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STATE OF NEW JERSEY
DEPARTMENT OF INSTITUTIONS AND AGENCIES
DIVISION OF CORRECTION AND PAROLE

R E P O R T
of the
BUREAU OF STATE USE INDUSTRIES

Fiscal Year
1963-1964

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Bureau of State Use Industries

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August 1964

ANNUAL REPORT - BUREAU OF STATE USE INDUSTRIES 1963-64

To: Mr. Albert C. Wagner, Director
Division of Correction and Parole

From: John C. Bonnell, Chief
Bureau of State Use Industries

John C. Bonnell
8/25

Dear Sir:

We submit herewith the Annual Report of the Bureau of State Use Industries for the fiscal year 1963-64 per Administrative Order #8:02. The general statement of the condition of the funds of the Bureau, together with certain operating statistics will not be available before September 1964 but will be submitted later to be attached to this report.

The mission of this Bureau is to furnish employment at productive occupations for the inmates of penal and correctional institutions.

Operations are normal to any manufacturing enterprise; sales are limited to tax-supported institutions or agencies at the State, County and Municipal level. Salaries and all operating expenses are financed by a revolving fund, not appropriations.

The operating goal is that prisoners are given modern training in line with employment opportunities which may be available upon release; new employment opportunities are continually being sought and work is kept as diversified and challenging as possible.

Employment during 1964 continued to increase for the third year in a row; the gain this year was small, encompassing slightly more than 30 jobs created to take care of small increases in sales in practically all institutions where shops are maintained.

More than 60 new jobs will become available this year when the Industrial Building at Bordentown, constructed from Bond Issue funds, is opened for beneficial occupancy during September. Approximately \$73,000.00 worth of metal furniture tools have been purchased, orders have been taken, plans for staffing and training are progressing.

The Vocational Shop in the Adjustment Center at Edward T. Johnstone Training and Research Center is also expected to employ 65 to 70 more patients; the unit is now being built and may be ready before the end of the fiscal year. This shop was designed primarily to supply the Bureau items which are now being purchased on the outside.

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ORGANIZATION

Twenty-six shops are operating, encompassing 33 different types of industries in 6 institutions. At the close of the year the Bureau had 101 budgeted salaried positions authorized and 96 filled.

The employment figure is higher this year than for several years previously because of the fact that with retirees leaving in considerable numbers, efforts had to be made to find replacements to train while the veterans' experience was available. In the Field, the payroll shows 58 Instructors and 11 Correction Officers; Central Office employment is 21. Organization was improved at the close of this fiscal year by the re-employment of Mr. Irving Seligman, formerly Supervising Industrial Manager at the Prison, as Assistant Chief to the Bureau. Specific duties include important staff functions of quality control, supervision of Central Office organization including financial and accounting departments, general supervision of product design and development, complaints and adjustments, training and related duties as required.

During the year the members of the Central Office organization, exclusive of the Field Representative made 551 institutional visits and special field contacts; the field representative made 366 calls in addition to his public relations duties at State Use exhibits at various conferences and meetings. 43,337 miles were traveled by staff during the year.

The industries operated four trucks 63,398 miles for the delivery of products; in order to augment this service which encompassed the handling of approximately 7,500 tons of products, contract services of about \$10,375.00 were purchased from outside.

STATE USE ADVISORY COUNCIL

Membership remained at 12. Council membership as of July, 1964, was as follows:

Chairman - Mrs. Maxwell Barus, Montclair, representing
the public

Vice Chairman - Joseph W. Beck, So. Orange, management

Burnwell B. Banks, Orange, training and personnel

Bradford Cochran, Far Hills, finance

Harvey A. Collins, Ridgewood, small employer and labor
(A. F. L.)

Dr. Bertram Crocker, Long Branch, sociology
Malcolm Kirkpatrick, Jamesburg, management
Jack Lamping, Toms River, public relations
Robert J. Laird, Bloomingdale, labor (C. I. O.)
Norman Mallor, No. Caldwell, retailing
Peter V. R. Schuyler, Jr., So. Orange, welfare administration
Herman Tublitz, So. Orange, management

The Council met 5 times during the year in September, November, January, March and May.

INDUSTRIAL INFORMATION

Shops operated by the Bureau at the close of the year remained substantially unchanged from last year are as follows:

State Prison, Trenton

Auto Tag
Bakery
Clothing
Knitting
Machine Shop
Mattress
Printing
Upholstery

State Prison Farm, Rahway

Clothing #1
Clothing #2
Machine and Beds
Painting and Finishing
Shoe Manufacturing & Repair
Textile
Woodworking
Miscellaneous Manufacturing
a. Furniture Salvage & Repair
b. Carton Manufacture

Reformatory, Bordentown

Brooms
Mops
Commercial Laboratory
Sheet Metal & Screens
Soap

Reformatory, Annandale

Bags & Baskets
Cannery
Feed Mill
Shoe Repair
Snow Fence

Reformatory for Women, Clinton State Hospital, Trenton

Clothing Occupational Therapy
(brush & weaving)

EMPLOYMENT

The shops furnished 1053 full time jobs, 2% more than last year; 938 of the jobs were in the penal and correctional institutions; about 22% of the inmate population. 115 patients were assigned to the detail in the Brush and Weaving Shop at the Trenton State Hospital for occupational therapy purposes.

The average annual output in sales per penal and correctional job was \$2460.00 up about 10% from last year. The turnover rate in the several shops tended to pose one of the largest training problems as 2,166 inmates were assigned during the year to fill the 938 full time jobs. This represents an average of 2.3 inmates for each job, up slightly from last year.

Turnover rates for the several institutions are as follows:

	<u>Average Jobs</u>	<u>Inmates Assigned During Year</u>	<u>Average Inmates Per Job</u>
Prison	350	645	1.8
Rahway	319	693	2.2
Bordentown	92	317	3.5
Annandale	125	336	2.7
Clinton	52	175	3.4
Total	938	2166	2.3

STATISTICS

Balance Sheet and Operating Statement will be supplied later. Final results of the years' work must wait until inventory is priced and extended. Physical inventory was taken this year on the last two working days of June as required by statute.

SALES

Sales were approximately \$2,304,000.00, up 13% from last year.

No approximation of net income is available until Operating Statement is finished. Generally, we can state that most industries showed small increases. Total sales were distributed as follows:

- a. Department of Institutions and Agencies 73.5%
- b. Other State Departments 19.7%
- c. Counties and Municipalities 6.8%

The section c figure represents definite progress, although still only about 35% of the potential. Increases were noted in clothing and institutional supplies, signs, new and repaired furniture and snow fence.

INMATE WAGES

Inmate wages paid per Administrative Order 1:21-4 reflected the new rates which went into effect July 1, 1963.

For the Prison and its branches rates were 21¢, 25¢, 30¢, 35¢ and 43¢ per day, up 3¢; at Clinton Reformatory the rates were 21¢, 25¢ and 30¢ per day, also up 3¢ and at Annandale and Bordentown the ranges were 16¢, 18¢, 20¢ a day. Total wages paid to inmates were \$60,538.00 or 2.62% of gross sales.

Average daily wage at Prison and Rahway rose to 33¢ from 30-1/2¢ and 2/3 of the jobs are on evaluation. Average working hours remain substantially unchanged from previous years, being 25-1/2 hours per week at Prison and Rahway; 35 hours at Clinton and Annandale and 35 hours at Bordentown.

AUDIT

There was no audit of the accounts of the Bureau this year, nor has one been made since 1957. Request was made for an audit in the Fall of 1963 but this has not been made to date.

PROGRESS HIGHLIGHTS 1963-64 FISCAL YEAR

- July 1963 Renovating of the heating and electrical system in the 60 year old Rahway Industrial Building commenced during this month.
- August (1) Shipping large orders of equipment to new education dormitories. Items included upholstered chairs, mattresses and beds.
- (2) 38 year old ovens in the Bakery at the Prison starting to fail to such a point that complete shut-down is threatened.
- September Annual Motor Vehicle order for auto tags close to 1 million pairs (about 1/3 of complete new issue). Order assures continued work for the detail during the next 12 months.
- October Enameling ovens in the Auto Tag Shop required extensive repairs; this equipment is nearly 40 years old.
- Canning season drawing to a close; about 190,000 cans packed; a difficult crop year.
- November Display of products at the New Jersey State League of Municipalities Convention. State Use Advisory Council members Lamping and Barus assisted at the Booth; plans made for improving effectiveness of exhibit.
- December The Bureau was awarded contracts in the amount of \$145,000.00 for equipment for the new Youth Reception and Correction Center, Yardville. Order represents approximately 23,000 inmate hours of work, much of which will be performed in the new metal furniture shop being built at Bordentown.
- January 1964 More orders received for equipment for Education Dormitories to be opened next Fall - approximately 4,000 inmate hours of work.
- February New oven ordered for the Bakery at the State Prison, a \$10,000.00 expense.
- March Substantial orders received for equipment for Woodbridge State School now under construction and scheduled for completion in the Fall. A 3700 square foot addition to the Woodworking Shop at Rahway

PROGRESS HIGHLIGHTS 1963-64 FISCAL YEAR - continued

- March
1964 completed this month which provides for the first time a suitable location for storage of lumber and plywood; State furnished materials for this job.
- April New bakery oven being installed this month; shop being rehabilitated while operations are discontinued.
- May Orders placed for equipment for the Metal Furniture Shop at Bordentown.
- June Bureau awarded contract for furnishing metal shelving for the Woodbridge State School, some of which will be required for delivery for November 1, 1964. Bureau price represents a \$60,000.00 saving to the Department and the order itself represents approximately 22,000 man hours of work. Additionally, more diversified production facilities permit access to markets previously unattainable.