stokes Forest Vocational Detail 3 - Three to 8 inmates worked 62 days.

Swartswood Vocational Training Detail - Two to 8 inmates worked 195 days.

TRAP Speaking Engagements - Five TRAP Speaking Engagements occurred during the fiscal year in area schools. Many area schools visited the TRAP Program during the fiscal year.

Waterloo Village - Six to 43 inmates worked at Waterloo Village 251 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.

One-hundred and forty-eight 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. One-hundred and thirty-three 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.

During the past year a total of 698 inmates were assigned to Highway Details 1 and 2. They recorded 31,795 manhours, logged 512 miles, and collected 291,915 pounds of trash. Highway Detail 5 had 115 inmates who worked 137 days, recorded 11,232 manhours, and collected 13,725 pounds of debris and trash. Detail 6 had 116 inmates who worked 140 days, recorded 11,176 manhours, and collected 33,410 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 129,204 manhours.

### Mountainview Recycling Program:

During the fiscal year 140,960 pounds of cardboard, 1,230 pounds of batteries, 1,120 pounds of newspapers and white office paper, 357 tons of food waste, and 7 Xerox cartridges were collected and recycled. The program has been expanded to include aluminum and tin cans.



## PUBLIC RELATIONS AND VOLUNTEER SERVICES

Alan Taplow has Behavior Modification classes on Monday evenings and Ed Ashanky on Tuesday mornings. Several staff members run various groups and also Behavior Modification classes throughout the year.

Nine guest speakers gave presentations to the Alcoholic Anonymous meetings.

Community volunteers are a valuable asset to this facility. Without volunteers, programs such as Behavior Modification, Alcoholics Anonymous, Bible Study, Religious Services, and Educational Tutoring would not exist.

At present there are 120 volunteers providing services to the inmate population on the main compound, Full Minimum Unit, and Satellite Complex. During the past year, 14 volunteers have been approved.

Narcotics Anonymous meetings have been put on hold for the last 6 months as a result of the lack of community volunteer commitment. We have been in contact with individuals from Narcotics Anonymous in an effort to recruit volunteers to come to Mountainview to provide these meetings to the inmate population on the main compound and Full Minimum Unit.

Behavior Modification classes are provided by Mountainview staff members and community volunteers.

Efforts are always being made to recruit new volunteers into the program.

## RESEARCH

There was no research done during the fiscal year.

## TRAINING PROGRAMS

Under the coordination of the Training Department and the Non-Custody Training Advisory Committee, a total of 15,639.75 hours of training was received at Mountainview during the fiscal year 1993-94. The total number of training hours was effected by limited available overtime to the custody staff, only one recruit class with COTA training, and the hiring freeze.

There were 569 staff members at Mountainview as of June 15, 1994. This includes budgeted and temporary positions. Of this total 383 are custodial staff positions. A total of 15,639.75 hours of training were received by 2,233 staff members, 1,166 were custody staff.

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

Seven-hundred and forty-one staff members attended Departmental Meetings/Seminars at Mountainview.

909.5 training hours

Three-hundred and ninety-six staff members attended Firearms Requalification.  
1,384 training hours

Three-hundred and thirty-six staff members attended Escape Plan Training.  
430.5 training hours

One-hundred and three staff members attended seminars, conventions, workshops, conferences, etc., outside Mountainview.  
1,153 training hours

Ninety-five staff members received Staff Development Training.  
197 training hours

Eighty-seven staff members received Bloodborne Pathogens Training.  
87 training hours

Sixty-four staff members attended Special Operations Group Training.  
1,570 training hours

Sixty staff members attended Semi-Automatic Transitional Training.  
1,032 training hours

Forty-nine staff members received training in Scott Air Packs.  
69.5 training hours

Thirty-nine staff members received training in Searches.  
39 training hours

Thirty-three staff members attended Fire Procedures Training.  
848.5 training hours

Thirty staff members received training in Goals/Procedures.  
25.25 training hours

Twenty-six staff members received training in Minorities Awareness.  
220 training hours

Twenty-five staff members attended Professional Development Training.  
53.5 training hours

Sixteen newly hired Correction Officer Recruits attended the State "Agency" Training Program.  
1,792 training hours

Sixteen staff members received First Aid/CPR Training.  
176 training hours

Fifteen staff members received training in Civilian Orientation.  
34 training hours

Eleven staff members attended Retirement Seminars.  
44 training hours

Ten Correction Officer Recruits attended the State "Basic" Academy at C.O.T.A.  
4,440 training hours

Ten staff members received training in Vehicular Pullover Techniques.  
80 training hours

Ten staff members received training in Counts.  
3.25 training hours

Five staff members attended Computer Training.  
40 training hours

Four staff members received training in Supervisor Orientation.  
240 training hours

Four staff members attended training in Medical Infections.  
32 training hours

Four staff members received training in Defensive Driving.  
28 training hours

Four staff members received training in Telephone Communications.  
25 training hours

Three staff members received training in Methods of Instruction (MOI).  
120 training hours

Three staff members received training in Social Services. 24 training hours  
Three staff members attended Safety-SLI Training. 3 training hours  
Two staff members received training in Instructor Development. 96 training hours  
Two staff members received Officer Orientation Training. 80 training hours  
Two staff members received training in Physical Education. 80 training hours  
Two staff members received training in Training Opportunities. 80 training hours  
Two staff members received training in Hispanic Culture. 24 training hours  
Two staff members received training in Bilingual Language. 24 training hours  
Two staff members received training in Right to Know {RTK}. 16 training hours  
Two staff members received training in Radio Communications. 2 training hours  
Two staff members received training in Post Orders. 1.5 training hours  
Two staff members received training in Problem Solving. 1 training hour  
One staff member received training in Contagious Medications. 40 training hours  
One staff member attended Work Release Training. 24 training hours  
One staff member attended Dental Procedure Training. 16 training hours  
One staff member received training in Affirmative Action. 16 training hours  
One staff member received Baton Instructors Certification. 16 training hours  
One staff member attended a Retraining Session. 8 training hours  
One staff member received training in Legal Issues. 5 training hours  
One staff member received training in Supervision of Inmates. 4 training hours  
One staff member received training in Processing Inmate Property. 3 training hours  
One staff member received training in Canteen Procedures. 2 training hours  
One staff member received training in Key Control. 1 training hour

#### PAROLE ACTIVITIES

A total of 1,207 inmates were paroled from Mountainview during the fiscal year as compared to 1,613 the previous year. One-hundred and sixty 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 three Senior Parole Offices, one Principal Clerk Stenographer, and two Senior Clerk Transcribers. Relations and cooperation with institutional staff have been excellent.

One-thousand two-hundred and fifty-eight inmates were paroled and 16 inmates released on expiration of their maximum sentences during the past year. There were 1,918 pre-parole interviews, 2,078 inmate requested interviews, and 2,008 other interviews. The Institutional Parole Officers were involved in conducting 139 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 \$8,368.93.

### 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.

Monthly Board of Trustee Meetings were held at Mountainview on September 8, December 8, and at the High Point Unit on June 7.

Several members from the Board of Trustees attended Mountainview's Annual Family Day Picnic on September 12.

On October 18, Mr. Charles Petrillo and Mr. Robert Jiggetts attended the Annual Graduation Program at Mountainview.

Mrs. Cecily Ramos-Ouimet, Mr. William Howell, and Mr. Robert Jiggetts visited the TRAP Program prior to their monthly meeting at Mountainview on December 8.

Mr. Thomas Citron and Ms. Liliana Piccione attended the Annual Open House and Staff Recognition Program on June 7.

### NOTES 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 the 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. The Administrator, Chief of Custody Operations, and Operations Lieutenant meet every two weeks to review custody overtime.

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 319 individuals.

On June 16, a symposium for the Afro American History Class was held in the Education Department. Thirteen visitors participated in the symposium at Mountainview.

On August 10, a tour and fact-finding meeting was conducted at the High Point Unit regarding the sewage treatment plant. Attending the meeting was Senator Robert E. Littell; Senator Louis F. Kosco; Jean Fox, Commissioner, Department of Environmental Protection; William H. Fauver, Commissioner, and Gary J. Hilton, Assistant Commissioner, Department of Corrections.

Beginning in August, the program "Keys to Inner Visions" was established. This is an on-going program for staff.

Twelve inmates from the Stokes Forest Unit attended the Annual Christmas Dinner at the Lafayette Federated Church, Lafayette, New Jersey, on December 8.

The inmate count at the High Point unit was reduced to 260 inmates by the end of 1993.

On February 15, Mary Starita, Aide to Senator Ewing, visited the institution, met with the Administrator, and toured the educational programs and the institution. She visited again to observe the Literacy Volunteers of America class.

Donald Zelinski, Deputy Director, and Richard Bernstein, Assistant Director, visited the institution on February 25 and met with the Administrator to discuss overtime. The administrative staff meets weekly to review and assess the needs of the institution in regards to overtime.

On March 15, two institutional staff members attended a Train the Trainer Program regarding Bloodborne Pathogens. Beginning June 1994, training classes began for staff at Mountainview. All staff eligible will be offered the hepatitis vaccine.

On April 13, community release programs were extended from 12 to 15 months. Many more inmates became eligible for the halfway house programs and in turn our releases to Secaucus Northern Regional Pre-Release Center increased.

A meeting was held on May 25 by the Hunterdon County Chamber of Commerce to discuss county trip reduction plan. A committee is being formed to assist in the implementation of state standards regarding employee car pooling and reducing traffic at peak times. A survey was distributed to all Mountainview employees on the first shift to determine traffic patterns.

Dickie Knowles, former pitcher for the Philadelphia Phillies spoke to the TRAP Program population on May 31.

The institution began a Peer Institutional Group. This program was offered by the Department of Health. Thirteen inmates completed this program that consisted of 11 full class days. After completion, these inmates taught classes regarding AIDS to their peers.

The institution received positive newspaper articles regarding the following programs: An article in the Currier News detailing the Highway Beautification Program and an article in the Currier News explaining the Nurses Aide Program that exists between Mountainview and the Hunterdon Medical Center.

#### PLANS AND ASPIRATIONS:

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

Provide ITI Food Service staff at the Full Minimum Unit.

Rebuilding the sewage disposal plant has been initiated and this is given high priority.


Replace fuel tanks at the Stokes Forest and High Point units with above the ground tanks.

Achieving a recreation area for the Full Minimum Unit continues to be an objective.

Improve the recreation area on the main compound by excavating the handball court and the basketball areas on the ballfield.

I would like to thank the Commissioner of Corrections, his staff, and the members of the Board of Trustees for their support during the past year.

One of the most important elements of having a successful year is the professionalism and dedication of the staff at Mountainview. At times the staff had been called upon to do more with less and have excelled in accomplishing the mission of Mountainview.



Robert C. Sohl  
Administrator

June 15, 1994