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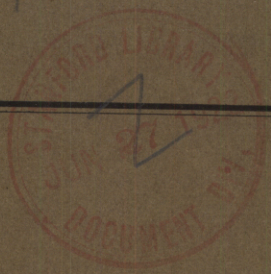

NEW JERSEY STATE PRISON

TRENTON, NEW JERSEY

BIENNIAL REPORT

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FISCAL YEARS

1920 and 1921



JAMES H. MULHERON

PRINCIPAL KEEPER

NEW JERSEY STATE PRISON

TRENTON, NEW JERSEY

BIENNIAL REPORT

Fiscal Years 1920 and 1921

BOARD OF MANAGERS

C. W. Huntington
William H. Loftus
William A. Barklow
W. B. Maddock
George W. Adams
E. R. Johnstone

PRINCIPAL KEEPER

James H. Mulheron

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New Jersey State Prison.

Board of Control of Institutions and Agencies,
State House, Trenton, New Jersey.

GENTLEMEN:

We present herewith a report of the administration of the New Jersey State Prison for the Fiscal Years 1920 and 1921.

This Board has held regular monthly meetings at the Prison, at which the order of business has been:

1. Reading by Secretary of minutes of previous meeting; discussion; approval;
2. Discussion and disposition of unfinished business;
3. Presentation of monthly report of Principal Keeper, which includes submission of changes in official personnel for approval of Board, summary of routine activities of various subdivisions of Institution, statements of accounts, receipts and disbursements, presentation of new business and of matters requiring approval of Board;
4. Reports by Committees;
5. Discussion of matters of policy and administration;
6. Action on new business; and
7. Hearings and decisions on applications for parole.

Record of action taken by the Board in all matters has been entered on the minutes of each meeting, copy of which has been sent regularly to your Board.

OFFICERS AND EMPLOYES

The reorganization of our custodial force under the law providing for an eight hour working day has been effected by the Principal Keeper, with the approval of this Board, and has worked out very satisfactorily.

With the assistance of the State House Commission, which granted an Emergency Allotment for the purpose, and the approval of the Civil Service Commission, salary adjustments were made, which have been continued by the Appropriations Committee of the Legislature. Readjustment has been made of the salary standards for our various positions, with allowance made for advancement, so that we are now offering compensation proportionate to the value of services rendered by our employes.

It has been brought to the attention of the Board that the definite terms for which our Physicians and Chaplains had been appointed would expire on June 30, 1921, but that they are actually entitled to be classified in the Exempt Group of the Civil Service classification. Accordingly, the Board has continued the terms of the present incumbents indefinitely.

We have been fortunate in securing the cooperation of the Appropriations Committee towards the establishment of four new positions in which civilian employes will be engaged to do work of a confidential nature which was formerly done by prisoners.

The Committee on Rules, Regulations and Procedure prepared for the Board a revision of the Rules and Regulations applying to Conduct, Duties and Assignments of Officers and Employes which was adopted by the Board and printed and distributed among the officers. These rules appear as an appendix to this report.

MEDICAL DIVISION

The value and importance of a well equipped and highly organized Medical Division in this Institution is constantly being demonstrated by the unusually good health of our inmates, which is of much influence in maintaining discipline and the morale of the Institution.

During this period we have purchased and installed first class Roentgen Ray equipment, and are now prepared to establish a Laboratory with a Graduate Nurse who is a Laboratory Technician in charge. We have been provided with sufficient funds that the dental work of prisoners who cannot afford to pay for it may be taken care of.

Our Physicians have been assisted in making diagnoses and the treatment of special cases by various local physicians who have made a particular study of the sort of cases in question. In recognition of services performed and on the recommendation of the Principal Keeper and the Medical Director we have established a Consulting Staff, to serve without salary, to be considered officially as belonging to our Medical Division.

EDUCATIONAL

The Board has endorsed the extension of school facilities so as to provide that literacy in English may be acquired by every prisoner capable of acquiring it following his admission to this Institution, and requires that each prisoner selected for school assignment receive elementary school training to the limit of his ability to acquire it.

School classes have been established at the Farm, that prisoners who desire to continue their school work after being transferred to the Farm may have supervision.

One month's vacation from school has been adopted, instead of the entire summer, as formerly.

It is important in order that we may extend the effective work being accomplished by the School that we secure the services of additional civilian teachers. Provision has been made by the Appropriations

Committee for the salary of one such additional teacher for the coming year, which will enable us to more successfully carry on the work now being accomplished.

INDUSTRIAL

After carefully considering requirements for various work assignments in relation to the qualifications of the inmates of the Prison, it is the judgment of the Board that the facilities for employing prisoners within the Institution should be extended, so that less dependance may be placed on assignment to work outside the Prison walls.

In selecting industries to be installed in the Prison, there should be considered whether established markets exist or can be created for the disposal of the finished product, and the adaptability of the types of work afforded by each industry to the ability of the prisoners to be employed.

Proper vocational or industrial training should be afforded every man received at the Prison, so that he may acquire habits of industry, be in a measure self-supporting in the Institution, and become fitted to be economically independent after his release on parole.

The Board recommends that no machinery or equipment be at any time installed in the Prison shops without being properly safeguarded.

WAGE PAYMENTS TO PRISONERS

This Board favors the payment of wages to prisoners according to a standarized wage scale, rating jobs at which prisoners are employed in the order of degree of skill required and value of work performed, so that prisoners receive compensation commensurate with the effort put forth to accomplish the work to which they are assigned.

Of the total number of prisoners employed at the Institution, the greater number is not occupied at revenue producing industries, and it is necessary that the Legislature appropriate money for the specific purpose of making wage payments to this group. For this reason, it is not feasible to attempt to fix rates of compensation from which maintenance charges can be deducted, leaving a balance for the exclusive use of the prisoner, but rather that a fixed amount be appropriated from which payment of minimum daily rates may be made.

Tentative wage scales have been prepared and in some instances are already in effect covering every occupation at which prisoners have been working during this period.

From November 1, 1914, until July 1, 1920, all prisoners who worked were paid two and one-half cents per day from Prison accounts, excepting those prisoners employed in State Use industries from July 1, 1918, who were receiving ten cents per day until July 1,

1919, from which time a wage scale has been in effect providing for payment ranging from fifteen cents a day to beginners and men performing ordinary labor work to thirty-five cents per day to those who are expert operators or whose work requires particular training and skill. A similar wage scale has been prepared for workers in administrative and maintenance occupations, ranging from five to thirty cents per day. There is money available to make payments to this group starting July 1, 1920. In order to come within the funds available, this Board recommends that payment of a flat rate of five cents per day be made to every prisoner employed at maintenance and administrative work from July 1, 1920, to May 1, 1921, and that starting on June 1, 1921 payment be made at the rates set forth on this scale, prepared on November 9, 1920. Previous to July 1, 1920, all of these workers received a flat rate of two and one-half cents per day.

The Board has approved the payment, by the Committee in charge, of twenty-five cents per day, plus a bonus of twenty-five cents for particularly good work, to each prisoner who has gone daily from the Prison Farm to work at getting into condition for occupation the Colony for Feeble-Minded at Woodbine.

PAROLES

In addition to data prepared and presented by our Parole Officer, Physician, Chief Deputy, Teacher, Chaplain, Psychiatrist and Psychologist, which gives full information concerning each prisoner's physical and mental condition, progress he has made in the Institution, and plans for parole, there have been made available for the Board the services of a field worker attached to the Central Office staff, who supplies information concerning Court records, home condition, and employment records of each prisoner making application for parole.

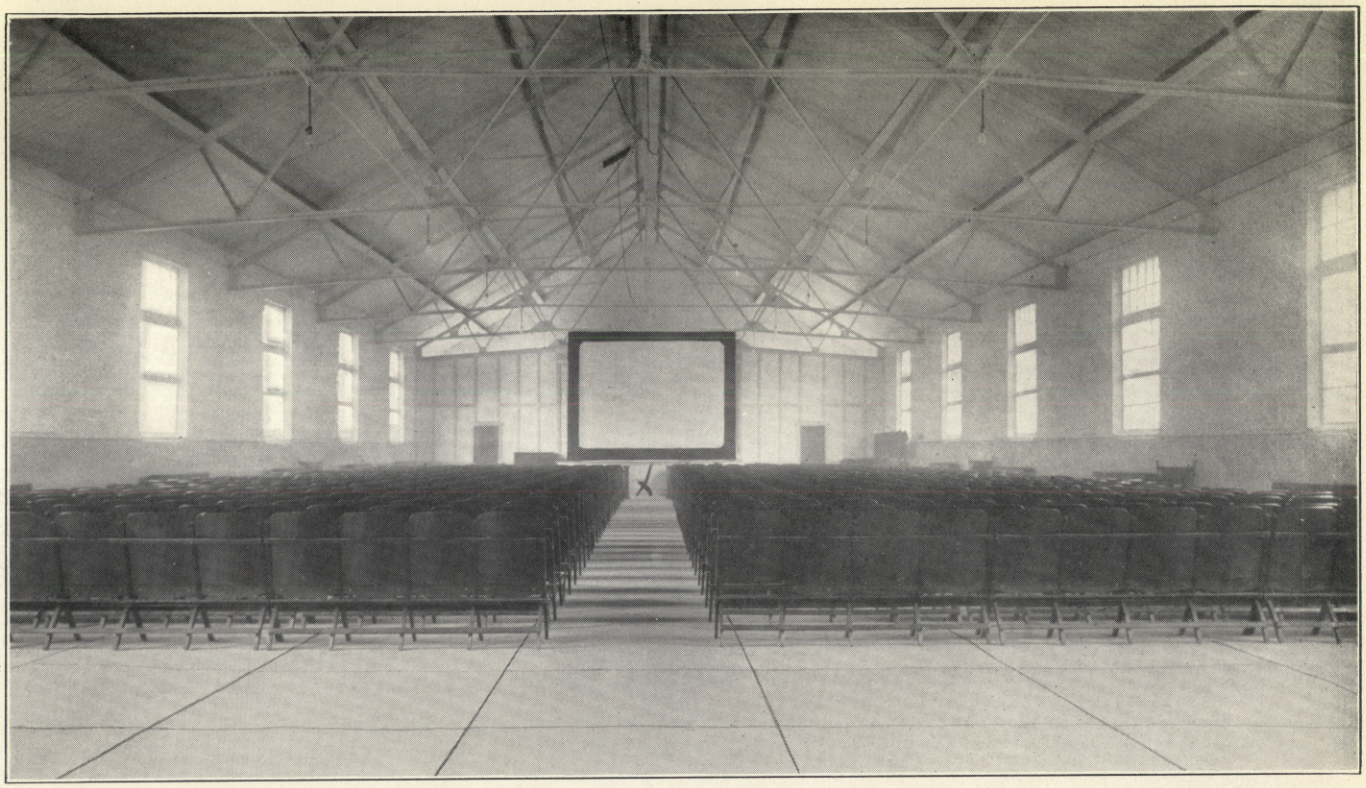
A statement by the Physicians concerning each prisoner's physical fitness to be released is required before parole is granted.

The Board has adopted the practice of having every man whose parole is revoked appear at the next regular meeting of the Board, at which time all available data concerning the case is presented, when he is told how much additional time within his original sentence he shall be required to serve for having violated his parole.

In cases where inmates have lost credits and may be able to earn the required number within the month during which the regular monthly meeting of the Board shall be held, the Board considers the prisoner's application at such meeting, providing that parole becomes effective only on condition that the full quota be earned.

Professor E. R. Johnstone has been called upon as a Committe of One by the Board to presnt reports in difficult cases.

Very satisfactory reports have been made by the Parole Officer concerning the prisoners who have been on parole during this period.



ASSEMBLY HALL

PRISON STORE

The Prison Store was originally established when an Officer of the Institution was authorized to make purchases for prisoners, such as toilet articles, hosiery and underwear, handkerchiefs, tobacco, and materials for making fancy articles, under the supervision of the Principal Keeper. This practice was continued for many years.

Since the introduction of the Grading System in 1917, when the purchase privilege was extended to all prisoners in good grade standing to include various food items, the volume of business carried on by the Store has increased to such an extent that it has been considered necessary to engage the services of a Storekeeper who would devote his entire time to the Store, under the direction of a Committee of the Board of Managers.

All accounts are kept in the Office of the Keeper. Stock is ordered by the Storekeeper. The salary of the Storekeeper and all bills of dealers are paid by check, within thirty days. One-sixth of the cost price is added to make the selling price of all articles sold, in order that the salary of the Storekeeper may be paid, a revolving fund be established, and the few overhead expenses be met. As soon as it is possible to reduce this profit, it shall be done. We are now selling to inmates under the market price for retail goods.

Prisoners in the First Grade are permitted to make purchases up to the value of six dollars per month. The articles which they may buy are all standard goods, in packages when possible, including toilet articles, underwear, hosiery, notions, tobacco, groceries which do not require cooking, such as butter, jams, jellies, cereals, canned soups, vegetables, fish, fruit, potted meats, milk, sugar, condiments, cakes and crackers, and fresh fruits and vegetables in season.

Those prisoners who wish to purchase goods make out their orders on a form provided once a week. These are approved by the Wing Keepers, then certification is made that money to the value of the order is to the credit of the prisoner' account, and the order is filled by the Storekeeper and delivered to the Wings, where a receipt is secured from the prisoner.

Much contentment among the inmates is traced to the privileges afforded by the operation of the Store. Prisoners can adapt the Prison rations to their individual tastes, and secure a variety which is not possible to afford by an institutional diet.

NEW BUILDING FOR DINING ROOM AND ASSEMBLY HALL

A Committee of this Board studied for some time the matter of furnishing and equipping our new Assembly Hall and Dining Hall, for which a limited appropriation was available during this period.

For the Assembly Hall a collapsible seat was selected, with solid seat and back, dark oak finish. These have been ordered in groups of four, so that they may be easily removed, but are substantial enough to stay in place while being used.

The Capacity of the Hall is one thousand. A stage with lighting has been completed, which is equipped with an altar for Catholic services, and a screen for motion pictures. Rooms on each side have been fitted up for offices for the Chaplains, and may be used as Wings when required. A modern moving picture booth has been installed.

The Dining Hall will be arranged with a center and two side aisles. Tables will be placed horizontally and fastened to the floor, each to accommodate eight men, seated on one side only, facing the front of the room, for convenience in serving and seating. Individual stools will be attached to the tables. Tables and stools will be manufactured in the institution, and will be painted white and enameled. Vitreous china will be used for table service. Food will be sent in from the kitchen in steam tables, and served to the men seated at the tables.

RECOMMENDATIONS

Further development of our present prison plant is restricted by lack of space. If the grounds and buildings now occupied by the State Arsenal adjoining the Prison could be transferred to the Prison, our facilities for exercise and recreation would be greatly increased, and we would have available space for industrial development. If it is possible to get this plot of approximately 275 feet by 319 feet in area we might then request the City of Trenton to abandon Third Street and extend our Cass and Federal Street walls over to the banks of the Canal, thus greatly increasing our area.

At our request, the Board of Commerce and Navigation made a survey of Riggins Creek, which carries off drainage from the State Prison Farm. A report to us is that the Board would gladly supervise the work of dredging, but that the project would cost about $14,000.00, for which there are no funds available, and recommends that an appropriation for the purpose be secured either from the State Legislature or Congress. In our opinion, this would be a worth-while procedure.

CONCLUSION

The Board desires to commend the work of the Principal Keeper, Mr. James H. Mulheron, in administering the affairs of the Institution during this period, and to signify its hearty appreciation of the splendid co-operation of the officers and employes.

C. W. HUNTINGTON, President
I. C. BLEAM, Secretary.

NEW JERSEY STATE PRISON.

Board of Managers,
New Jersey State Prison.

GENTLEMEN:

I present to you my report of the administration of the New Jersey State Prison during the Fiscal Years 1920 and 1921.

OFFICERS AND EMPLOYES

Incident to the establishment of an eight hour working day for the officers of the Prison, in accordance with Legislative enactment, we reorganized our custodial force, as a result of which we have been securing a higher grade of efficiency, greater enthusiasm and increased effort from the members of our force.

Several new ranking positions have been created or recognized, and established by the Civil Service Commission.

Previously, we had had two shifts, each working twelve hours. Officers of the first shift, who came on duty at six o'clock in the morning, were in direct charge of the Chief Deputy to the Principal Keeper. Those of the other shift, who came on duty at six o'clock in the evening, were in charge of the Night Center Keeper.

With the establishment of three shifts: the first to serve from 6:30 A. M. to 2:30 P. M., the second from 2:30 P. M. to 10:30 P. M., and the third from 10:30 P. M. to 6:30 A.M., there has been placed in charge of each a Center Keeper, whom we hold responsible to the Chief Deputy for the routine administration of the Institution during his tour of duty. The Chief Deputy has been relieved of desk work and the responsibility for details. He has been made a supervisory officer, and given direct charge of assignments and the discipline of officers and inmates, subject to the final approval of the Principal Keeper. The Marshal, who is next in rank, has been given the responsibility for the proper maintenance of buildings, grounds, and equipment, and is required to supervise the record keeping in the Center.

It was apparent that the work of many of our subdivisions had increased so that the positions of the officers in charge merited recognition. The matter was brought to the attention of the Civil Service Commission, which recognized the creation of the positions, established salary standards, held examinations in regular order, and certified as eligible in every instance the name of the officer who had been carrying on the work, who was duly appointed.

These new ranking officers are the junior Commissary Officer, who has developed to be an able and necessary assistant to the Commissary Officer, it being evident that two trained men are necessary for the satis-

factory operation of the Commissary Department; the Identification Officer, who devotes his entire time to the work of the Identification Bureau which has been reorganized and has developed to include many new features; the Supervisor of Repairs, who had previously been responsible for various duties, but under the new organization has a definite assignment and whose duties are confined to the work of the Department of Repairs and Reconstruction; and the Gatekeeper, whose duties obviously entail a high degree of responsibility, and correspond with those of the Doorkeeper.

As new positions have been created or re-assignments made, we have assisted the Civil Service Commission in arranging examinations by advising them of what we consider the requirements of the position, qualifications of the applicant, and duties to be performed.

A new classification has been made to include the men who instruct the prisoners assigned to Shops in the various industries known as Industrial Officer. The men in this group must qualify in the separate trade or industry, must show particular administrative ability, and have had experience in teaching their subject; then in addition they are sworn in as officers of the Institution in the service of the Principal Keeper in relation to the inmates.

Officers have been required to purchase uniforms. Buttons and badges are furnished by the Institution.

Rules and regulations applying to conduct, duties, and assignment of officers and employes have been drafted and adopted by the Board of Managers. In printed form they have been presented to the Officers, who are required to be thoroughly familiar with each duty of their individual positions, and are responsible for the proper enforcement of each rule.

One day away from duty is granted each officer every two weeks. Two weeks' vacation is permitted each year, following a year of uninterrupted service. An Officer may be called upon at any time, day or night, for reserve duty.

Conferences are held regularly at which officers are encouraged to discuss the problems of their divisions, and at which it is aimed to bring about the closest cooperation between the various divisions.

During the period of labor agitation in the Fall of 1919, organizers endeavored to induce our officers to organize and affiliate themselves with the American Federation of Labor. Our Officers took the position that they are sworn officers of the law, a class of men that forms a unit of itself, having no connection with the purpose for which labor organizations are intended. Their oath of office recognizes the laws of the State of New Jersey and those of the United States—no other authority. The rights of the officers and employes of this Institution are protected in every way by the rules and regulations of the Civil Service Commission, which carefully guard their interests. Accordingly the movement had no results.

The Civil Service Commission has now no difficulty in maintaining an eligible list for the position of Prison Officer. We fill all temporary positions vacant through leaves of absence, vacations, or illness by certification from that Commission for the position of Substitute Prison Officer. Men who serve in that capacity are placed on a preferred list by the Civil Service Commission.

During this period we have pensioned six Officers who had completed more than twenty years in the service of the Institution and had become incapacitated for further duty. Three of those Officers died, also two of our active Officers.

SALARIES

The Legislature in the Appropriations Act for the year 1919-1920 specified that $1,200.00 per annum should be the salary of Prison Officers, and provided just enough for payment at that rate. This was a continuation of the rate paid before the War. The Officers found considerable difficulty in meeting financial obligations at this rate of salary, and petitioned the Board of Managers for a bonus of twenty-five per cent, to be paid until the situation might be relieved in some manner. The Board heartily endorsed the petition, and recommended to the Department of Institutions and Agencies that some action be taken whereby the officers and employes of the Prison might secure a bonus equal to twenty-five per cent of their salaries for the Fiscal Year 1920. The request was forwarded to the State House Commission, for an allotment from the Emergency Fund to make possible the payment of such a bonus. The Attorney-General was consulted, and agreed that under unusual conditions then existing in order to hold our employes and maintain the morale of our force it would be proper for such an allotment to be made.

Accordingly, on October 21st, we received an allotment providing for a twenty-five per cent bonus to be paid to all employes whose salaries might be less than $1,800.00 for the months of November, December, January and February.

We found that by obtaining transfers from one salary account to another, made possible by the strictest economy, we might continue the payment of this bonus during the remaining four months of the year. This was done with the approval of the State House Commission and the Civil Service Commission.

On March 19th, 1920, the Governor approved the "Bonus Act", providing for the payment of a bonus to all State employes in the classified service, coming under the provisions of the Act, in accordance with a plan to be worked out by the Civil Service Commission. The Civil Service Commission ruled that any increase in compensation paid during any part of the year should be deducted from the amount of bonus figured on the annual salary by the percentage allowed.

The bonuses paid to our employes therefore by the Civil Service Commission covered that part of the year when they were not receiving the additional compensation referred to above.

We were successful in having adopted by the Civil Service Commission new standards fixing the amounts we had been able to pay during that year as approved rates in almost every instance, and the Legislature appropriated sufficient money to carry out such payments during the Fiscal Year 1921.

Increases according to the Civil Service Commission's scale have been allowed by the Legislature for the coming year.

We are now paying salaries which compare favorably with those paid for similar services in industry on the outside, and are satisfactory compensation for the efficient work performed by our officers.

POPULATION: RECORDS AND STATISTICS

We have noted during this period an increase in the number of prisoners admitted who are charged with severe crimes, with correspondingly heavy sentences. Our population has been steadily increasing, as is evident from the following facts:

At the close of the Fiscal Year 1920, we had 965 prisoners serving indeterminate sentences, five men under death sentence, and 37 serving definite terms, under the old law; at the close of the year 1921 there were 1,112 serving indeterminate sentences, ten under death sentence, and 28 serving definite terms. During these two years respectively there were admitted 439 males and 7 females, 484 males and 9 females; there had been released 414 males and 17 females, 377 males and three females. During the past three years our general daily average population has been:

1919:	Males,	986	265-365	Females,	17	36-365
1920:	"	975	363-366	"	13	99-366
1921:	"	1,006	231-365	"	13	120-365

Of the total population, in 1920, 633 were born in this country, among whom 205 were negroes, the remaining 374 were born in foreign countries; 540 were thirty years of age and under; in 1921, 758 had been born in this country, among whom 254 were negroes, the remaining 412 were foreign born; 644 were thirty years of age and under.

In 1920, 223 of the prisoners in the Institution were serving sentences for murder, 28 additional for manslaughter; 255 prisoners were serving sentences with minimum terms of ten years and over, and 47 additional were serving life sentences; during 1921, 245 prisoners were serving sentences for murder, 35 additional for manslaughter; 312 were serving ten years and over, 58 were serving life sentences.

During this period, there has been a marked decrease in the number of escapes, due to the very careful selection of men for outside work and adequate guarding. No man has been assigned to work outside the Prison, which is considered an honor assignment, unless we have been fairly certain that he were worthy of trust. The Psychiatric Clinic has assisted in determining the reliability of the

men considered and assigned for such work. Officers have been held directly responsible for the custody of each man in their charge. It has been made a rule that the officer in charge must immediately make a written report when a prisoner escapes, giving all the circumstances in detail, and either set forth conclusively that he was not lax in the performance of his duty, or accept whatever penalty the Board may impose for neglect of duty.

During 1920 there were twenty-six escapes, of which one was from the Prison grounds, the others from road work and the Farm. Of these, fifteen have either been returned to the Prison or been accounted for. During 1921, there were sixteen escapes, four from the Prison proper, the others from outside work. Of these, seven have either been returned or are accounted for. Two of the men who escaped during this period returned voluntarily to the Prison and gave themselves up to serve out the remainder of their sentences, and a third gave himself up at Police Headquarters in Newark.

Our Bureau of Identification as it has been reorganized has developed into a valuable records department. The Identification Officer immediately following the admission of a prisoner photographs him, rolls his finger prints, takes and enters his full description, and records all available data concerning his personal history and previous record. He corresponds with various county authorities to obtain authentic information concerning previous record, also files at the Identification Bureau of the Department of Justice at Leavenworth and with the Identification Bureau of the New York Police Headquarters finger prints of each man received here, with requests for any available information concerning the man. He gets complete data concerning prisoners from Institutions where they may have previously served terms, and furnishes information when requested by police authorities and institutional officials concerning any records we may have. He follows up the records of prisoners who leave this Institution, co-operating with the Parole Officer in this field. He issues within twenty-four hours following an escape circular with photograph and description of the prisoner to all of the agencies on our mailing list, numbering over five hundred, including county and municipal authorities in New Jersey and official, railroad and private detective agencies in all the large cities in the East. He at once gets in direct communication with authorities in various localities where it is expected the escaped prisoner may go, and follows up any clue which may be discovered.

We are now receiving from Essex County records of Court investigations in all cases received here from that County, which are of very material assistance to us in our classification of prisoners.

We are cooperating with the Metropolitan Police Bureau established by the New York City Police Department in furnishing records, photographs, finger prints, and descriptions when required.

The Attorney General has ruled that under the division of powers of government made by the Constitution of the State, no prisoner

committed to this Institution may be transferred to another Institution on any but a Court order; nor may any prisoner be received at this Institution except on commitment through a Court.

HEALTH

The results of the scientific and humane operation of the Prison Hospital are apparent in the splendid physical health enjoyed by the inmates of this Institution, where as a result of its nature and construction confinement is as close as can be consistent with the laws of hygiene. With the exception of an epidemic of influenza which was very successfully handled by the Physicians the general health has been excellent during the period. We are steadily adding to our equipment and availing ourselves of the services of experts and specialists to constantly improve our clinical facilities and methods of treatment.

We continue to subject each prisoner admitted to a thorough physical examination, which includes Wasserman test and test of sputum, and inoculate him at that time with typhoid and smallpox vaccine. Any obvious defect is corrected at once, or a course of treatment is prescribed. If the prisoner can afford it, he must pay for his own dental work or buy his own eyeglasses, otherwise on order of the Physician, he may be taken care of at the expense of the Institution.

A quarantine against epidemic diseases was established at the Prison on January 20, 1920. Prisoners were not permitted to receive visitors; no outsiders were permitted beyond the Center. School sessions were discontinued, also religious services and similar gatherings. Shops were closed. Particular attention was given to ventilation and the sanitary condition of the Wings.

Patients with symptoms of grippe and influenza were immediately isolated in the Hospital. As the cases increased, Wing Six was cleared out and used for those cases slightly improved and convalescing. From January 20th to February 10th there were 227 cases received at the Hospital, of whom all had recovered at the latter date with the exception of eleven cases of grippe in the Hospital, nine cases in Six Wing, three cases of pneumonia and one of pleurisy, all of which subsequently recovered.

Every case was reported to the State Department of Health on the day it was received at our Hospital. Officers who desired it were inoculated with a preventive serum at their own expense.

Prisoners acted as nurses, and were indefatigable in their work.

We are experiencing very gratifying results in our treatment of patients afflicted with tubercular and venereal diseases.

For some time our Physicians had been emphasizing the necessity for up-to-date X-Ray equipment which might be used for treatment as well as to assist in diagnosis, and we have been fortunate in securing this from a balance in our Medical and Surgical Account, which

existed because of reductions in the prices of drugs. The addition of this equipment, with the installation of a Laboratory which is anticipated, will make us competent to offer treatment in every field equal to that given in any well organized modern hospital.

The Hospital Building has been put in first-class condition and improved by the installation of showers and toilets in each ward.

To complete this Division, it is important that we secure an appropriation for additions to the Hospital Building, that we may afford out-of-door sleeping quarters for the tubercular patients, and provide a recreation room, the therapeutic value of which is unquestioned in the treatment of chronic diseases.

MENTAL EXAMINATIONS

The functioning of the Psychiatric Clinic during this period has assisted very materially with our problems of classification, assignment, discipline and organization.

The return of the Psychiatrist from the Army and his assignment to work at the Prison for two days a week has re-established the routine examining of each prisoner admitted, in addition to special work required in that field. The reports of the Psychiatrist which are appended give a complete account of the procedure followed, and make a thorough study of the results obtained.

The Psychologist presents comprehensive reports of the work he and his assistants have accomplished. Of particular interest and value are the industrial surveys he has made of the requirements of the various occupations in the Institution at which prisoners may be assigned, and the individual reports of industries which have been established. The new method of reporting findings on carefully prepared summary record cards is proving very satisfactory.

The work required of the Psychologist has increased to such proportions that in our opinion it is necessary that a man be assigned to the Institution who shall have no other calls made upon him.

We are constantly becoming more acutely aware of the number of prisoners for whom the Prison is not at present equipped to accomplish the work of fitting them to return to life outside socially adapted to meet its demands. These include the psychopathic group described by the Psychiatrist and the custodial type of feeble-minded. Previous to the establishment of the Clinic, before the mental limitations of the prisoners in these groups were recognized, they represented severe disciplinary problems. Now that we have the diagnosis of the Clinic immediately following the admission of such a case, we are in a position to properly classify and assign him so that he may become adapted to the Institutional routine. The individual attention which such an inmate receives enables him to make a good record in the Institution. However, we are not prepared to give him the proper individual training and treatment which his case requires. When his time comes for parole, the requirements of the sentence and of the

Institution have been fulfilled, but in many cases the defect which was probably responsible for the trouble which brought the prisoner here will produce a similar conflict as soon as he is returned to the unsupervised life he will lead on the outside. It is evident, therefore, that some further adjustment is required to fit him to become a self-supporting and useful member of society, but what is required is more than we are at present equipped to provide. There should be established some adequate system for the training, treatment, or permanent custodial care of such men.

STATE PRISON FARM

There has been much progress made at our Prison Farm during this period. At all times when the inmates assigned there have not been employed at agricultural pursuits, they have been clearing and developing the land. The health of the inmates has been excellent and the best of discipline has been maintained.

During the winter of 1919-1920 the weather was the worst from the time of the acquisition of the Farm. Heavy storms would be followed by deep freezing of the ground, which would thaw out to make a sea of mud, only to be succeeded by other bad snows and cold waves. Accordingly, development activities have been carried on where the ground is high enough to drain off quickly. At the close of this period about 500 acres of land have been cleared and developed, of which 440 acres are under cultivation, leaving 615 acres of the original tract to be cleared. The value of land cleared has increased three hundred per cent. We have not as yet acquired the title to the triangular plot of land which it is necessary that we have to complete the tract; the matter of purchase through condemnation proceedings has never been settled. We are draining the land as we clear it, requesting appropriations from the Legislature for material as the work proceeds.

Our agricultural program is under the general direction of the Director of Labor and Agriculture of the Department of Institutions and Agencies, and directly supervised by the Farm Supervisor. Our Chief Deputy is in charge, responsible to me and the Board of Managers. Working on orders from him is our Head Farmer. Matters of policy are decided here, all details are worked out under the direction of the Chief Deputy at the Farm, and reports are all made to this office.

The population has been maintained at 150, except when it has been necessary to take men away for road camp assignment, when 50 to 75 have remained.

The prisoners working at the Farm receive twenty-five cents per day as wages, under special appropriations made by the Legislature for the purpose. This encourages them to put forth their best efforts, and makes assignment to the Farm desirable.

Fire fighting equipment has been installed at the Farm, and insurance placed to cover the value of the plant and equipment. A

new water supply system with hot water boiler and laundry tubs has been put in, and showers and toilets are being installed. A reserve tank formerly used at the Prison has been sent down to be erected. Buildings have been thoroughly renovated each Spring and Fall, fences have been built and kept in condition, equipment has been repaired and replaced as required. A tractor with parts has been purchased and operated, and a Packard truck assigned for the use of the Farm by the State Highway Commission.

The soil of the Farm is being cultivated and developed and crops rotated in order to get the best results. Pasture land has been prepared for the cattle, and colony houses for the swine. All cows are tested regularly for tuberculosis; negative reactions have been always secured in every case. The swine are innoculated regularly to prevent cholera.

Such vegetables as may be used by the Farm and Prison are planted in abundance. Shipments are made weekly to the Prison and nearby institutions of fresh vegetables, all of the surplus is canned; if there is any over it is sold in the market to avoid waste.

We have outgrown the canning equipment at present in use and it is planned to build a modern cannery building with up-to-date equipment as soon as the appropriation made by the Legislature becomes available, using lumber from the Farm and the labor on the place.

Accurate crop records showing seed variety, soil fertilization, date planted, date harvested, acreage, insects and remedy, diseases, total yield, amount consumed, canned, stored, sold, etc., are being kept, which will show profit or loss from each separate crop. Our herd has been placed on the list of accredited herds of State Institutions. A herd book has been installed to keep track of breeding; a pure bred bull has been procured; feed is being carefully prepared and milk records kept.

School classes during the evening have been established for the illiterate, including English and non-English speaking groups. Our Head Teacher directs the work, visiting the Farm monthly, instructing inmate teachers. Library books and periodicals are supplied regularly from the Prison Library. Athletic equipment is furnished, and out-of-door sports are practised after working hours.

Arrangements have been made to secure the services of the Resident Physician to be employed at the Colony for Feeble Minded at Woodbine, to visit the Farm regularly and carry out the directions of our Medical Director.

We prepared and displayed an exhibit of Farm products at the Interstate Fair, including photographs showing stump pulling, cultivation, harvesting, and canning, and samples of our crops and canned goods. We were successful in winning some of the prizes offered, and received complimentary mention.

We have been receiving many complaints concerning the disposition of the drainage from the State Prison Farm. The State Board of Commerce and Navigation made a survey at our request, and recommended that an appropriation be secured either from the Federal or State government or both to dredge Riggins Ditch, which would greatly assist our problem. This we have taken up with the people in the locality, but as yet have failed to accomplish.

There is an opportunity for the development of the Prison Farm into a self-supporting colony as soon as a definite program for its expansion is adopted. The start has been made, and we are now hopeful that progress will follow rapidly.

STATE HIGHWAY WORK

From the start of this period in July, 1919, until late in December of 1920 we kept on the roads working for the State Highway Commission from 100 to 250 inmates of this Institution, supplying the requirements of the State Highway Commission as they were made known to us.

It became increasingly difficult for us to select suitable men for such assignment. The number of men who had been trusted and were trained in this work was being constantly reduced by parole; they had to be replaced by new men coming in, who in case of men with short terms had little interest in establishing good records, and could not adjust themselves to conditions at the Camps. Many of the men being received had long terms, were young, and unreliable, and in many cases had records of previous convictions, making it necessary that we train them within the Prison for a sufficient period until they should become stabilized, and realize that assignment to outside work with the opportunity to establish a good record under the conditions prevailing would merit special consideration of their cases. Others were physically unsuitable or temperamentally unfitted for such work.

From studies made during the early Spring of 1921, we maintain that not more than twenty-five per cent of our total population is available for outside assignment because of these factors or a combination of them. From this group must come men to be employed at the State Prison Farm. We have followed the practice of taking men from the Farm to work on the roads during the construction season, and returning them to the Farm for the winter, when intensive development work is carried on. Therefore it is possible for us to furnish only a limited number of men for work on the roads.

Particular care was exercised at the camps to reduce the possibility of escape. Bounds were established for each group; an inmate found beyond bounds unless under an Officer's direction was considered attempting to escape. Officers were assigned to eight hours of active duty and held on reserve during the remainder of the twenty-four, which required their constant presence at the Camp

except on their forty-eight hours' leave every two weeks. During the night, Officers were assigned to patrol duty along the Camp boundaries.

Officers who worked at Road Camps and were laid off at the close of the season were held on a preferred list, and called again when the next season started, thus assuring experienced supervision. A bonus was paid by the State Highway Department to encourage the Officers to be alert to the interests of the Highway Commission.

ROAD CAMP NO. 2-A, MONMOUTH JUNCTION AND DETAIL NO. 1.

Throughout the summer months of 1919 we maintained a population of about ninety men residing at the Camp at Monmouth Junction; twenty-five additional men left the Prison on trucks every morning to work on the road in that section and returned each night. Early in September it was decided to abolish that Camp, as the work was then near enough to the Prison to obviate the necessity for the camp. From that time on until the work stopped for the winter, 125 men known as Detail No. 1 left the Prison daily, some going to Kingston, some to the Trenton Junction garage, some to Monmouth Junction to work at the site of the old Camp, razing buildings and preparing the equipment for shipment to Budd Lake, where a new Camp was to be established.

This method of employing men at outside work has proved highly satisfactory. The overhead expense has been considerably less than that carried at the Camps and there is no necessity for additional night guarding.

Considerable delay was experienced in the work on Route 13, Kingston Section, because of the embargo placed on the moving of freight by the Railroad Administration to keep cars free for coal, thus holding up the furnishing of supplies; this was in part relieved by the carting of stone from Pennington by trucks, but held up the completion of the work.

By November the Camp at Monmouth Junction had been completely demolished. Equipment, such as beds and bedding, cooking utensils, and Camp paraphernalia, which had been stored there, was removed to Budd Lake, where a building had been erected for storage, with a watchman on the grounds.

The number of men who were going out and working daily at Kingston had been reduced to 30, until November 10th, when the arrival of supplies made it possible to employ 70 to 75 men. Work on this section continued until December 4th, when the State Highway Department served notice that the ground had frozen so that services of the mixer gang would no longer be required. 20 to 30 men continued on the job until the 27th, when work for that season was discontinued.

Ten of the men of Detail No. 1 under one officer were sent out throughout the winter to Trenton Junction to unload freight and handle supplies for the Highway Department.

In the Spring of 1920 work was again started by Detail No. 1 on the road at Kingston. Thirty to fifty men went there daily, the number being gradually diminished until the work was completed in the following October.

During the remainder of October and November, twenty-five to thirty of the men of this detail worked on Greenwood Avenue.

WEST PORTAL ROAD CAMP NO. 2-B—

In August of 1919, the population was increased to 103 at the West Portal Camp, when forty men were sent there from the State Prison Farm.

Progress during the period was very successful, except that the location was such that after rain work would be held up for a day or two following clearing because of muddy roads. Because of this, time would be lost, and the overhead cost of the Camp would go on as usual, thus cutting down our net receipts. At such times, all energy would be devoted to work about the Camp.

The Highway Department suggested keeping fifty men out for steam shovel and bridge work throughout the winter, but it was decided that this would not be satisfactory because of the light construction of the quarters, difficulty in securing supplies and the great amount of time that would be lost because of bad weather.

Thirty-one prisoners were ordered in on the 10th of December; on the 17th the Chief Deputy reported that the water had frozen and the weather was too cold and severe for the men to be employed steadily. The Camp was closed on the 22d, when the fifty-one remaining prisoners with eight officers and the store of food stuffs, clothing and bedding were returned to the Prison. The Chief Deputy with an Officer and ten prisoners who had remained to close the Camp, followed the next day.

Early in the following Spring, the Chief Deputy inspected the Camp and prepared it for opening. On the 11th of April he went to West Portal to stock up with provisions and prepare for the arrival of the first contingent of twenty prisoners and three officers who arrived on the 13th. Twelve of these men were at work on the road on the 16th. Because of the railroad strike then existing it was difficult to get provisions, which prevented adding to the population until the 27th, when thirty men with four additional officers were sent up. Thirty-eight additional inmates were assigned in May, bringing the total up to 90.

During July, twenty-six, men were returned to the Prison, because it was impossible to obtain cement, and it was anticipated by the Highway Department that no concrete work could be done. Twenty of these men were selected for transfer to the Budd Lake Camp on the 16th. This left fifty men actually employed on road work during the remainder of the season, which was successfully completed on

December 15th, when twenty-eight men returned to the Prison, to be followed by the remaining twenty-five on the 22d.

BUDD LAKE ROAD CAMP NO. 5—

We were advised of the proposed construction of a Road Camp at Budd Lake in June of 1919, when our representative was taken to the site of the Camp and consulted about the lay-out, at which time plans were submitted for an ideal camp.

The Camp was constructed during the following winter, and inspected by our Chief Deputy in March. It was scheduled to open on the 14th, but the strike on the railroads which prevented delivery of supplies held things up until the 23d, when twenty-five men with three Officers were sent there on State Highway trucks. The Highway Department co-operated with us in getting the Camp buildings and grounds in shape for occupation. The buildings were piped, and water and sewage lines were put in. Drives were built from the Camp to the main road, under the direction of the Highway Department engineers, using our labor. A water tank was erected, the buildings were painted, a steel section to provide a kitchen was put up, a stove installed, and a fire fighting equipment provided. Twenty-five additional inmates were assigned on June 2d, bringing the total up to 50, and regular work was accomplished daily.

Twelve additional men were assigned in June, and in July the population was increased by twenty men sent from the West Portal Camp, making the total population 76. During the months of August and September the population was gradually reduced to 46, during November and December to 35. Twenty-seven men were returned to the Prison on the 14th, the remaining seven closed the Camp and were brought in the following day.

The work at this Camp during this period was very strenuous, and in the nature of preparatory work for the actual road building to follow.

POLICY—

At a conference attended by representatives of the Department of Institutions and Agencies, the State Highway Department, the New Jersey Reformatory and the Prison during the early Spring of 1921, it was decided that the State Highway Department would discontinue the practice of employing prisoners on the roads for the present, and would confine its work to engineering, supervision and direction, in view of the facts that it is difficult for the Prison to supply satisfactory men in the number desired at all times, and in order that the Highway Department might function according to its new plan of organization.

INDUSTRIAL DIVISION

There is now thoroughly established and developing steadily a system of State Use industries, of which individual summaries are

given below. Each industry is organized with a thoroughly competent Instructor in charge of Shop operation, production, and the training of the inmates assigned to the industry. A regular Prison Officer is assigned to each Shop to be responsible for discipline, and for the carrying out of the rules of the Prison in the Shop. He receives a bonus for diligence in furthering the development of the Industry.

MOTOR VEHICLE TAG INDUSTRY—

The Motor Vehicle Tag Shop was established by the Board of Inspectors of the New Jersey State Prison and the Prison Labor Commission during the Spring of 1918. It started to operate in time to produce the 1919 issue of tags for the Motor Vehicle Department.

This Shop employs thirty-nine men regularly, and two men are occupied in making boxes in which the tags are shipped.

It is equipped with modern automatic machines, run by electric motors, with ovens to complete the process of coating.

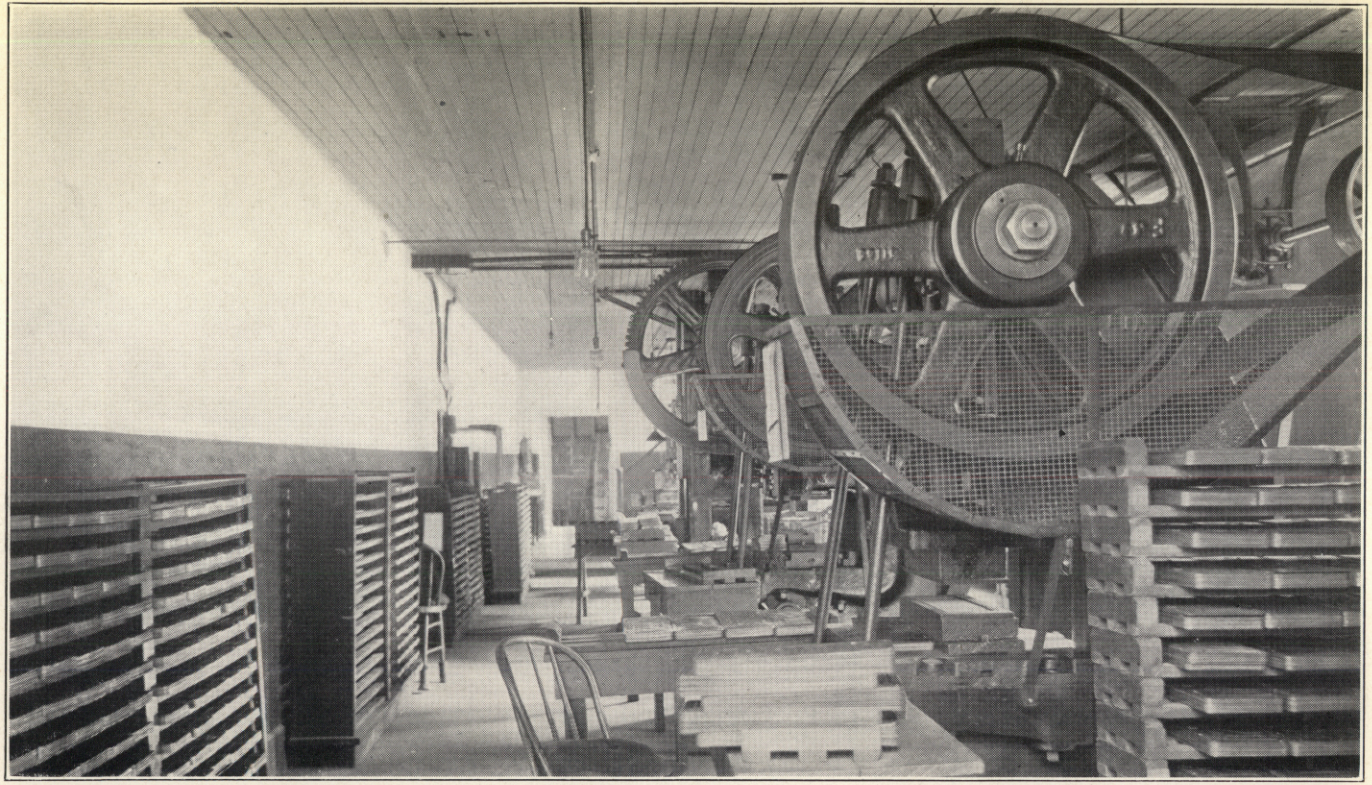
Of the men employed in the Shop, there are five who must have experience to qualify them for their work, or be of high average intelligence. They are the bookkeeper, the shipping clerk, the sawyer, who operates the circular saw, the machinist, and the operator of the numeral embossing machine. The operators of the automatic machines, of whom there are nine, feed the presses and the ovens and must be of average intelligence. They require no previous training and no special ability. They may break in on their jobs in a day, and become experienced operators at the end of a month. The remaining men in the Shop are helpers, packers, and perform various degrees of unskilled labor.

The initial cost of installing the equipment for this Industry was $38,375.00. Since the time of installation, the Shop has operated as follows:

Fiscal Year:	Expenditures:	Receipts:
1918	$ 30,284.10	
1919	44,189.27	$ 60,494.67
1920	42,583.47	73,141.83
1921	34,271.32	76,496.85

The average daily production of the Shop is 2,500 single tags per eight hour day. The present capacity is not sufficient to meet the increasing demands of the Department of Motor Vehicles. With the addition of one numeral coating oven, one background coating oven, one numeral press and one die press, the output of the Shop could be increased to double the number now produced. There is an appropriation which will be available July 1, 1921 in the amount of $16,921 which will provide for the purchase of this equipment.

This industry is successful from the point of view of production. There is an established market for the product. The tags are manufactured at a considerable saving to the Department of Motor Vehicles. We are operating the industry at a profit.



PRESSES—TAG SHOP

The men who are employed in the Shop are being taught habits of industry. It occupies men who have no special ability—that is, who are of low average intelligence—and cannot be taught trades which require higher intelligence and special adaptability, but who are capable of performing the work of the Shop successfully.

I most heartily endorse the extension of this industry by the installation of new equipment, which will make it possible to extend the field to include street signs for municipalities, highway signs for counties and the State Department, and various articles of this type. I consider it a highly satisfactory industry for the employment of inmates of our Institution.

MANUFACTURE OF SHOES—

The Shop for the Manufacture of Shoes was established by the Department of Institutions and Agencies. It started to operate during October, 1919, but did not produce according to regular schedule until May, 1920.

The cost of installation has amounted to $2,346.25; we have paid to date premiums on leased machinery to the amount of $5,390. Stock on hand is valued at $51,515.05; materials and supplies at $20,040.93.

To date the following money has been spent for the development of the Industry, with receipts as shown:

Fiscal Year:	Expenditures:	Receipts:
1919	$ 2,162.89	
1920	31,498.08	$ 585.00
1921	65,774.22	34,845.95

Materials have been difficult to secure, and the market has been extremely high. There is now being prepared a catalogue showing exactly what shoes we are prepared to furnish, with descriptions and prices and we understand the Department of Institutions and Agencies is planning to further the sale of the shoes.

The Shop is highly organized. In most of the manufacturing processes the operator is called upon to use constant care in order not to spoil the expensive materials of the shoes, and not to damage the complicated machines. The operators of the machines in this Shop must have special aptitude for mechanical work, and for almost every job high average intelligence is required. Forty-two men are employed in the Shop, distributed as follows:

Stock Fitting, ... 1
Upper Fitting, ...17
Lasting and Finishing, ...22
Clerk, ... 1
Runner, ... 1

This is a Shop in which a prisoner may be placed to learn a trade. The machinery is identical with that used in over ninety per cent of the Shoe manufacturing shops in the country. He may

profit by the training he receives here on his release. It is skilled work, and there is a wide field of employment open.

Conditions of industry on the outside are such that an operator with a high degree of skill at operating one machine has steady employment. This degree of skill may be acquired by a relatively short term man.

The Shop is equipped to manufacture 175 to 200 pairs of shoes a day. With the addition of one small machine, we could produce 300 pairs a day, or about 80,000 pairs annually.

The needs of the State and County institutions will total 26,240 pairs of shoes annually; with the municipal institutions we may be called upon to furnish for government use at the most 35,000 pairs.

I would recommend that we increase the production of this Shop to the maximum, by the addition of the necessary equipment, and that we take advantage of that provision of the law which permits of the disposal of the surplus product in the open market, after the institutional requirements have been satisfied.

SHOP FOR REPAIR OF SHOES—

The Shop for the Repair of Shoes has also been installed by the Department of Institutions and Agencies.

At present there are eighteen men employed. The work of the Shop is such that average intelligence only is rquired. Thirteen of the eighteen men employed are bench hands. They must be careful workmen, who possess some aptitude for using relatively simple tools. They may become accomplished at repairing shoes in six months' time. There is a foot-power sewing machine for sewing on the uppers,—mending, etc.,—which can be operated by the same type of man who is successful at bench work. From that the man who is learning the trade may advance to the stitching machine, which is used for sewing on soles. There is a finishing unit which is electrically operated, and may be operated by men of the same level of intelligence.

This is a satisfactory Shop for teaching a trade at which a prisoner may work after his release. It occupies the men who are not capable of learning a more highly specialized trade.

The market is sufficient to keep occupied the number of men at present assigned to the Shop.

PRINT SHOP—

The Print Shop as now organized presents an ideal opportunity for combining vocational training and industrial output. It has been developed from an old hand press originally installed for printing simple forms in use in the Prison. There is a sufficient market for the product to permit of considerable further extension. The work of the Shop is graded in difficulty so that a man assigned to the Shop

may progress from the simplest to complicated and highly skilled tasks. There is a chance to train men of high average intelligence with relatively long terms in a highly skilled trade at which they may be easily placed on the outside.

Men assigned to this Shop for training must have had a certain amount of schooling, and it is important that classes in school subjects be held for those who are learning the trade, but have not previously acquired the degree of education which is necessary for their success.

There are constant demands made that orders placed with our Print Shop be filled within a limited time. This requires expert workers at the trade to meet these demands. The Shop therefore affords unlimited training and steady employment for those who have learned the trade.

It is contemplated to reorganize this industry when the appropriation made by the Legislature for the extension of equipment becomes available on July 1st. The two old hand power presses which we have will be installed upstairs, where it is proposed to start beginners. The composition work will all be done upstairs, and the present Instructor will be responsible for training the beginners and planning the work, also the output of the composition room. Linotype machines will also be upstairs. Downstairs all the presses will be installed, including the new cylinder press which will be purchased. A competent Pressman will be engaged to supervise the work and be responsible for the output. It is also planned to install binding equipment and a ruling machine, which will enable us to accept all work presented by the State Institutions and Departments, and complete the equipment of a modern Print Shop.

Concrete Industry—

The concrete post and cement working industry is one which might be considerably extended. Men work under supervision in this industry and no particular skill is required. Concrete posts and cement blocks should find a ready market among the Institutions and with the State Highway Department. There has been granted by the Legislature an appropriation of $5,000.00 to extend this industry.

Vocational Training Shops—

There have recently been installed two vocational training shops which afford opportunities to train men with special mechanical ability in skilled trades. There exists a ready market for the products of the Sheet Metal Shop, which is also providing safeguarding equipment for our various Industries, and there is a pressing need in the Institution for a thoroughly equipped Machine Shop, where dies for use in our Tag industry are also being manufactured. Men skilled in either trade can easily obtain work on the outside.

These Shops together with the opportunity for trade training offered workers in our Repair and Reconstruction Division make the necessary

provision for specialized technical training in accepted construction and mechanical trades for our present population.

ADMINISTRATIVE—

The installation of the Accounting System for State Use Industries has enabled us to keep accurate and complete records of each industry and makes possible the presentation of the summary reports submitted by the Fiscal Agent, which show in detail the financial status of each industry.

All stock and equipment in State Use Industries have been covered by insurance.

Prices for products of State Use Industries are figured to include cost of materials used in manufacturing, salaries of employes, wages and per capita charge for maintaining inmates, overhead expenses for operation of Shop, interest on investment and depreciation; to which a profit not exceeding fifteen per cent is added.

RECOMMENDATIONS—

The development of the State Use system to employ the many idle prisoners in the Institution is being carefully studied. There must be first considered the possibility of training each inmate received at the Institution to become an industrious and experienced workman to the limit of his capability in the time he has to spend at the Institution. There are many men who cannot be trained in occupations which require skill, initiative, special adaptability, and close application. These men can be assigned to work which is productive, but requires little intelligence.

As we are now situated, we are not prepared for industrial expansion to any large extent. If we could obtain the property now occupied by the State Arsenal and extend our walls along Federal and Cass Streets to the banks of the Delaware and Raritan Canal, obtaining the consent of the City of Trenton to include the present Third Street as it passes through the Prison grounds, we would then be in a position to consider the extension of our plant, and I earnestly recommend that every effort be made to accomplish this extension.

WAGE PAYMENTS TO PRISONERS

Under Chapter 269, Laws of 1914, provision was made for the payment of wages to prisoners employed at this Institution. On September 14, 1915, the Board of Inspectors of the New Jersey State Prison passed a resolution authorizing the payment of wages to each prisoner employed in any work throughout the Institution at the rate of two and one-half cents per day. The minutes of the Board of Inspectors at that time indicate that this was not considered adequate compensation, but was in the nature of a temporary expedient, and that as soon as funds might be available, increases would be made.

The Board then took the position that payments for compensation to the prisoners, according to the Board's interpretation of the law,

must be paid out of the surplus remaining over and above the maintenance derived from State Use labor. As the incomes from the then existing State Use activities, which included only State road work and the knitting industry were not sufficient to meet the demands of maintenance alone, it was considered that no surplus existed for the payment of any compensation to prisoners, and therefore none was made.

Matters remained in this state until July, 1917, when payrolls were presented to the Comptroller for wages at the two and one-half cent rate for all prisoners employed in any capacity from November 1, 1914, to that date, charged against the then existing Working Capital Account. Separate accounts were opened for each prisoner, and disbursement was made only to proved dependents or on parole, discharge, etc., as the law required.

Thus the practice of making wage payments to prisoners was established.

It very soon became evident that it was not a sound economic arrangement or conducive to self-improvement to pay all prisoners at the same rate, regardless of the nature and quantity of the work performed and the amount of initiative and training required. I took up with the private contractors who had Shops established at the Prison the matter of providing a bonus payment to the Institution for the benefit of the prisoners employed in their individual Shops. They agreed and provided such bonuses, which were distributed among the prisoners employed in each Shop.

With the changes in the laws effective July 1, 1918 accompanied by the abolition of the contract system, plans were made for the development of State Use industries, and it became evident that great care should be exercised in the working out of a wage payment scale.

At this time, prisoners employed on the road by the Highway Commission were receiving twenty-five cents for each day's work performed. Because of this inducement it was becoming constantly more difficult for us to select prisoners for assignment to the State Prison Farm, where work was equally as strenuous and conditions much the same. Accordingly, we requested and secured from the Legislature an appropriation providing for the payment of twenty-five cents per day to each prisoner employed at the Farm, effective July 1, 1919. This appropriation is renewed regularly, and has proved itself worth while in the increased effort put forth by the prisoners at the Farm.

As State Use industries were established, it was decided to pay each prisoner employed ten cents per day for services, from the Working Capital Account, until such time as a standardized wage scale might be adopted, which was on July 1, 1920.

There were no funds available to make wage payments to the prisoners engaged within the Institution at maintenance and admin-

istrative occupations at this time, but it was considered inadvisable to discontinue payments entirely, therefore I recommended to the Commissioner and the State Board that wage payments at the two and one-half cent daily rate be continued to prisoners in this group, payment to be made from the Working Capital Account as had been done before that time. During the Fiscal Year 1920, it became evident that there would be a balance in the account provided for the payment of prisoners at the Farm, and we saw an opportunity to relieve the Working Capital Account of carrying these payrolls. With the approval of the State House Commission, a transfer was made from the Farm wage account and a separate account established for the payment of inmates engaged at maintenance and administrative work at the two and one-half cents per day rate for that year.

In October, 1919, we received payment from the United States government for work performed during the previous year on the repair of United States Army shoes. Under the executive order issued by President Wilson in accordance with which the contract was written, the men employed were paid at the prevailing wage rate in the neighborhood at the time during which the work was performed, from which the per capita charge for maintenance during the period was deducted by the Prison. The balance was credited to the individual accounts of each prisoner: fifty per cent for personal use during incarceration or to be sent to dependents, and fifty per cent to be saved for parole or discharge or sent to dependents. Many of the inmates took occassion to send their entire earnings to members of their families.

As the State Use industries developed and became revenue producing, surveys were made of each industry to rate the individual jobs which the processes of the industry required, and these jobs were arranged according to scale. Starting with July 1, 1920, the following wage payment schedule was put into effect in the State Use division:

	Daily Rate.	Number of men.
MOTOR VEHICLE TAG INDUSTRY—		
Numeral machine operators,	$ .30	2
Clerk,	.30	1
General Workers,	.25	41

	Daily	Number of
SHOE MANUFACTURING INDUSTRY—		
Cutters,	$ .30	4
Stitchers,	.30	1
Rounder Machine,	.30	1
Heeler,	.30	1
Inseamer,	.30	1
General Workers,	.25	32
Runners,	.15	1
SHOE REPAIR SHOP—		
General repair men,	$ .25	15

PRINTING INDUSTRY—		
Linotype Operator,	$ .35	1
Pressman,	.25	9
Type Setters,	.25	4
Cutter,	.25	1
Stapler, padding, perforating machines,	25	2
Clerk,	.30	1
Runners,	.15	1
POST AND SIGN INDUSTRY—		
Cement Workers,	$ .25	4
Sign maker,	.25	1
Painters and letterers,	.25	1
MACHINE SHOP—		
Head Machinist,	$ .30	3
Helpers,	.25	3
SHEET METAL INDUSTRY—		
Chief operator,	$ .30	1
Operators,	.20	10
Runner,	.15	1
BAKING INDUSTRY—		
Workers,	$ .25	12
WOODWORKING INDUSTRY—		
Cabinet maker,	$ .30	1
ADMINISTRATIVE—		
Clerks in Fiscal Agent's Officer,	$ .30	2
Clerks in Industrial Office,	.30	3
Industrial Storeroom,	.25	2
Runners and platform men,	.15	7

This scale represents the maximum rates which may be paid men performing the work of the various jobs listed. Each man receives when he starts in a Shop a daily wage of ten cents a day. This is gradually increased as his earning power merits, until he reaches the maximum rate for the job he is filling. Then his opportunity to advance further depends on his ability to fill a job higher on the scale than the one at which he is working.

With the establishment of this wage schedule in State Use industries it became at once evident that payments in maintenance and administrative occupations within the Institution would have to be equalized, in order that no discrimination be made in favor of prisoners employed at revenue producing industries as against those putting forth equal effort and accomplishing work on which the functioning of the Institution depends. We requested and received from the Legislature, to become available on July 1, 1920, an appropriation of $6,000.00 to start such payments. A carefully prepared schedule was worked out as a result of several conferences between representatives of the Department of Institutions and Agencies and the Prison, which would aggregate $12,000.00 per year. It has been therefore recommended by our

Board of Managers to the Board of Control of Institutions and Agencies that five cents per day be paid to every prisoner employed in maintenance and administrative work from July 1, 1920 to April 30, 1921, and that from May 1, 1921 payment be made according to the following scale:

CLERICAL WORKERS—	Number employed	Daily Rate
Office of Secretary	2	$ .30
Fiscal Agent's Office	3	.30
Parole Officer,	1	.20
Hospital,	1	.25
Repair Department,	2	.25
Library,	1	.25
Office of Clerk,	1	.20
Identification Bureau,	1	.20
Storeroom,	2	.20
Center Office,	1	.20
Office of Doorkeeper,	2	.15
Chaplains,	3	.15
Commissary,	1	.15
SCHOOL—		
Teachers,	3	$ .25
Clerk,	1	.25
LIBRARY—		
Assistants,	5	$ .15

REPAIR AND RECONSTRUCTION DIVISION—	Skilled No.	Skilled Rate.	Unskilled No.	Unskilled Rate.
Plumbers and Steamfitters,	3	$ .25	6	$ .10
Blacksmiths,	1	.25	1	.10
Torch Man,	–	—	1	.10
Carpenters,	3	.25	6	.10
Masons,	8	.25	–	—
Painters,	5	.25	–	—
Tinsmiths,	3	.25	–	—
Electricians,	2	.25	3	.10
Locksmiths,	1	.25	–	—
Glazier,	1	.25	–	—
Laborers: workers on new building, etc.	–	—	20	.10

ENGINE DEPARTMENT—	Number Employed.	Daily Rate.
Firemen,	9	$ .25
Coal Passers,	5	.15
LAUNDRY—		
Workers,	12	$ .12
ICE PLANT—		
Workers,	2	$ .15
COMMISSARY—		
Chief Cooks,	2	$ .25
Assistant Cooks,	3	.15
Scullery helpers, waiters, etc.	20	.10

TAILOR SHOP—		
Cutter,	1	$ .30
Tailors,	7	.20
Button hole makers,	3	.10
Pressers	1	.15
TRUCK MEN—		
Laborers on truck,	10	$ .10
BARBER SHOP—		
Barbers,	8	$ .10
GROUNDS AND GARAGE—		
Repair men,	4	$ .20
Housemen,	2	.12
Gardener,	1	.12
RECEIVING ROOM—		
Clerk and Tailor,	1	$ .15
Assistant,	1	.10
IDENTIFICATION BUREAU—		
Photographer,	1	$ .15
RUNNERS AND HELPERS—		
Janitors, waiters, cleaners, runners and helpers,	90	$ .05

WOMEN—	Number employed.	Rate per day.
Women employed at sewing, housework, laundry, etc.,	10	$.10

An appropriation of $12,000.00 to continue payments in accordance with this schedule will be available July 1, 1921.

From time to time we provide the services of prisoners supervised by an Officer for the State Purchasing Agent, to unload freight and do similar work, for which we are paid at prevailing rates for common labor, from which we pay the prisoners each twenty-five cents per day.

We have sent prisoners to assist in preparing for occupancy the newly acquired Colony for Feeble Minded at Woodbine. We agreed to charge only for the services of the Officer to supervise these men and twenty-five cents a day to be paid them for their services. The work was so highly satisfactory to the Committee in charge that they volunteered to pay in addition a bonus of twenty-five cents per day to each man, which has been received.

We have established a Savings Account for each prisoner receiving wages, in which one-third of all his wages must be deposited, to be available only for the support of dependents or on release.

The payment of wages to prisoners is proving thoroughly advisable and effective. Incentive is provided for a man to become proficient in his work, and his advancement is recognized. Thus production is stimulated at the same time that the workman is acquiring skill and habits of industry. The assistance which the prisoner is able to give dependents on the outside by sending his earnings to them enables

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him to maintain some degree of self-respect during his confinement, and what he saves helps him through the period of adjustment following his release.

There remains adjustment of our system until we can compute wages at rates commensurate with those paid for similar work in outside industry, from which deduction shall be made for maintenance and extra supervision. This will follow when our activities are so developed that the Institution will be operated on a self maintaining basis.

EDUCATIONAL DIVISION

We have now established a School with a definite program, well equipped class rooms, courses of study suitable for our organization, and have prepared a carefully studied plan for development.

There have been partitions erected to provide four class rooms, each equipped with twenty regulation school desks with seats attached. An Office has been provided for the Head Teacher.

Periods have been made of one hour and a half duration; two during the morning session and one in the afternoon, making accommodations for 240 pupils.

School has been made a regular assignment, at which attendance is obligatory. Our policy is to enroll in the School each prisoner who is illiterate in English, that he may at least learn to read and write English before he is given any vocational or industrial assignment. The educational recommendations of the Psychologist are forwarded to the Head Teacher, who is directed to consider the recommendations in suggesting school assignments. The Head Teacher interviews each man shortly after his admission, and brings to the attention of the Chief Deputy those men who are in need of such school training as we can offer.

Work is graded for illiterates, English and non-English speaking, and elementary work in English composition, geography, and history. Advancement is made from class to class as the individual progress of the pupil merits. When a man completes the training course offered in the School, he may continue his work in his cell under the personal supervision of the Head Teacher.

We are obliged to avail ourselves of the services of inmates to assist the Head Teacher, because there is no provision for salaries for professional assistants. Their untiring efforts have been unusually successful, but the organization is interfered with every time the assignment of one of these men has to be changed. There is provision in the budget for the coming year for the employment of an additional teacher, which will relieve this situation to some extent. Further development, however, cannot be contemplated until our force is adequate for us to establish more advanced classes, where we can introduce subjects which will assist the training of men assigned to vocational and trade occupations.

School classes have been established at the Farm under the direction of the Head Teacher, who visits the Farm once a month to supervise the work of the inmate teachers. Classes for illiterates, English and foreign speaking, are held after the working hours. The selection of a man for outside assignment, therefore, does not interupt his school work as he can continue it after he is received at the Farm. It will be necessary to have the services of a regular teacher if we are to properly carry on this work at the Farm.

We are of the opinion that the work of the Educational Division is among the most important accomplished within this Institution, particularly that part concerned with the Americanization of foreign-speaking men. It not only adds materially to a man's self respect for him to read English correctly and write his own letters, but it encourages him to improve himself. The increase in circulation of our library and the demand for books of a technical nature, text books of various sorts, and books of history and travel is evidence that the men are responding to the stimulus imparted through the School.

Therefore, while it is not our desire to keep men sitting in class rooms who can derive no benefit from a repetition of academic ritual which they proved themselves incapable of assimilating during the adolescent age, we are most anxious to impart fundamental education to each man who has not been trained to the limit of his individual ability.

UPKEEP OF PLANT, REPAIRS AND RECONSTRUCTION

The work of this Division affords unlimited opportunity for trade training, at the same time accomplishing all of the construction and improvement work of the Institution. A man who is thoroughly proficient along lines of construction work and mechanics is in charge, assisted by the necessary custodial officers to supervise the prisoners. Those men who on admission are skilled at various trades included in the Division: carpentry, masonry, plumbing, steam fitting, electrical work, painters, tinsmiths, glaziers, cement workers, etc., assist in training the men who are assigned to work with them. Every opportunity is afforded to gain unlimited experience in all branches of these various occupations, and we have developed some thoroughly efficient workmen. Those who are proficient in their various trades have accomplished work which could not be accomplished by contractors without the outlay of more money that it would be practical to invest.

SALVAGE AND SANITARY SQUADS—

In addition to the routine maintenance work performed by the regular men assigned throughout the Institution, there are special groups under this Division who go from place to place doing such work as whitewashing, destruction and prevention of vermin, salvaging of equipment, and various jobs which are not part of the daily requirements performed by cleaners assigned for such work.

FIRE BATTALION—

Under the direction of one of our Officers known as the "Fire Chief", we have organized a squad trained to fight fire. This group regularly inspects the hose and couplings, keeps the chemical engines and fire extinguishers charged and ready for use, and is on the alert for any condition which might be favorable for the ignition or spread of fire.

UPKEEP OF PLANT—IMPROVEMENTS—

During this period every part of the Institution has had the attention of this Division, and the condition of the Institution is now such that everything is in first class running order.

Sewer lines and steam lines have been thoroughly overhauled and rearranged to give the best results; electric and gas lines have been extended and thoroughly overhauled. Ceilings, walls, woodwork, ironwork, and trimmings throughout the Institution have been painted.

Partitions were erected to provide school rooms and desks and seats erected; shops were prepared for occupation and equipment installed and connected for operation. A new platform scale was installed. Metal ceilings were put up in the Women's Wing, the Storeroom and the Commissary Division. A Laboratory has been partitioned off in the Hospital and prepared for use; an X Ray room has been prepared and equipment set up; and showers and toilets have been installed. Concrete foundations, columns, and girders were installed under the Center to reinforce the floor.

Wings Four and Five and the Repair Shop were thoroughly renovated. Steam, sewage, and water pipes were replaced, floors repaired, electric lights installed in corridors; and walls and iron work were painted.

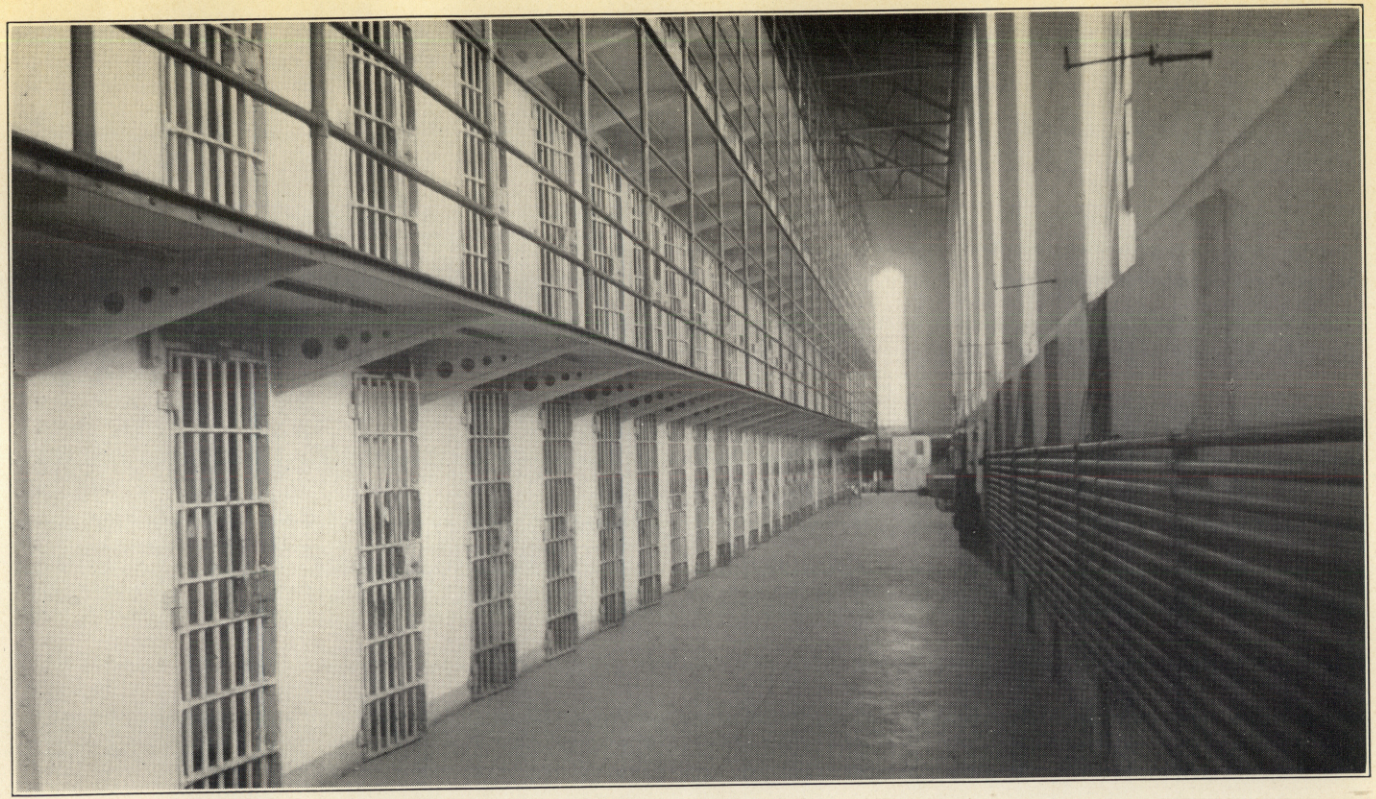
The intercommunicating telephone system has been overhauled and repaired.

Wing Seven has been thoroughly overhauled and painted, and the heating system thoroughly reconstructed. The locking system is in very bad condition, and we are waiting for an appropriation to become available July 1st to put it in shape.

DINING AND ASSEMBLY BUILDING—

The new building which provides a Dining Hall which will accommodate 600 inmates and Assembly Hall seating 1000, has now been completed and is being equipped.

A stage has been erected, with foot lights, suitable for any nature of entertainment. Provision is made for holding religious services for all denominations. The Institutional Chaplains have been provided with offices on either side of the stage, which can be used for dressing rooms when necessary. A motion picture booth has been erected, and a Simplex projection machine installed. An Officers' locker room has been provided on the mezzanine floor. Lavatories for officers and prisoners have been put in.



SIX WING

There is a direct passageway leading from the Commissary Division to the Dining Hall. Food will be served from steam tables. A dish washing machine has been installed conveniently adjacent to the Hall. Materials have been secured and tables and benches for the Dining Hall are being constructed according to the design approved by the Board of Managers, whose Committe planned the equipment.

All of the steam fitting, electrical work, painting and cement work in addition to the general construction of the building has been accomplished by prisoners under the direction of our Supervisor of Repairs, with the advice of the State Architect.

TOWERS—

The Wall Towers have been throughly renovated, improving the sanitary condition and doing away with the necessity for runners. They have been plastered and painted, and heat, electric lighting, toilets and running water have been installed. Holes were drilled through the walls to insert pipes connecting with the sewer and water lines of the Yard. An enclosed conduit has been laid in a trench from the Laundry to the Northeast Tower from where wires have been carried in conduits under the coping of the wall to the other four Towers.

BOILER DIVISION—

Our boilers have all been thoroughly cleaned and overhauled, parts have been replaced, and they are in as good condition as it is possible to have them. They are very old, and do not operate efficiently. They are so located that there are four separate rooms, which is not an economical arrangement and does not afford the best service. We are therefore requesting the Legislature to appropriate sufficient money for the construction of a central boiler plant, with two hand stoked boilers of five hundred horse power, to replace the present ten, which would satisfy our requirements and enable us to operate more efficiently.

We have constructed during this period a boiler house adjacent to the Tag Shop, with necessary chimney, piping and flue, moved and installed a boiler, with pump connections and steam lines to provide for the Commissary Division, the New Building and Tag Shop.

REFRIGERATING EQUIPMENT—

Refrigerating equipment to provide cold storage accommodations has been installed by the workers in this Division under the direction of the contractor. An appropriation will be available July 1, 1921 for the purchase of additional equipment that we may manufacture our own ice, which will complete this plant.

INSTALLATION ELECTRICITY—

The electrical system has been thoroughly overhauled and improved. The poles with arc lights have been removed from the

Yards and replaced by side lights. Trenches have been dug, conduits laid, and wiring put in for the lighting of the Commissary Division, Storeroom, Hospital and the corridors of the Wings. An appropriation has been requested for sufficient funds to enable us to complete the installation of electricity, providing this form of lighting for each separate cell.

Further improvements contemplated as soon as money is available include an addition to the present Tag Shop, and the preparation of the old Chapel for the use of the Psychiatric Clinic.

FINANCIAL

The uniform system of accounting and reporting of expenditures, institution accounts, prepared by the Supervising Accountant of the Department of Institutions and Agencies for installation in each Institution, was put into operation here shortly after the start of this period. There was some delay in securing forms and blanks, and we are handicapped by the lack of sufficient clerical assistance, so that it was difficult for us to work out the details of this new system. It has been necessary for us to secure the services of a competent bookkeeper to be responsible for the record keeping. We feel that much credit is due to the Fiscal Agent and his inmate assistants for the very satisfactory way in which he has brought the work of the Accounting Department up to date in accordance with the procedure prescribed.

A system of accounting and reporting for State Use industries, also prepared by the Supervising Accountant of the Department of Institutions and Agencies, has also been introduced, and all transactions dating from July 1, 1918, have been written up to date in accordance with its requirements. This has also necessitated the employment of an experienced bookkeeper.

The statements presented in the report of the Fiscal Agent show the transfers made by the State House Commission, allotments allowed from the Emergency Fund, and receipts from various sources, in addition to the disbursements of appropriations.

The Legislature in making appropriations for the Fiscal Year 1920 stipulated that $82,500, estimated as receipts during the year, should be appropriated for maintenance, and credited against the maintenance accounts, thus reducing the net amount available by that amount. Our actual earnings amounted only to $60,662.22. We had remaining at the close of the year bills in the amount of $24,954.53 for payment of which there was no money available in the various maintenance accounts, for which special provision had to be made by the next Legislature.

The Legislature again deducted from our gross appropriations for the Fiscal Year 1920 an amount estimated to be earned throughout the year, in this case $75,000. Prices dropped during the year, which made it possible for us to get along with but $39,136.24, the total earnings for that year.

Following the experiences of this period, when it has been impossible for us to earn these amounts estimated, we have protested and renew our recommendation against the practice of deducting from requests which have been very closely itemized and figured on the basis of actual requirements any estimated amounts covering possible earnings. For the coming Fiscal Year $50,000 has been credited as estimated earnings, for which there is no apparent source, since Highway work has been discontinued.

The budgets submitted for this period were figured as closely as possible, taking into consideration that the high point reached by prices made it inadvisable to contemplate unusual expenditures. We were very fortunate in securing most of our requests. Salaries were adjusted, and appropriations were secured for some very urgent improvements which had been long delayed, and equipment which had long been needed. An appropriation was made for the payment of wages to inmates employed at administrative and maintenance work within the Prison. We have been granted special appropriations to assist in the development of the Farm during the coming year, including provision for the erection of a cannery, dairy barn, machine shed, silo, storage cellar, and to continue the drainage system.

There are some various claims which we have included in our budget requests for which no provision has been made. The claimants are citizens who have had clothing and articles of value stolen by prisoners escaping from the State Prison Farm and the Road Camps, also prisoners who have had valuables stolen from our old safe, and the Trenton Water Works who hold an unpaid bill dating from 1911. We have investigated the validity of all these claims, and feel that they are just, and are advised by the Attorney General that they can be paid only by special appropriations by the Legislature for the purpose.

FUNDS OF PRISONERS

We have distributed our various accounts created by money due prisoners in local banks, drawing interest at three per cent, retaining in an active account only enough for circulation to meet demands.

From the interest as it accumulates we make purchases for the benefit of the entire population, such as books for the Library, athletic equipment, or additions to the Band, or motion pictures.

There remains in the "Two and One-Half Cent Wage Account" some $4,077.35 due 786 men who had been paroled before payment was made and who cannot be located.

It has become a custom that money to the credit of prisoners who escape be confiscated and placed in a separate account. The intention when this was started was that this money be turned in to the State Treasurer, in reimbursement for the money spent in recapturing these escaped prisoners. We are of the opinion that it will require appropriate legislation to follow this procedure.

RECREATION

Athletic equipment of various sorts, such as quoits, boche ball, medicine ball, which can be used in our limited space have been furnished for the use of the men while they exercise in the Yard. All the men who are not employed are in the Yard daily for three hours; on Saturday afternoons and Sundays during good weather all of the men are in the Yard.

At the Camps and Farm materials for baseball and basketball have been supplied, and regular games arranged with visiting teams.

During the winter, moving pictures are shown on Saturday afternoons in the new Assembly Hall. To start us off, the various local exhibitors assisted in providing pictures to be shown each week. The films have been carefully selected, and these producers have assisted us in maintaining a high standard. We are availing ourselves of the education service maintained by the State Museum, and are in touch with the Bureau of Visual Instruction of the United States Department of the Interior, which offers a similar service.

Holidays are observed with appropriate ceremonies.

LIBRARY

We are constantly adding to our Library, selecting the best of modern fiction, both in English and Italian, text books in various trades and vocational subjects, and books of travel and history.

The best of current periodicals come to us from various sources, and are bound and distributed through the Library.

BAND

Under the direction of an Instructor our Band has improved so that it is now one of the important features of our daily program.

Selection for the Band is a regular assignment, and requires that a man work as conscientiously to perfect himself as he would in any other line of work.

INSTITUTIONAL MOVING PICTURES

Under the direction of the Department of Institutions and Agencies, moving pictures of our various activities—showing the progress of a prisoner through the Institution, have been taken and are at the Institution to be a permanent record of the status of our work at this period in the development of the Institution.

COURT OF PARDONS

The Court of Pardons has continued holding sessions at the Prison during each regular term, to hear personally applicants for parole or pardon.

A new rule was adopted at the March term, 1921, providing that after a case is dismissed the applicant may not again file a petition

until two years have elapsed, in place of one year heretofore; consideration within that period can be given only when a case is presented by a member of the Court.

MISCELLANEOUS

We wish to particularly thank Mrs. Maude Ballington Booth of the Volunteers of America for her untiring efforts for the welfare of our men and their families. She has never failed us in assisting to provide for the helpless dependents of men who are with us when we have brought their cases to her attention. She is always ready to aid us in securing work for paroled men, and has materially assisted in bringing about the success of many men who have left the Institution.

We have been visited throughout this period by officials from various parts of the country, and by a Canadian Royal Commission appointed to investigate Prisons, all of whom we have endeavored to assist in every way from the fullness of our experience.

CONCLUSION

Reports showing the workings and accomplishments in detail of the various subdivisions of the Institution follow. These have been prepared annually to cover this period.

The Officers and employes of the Institution have accomplished during this period of adjustment work which will always remain as evidence of their splendid effort and whole hearted co-operation. I hereby extend to each individually my most sincere appreciation.

I am deeply grateful for the able direction of the Board of Managers and the support which at all times it has accorded me.

Very truly yours,

James H. Mulheron,
Principal Keeper.

NEW JERSEY STATE PRISON

Prison Clerk

July 1st, 1920.

HON. JAMES H. MULHERON, Principal Keeper,
NEW JERSEY STATE PRISON.

Dears Sir:

I have the honor to submit to you, the statistics of the New Jersey State Prison for the fiscal year ending June 30, 1920, as shown on the books of record in this office.

Yours very truly,

IRVIN C. BLEAM,
Clerk.

INDETERMINATE SENTENCES

MINIMUM TERMS

One year	69
One year and six months	25
Two years	122
Two years and six months	14
Two years and eight months	1
Three years	127
Three years and four months	1
Three years and six months	18
Three years and eight months	1
Four years	65
Four years and six months	10
Four years and eight months	18
Five years	82
Five years and eight months	1
Six years	41
Six years and six months	1
Six years and eight months	6
Six years and ten months	1
Seven years	43
Seven years and six months	9
Eight years	31
Eight years and six months	2
Eight years and eight months	1
Nine years	9
Nine years and four months	1
Nine years and six months	1
Ten years	59
Eleven years	2
Twelve years	22
Thirteen years	2
Fourteen years	7
Fifteen years	50
Sixteen years	2
Seventeen years and six months	1
Eighteen years	2
Eighteen years and eight months	1
Nineteen years and four months	1
Twenty years	58
Twenty-one years	2
Twenty-five years	1
Twenty-six years	2
Twenty-six years and six months	1
Twenty-eight years	1
Forty years	4
Life	47
Death	5
Total	970

TERMS OF SENTENCES

DEFINITE TERMS

Fourteen years	1
Fifteen years	3
Twenty years	7
Twenty-five years	8
Twenty-seven years	1
Thirty years	15
Forty years	1
Forty-nine years	1
Total	37

SUMMARY

Definite Terms	37
Indeterminate Terms	970
Total	1007

AGES OF PRISONERS WHEN RECEIVED

Fifteen to twenty years	97
Twenty to twenty-five years	238
Twenty-five to thirty years	205
Thirty to forty years	282
Forty to fifty years	123
Fifty to sixty years	51
Sixty to seventy years	6
Seventy to eighty years	4
Unknown	1
Total	1007

LITERACY OF PRISONERS

Can read and write	831
Cannot read and write	150
Read only	6
Write name only	20
Total	1007

COLOR AND SEX OF PRISONERS

White males	793
White females	5
Colored males	200
Colored females	5
Yellow males	2
Brown, Malay, Phillippines	2
Total	1007

CRIMES

Murder	223
Manslaughter	28
Assault with intent to kill	45
Atrocious Assault & Battery	53
Embezzlement	9
Forgery & Uttering	12
False Pretenses	8
Incest	21
Bigamy	14
Sodomy	19
Carnal Abuse	76
Lewdness	12
Rape	39
Breaking, Entering, Larceny & Receiving	257
Robbery & Burglary	118
Arson	6
White Slavery	8
Carrying Concealed Weapons	7
Disorderly House	5
Miscellaneous	47
Total	1007

NUMBER OF TIMES PRISONERS WERE COMMITTED HERE

First time	909
Second time	68
Third time	24
Fourth time	3
Fifth time	1
Sixth time	1
Seventh time	1
Total	1007

COUNTIES FROM WHICH PRISONERS WERE RECEIVED

Atlantic	27
Bergen	47
Burlington	35
Camden	94
Cape May	19
Cumberland	11
Essex	210
Gloucester	17
Hudson	173
Hunterdon	12
Mercer	33
Middlesex	55
Monmouth	48
Morris	22
Ocean	11
Passiac	67
Salem	27
Somerset	26
Sussex	13
Union	40
Warren	19
Burlington, Ocean, Monmouth	1
Total	1007

YEARS DURING WHICH PRISONERS NOW HERE WERE RECEIVED

1904	1
1906	1
1907	1
1908	8
1909	9
1910	10
1911	10
1912	9
1913	15
1914	28
1915	35
1916	45
1917	108
1918	165
1919	354
1920	208
Total	1007

NATIVITY OF PRISONERS HERE NOW

New Jersey	247
U. S. outside of New Jersey	386
Atlantic Ocean	2
Austria	29
Australia	1
Arabia	1
Czeka-Slovakia	1
Chile	2
Canada	4
China	1
Denmark	3
England	6
Finland	2
France	4
Germany	21
Belgium	1
Balkans	1
Morocco	1
Portugal	1
Greece	1
Holland	3
Hungary	20
Ireland	9
Italy	180
Mexico	4
Lithuania	16
Poland	33
Scotland	1
Spain	2
Sweden	1
Switzerland	4
Roumania	1
Wales	1
West Indies, Porto Rico, Cuba	10
Turkey	1
Phillipines	1
Japan-Korea	1

NATIVITY OF PRISONERS HERE NOW (Continued)

India	1
Armenia	1
Dalmatia	2
Total	1007

SUMMARIZED REPORTS OF ESCAPES

ESCAPED

1907	2	
1913	4	
1914	24	
1915	27	
1916	29	
1917	36	
1918	13	
1919	85	
		220
Year ending June 30, 1920:		
From Road Camp 2-A,	10	
From Road Camp 2-B,	4	
From Road Gang at Monmouth Jct.,	1	
From Road Gang at Kingston	5	
Prison Farm at Leesburg,	5	
Prison Grounds	1	
		26
Total		246

Returned during year ending October 31, 1914	11	
Returned during year ending October 31, 1915	13	
Returned during year ending October 31, 1916	18	
Returned during year ending October 31, 1917	24	
Returned during eight months ending June 30, 1918	7	
Returned during year ending June 30, 1919	35	
Returned during year ending June 30, 1920	17	
Received under new convictions	4	
Died while at large	2	
		131
Remaining at large June 30, 1920		115

MISCELLANEOUS ITEMS

Highest number of prisoners during year	1032
Lowest number of prisoners during year	956
General daily average during year, Males	975.363/366
General daily average during year, Females	13. 99/366

LOCATION OF PRISONERS AT CLOSE OF YEAR

In the prison building	806
At Prison Farm, Leesburg	51
At Road Camp 2-B, West Portal	88
At Road Camp No. 5, Budd Lake	62
Total	1007

SUMMARIZED POPULATION REPORT FOR YEAR ENDING JUNE 30, 1920

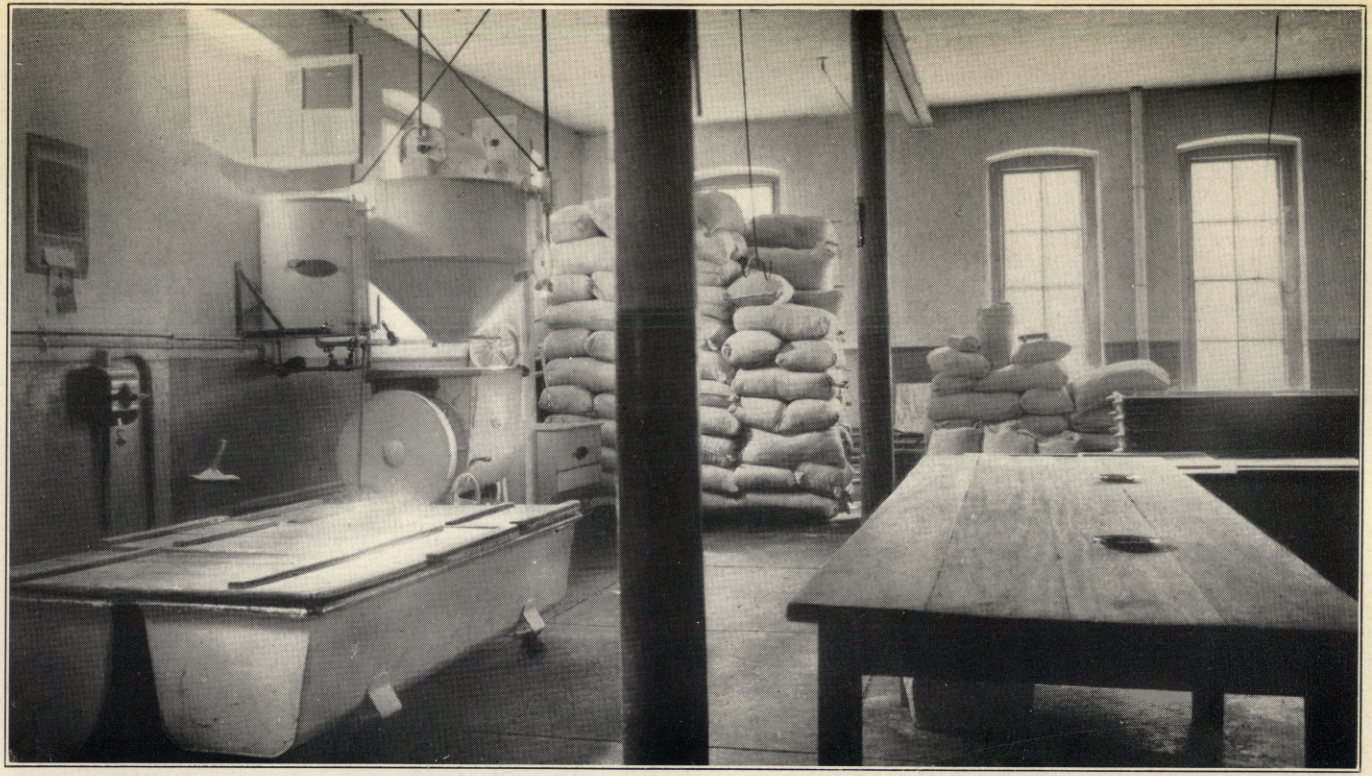
	Males	Females			
Total number here July 1st, 1919			998	20	
Received during year:	Males	Females			
By sentence of Court	414	5			
Returned from State Hospital	4	1			
Escaped prisoners returned	17	0			
Transferred from N. J. Reformatory	2	0			
Returned from Court	1	0			
Transferred from State Home for Girls	0	1			
Returned on revocation of parole	1	0			
	—	—	439	7	
Total to be accounted for			1437	27	1464

DISCHARGES

	Males	Females			
Regular discharge	7	0			
Paroled by Board of Managers	202	6			
Paroled by Court of Pardons	161	8			
Paroled by United States	1	0			
Pardoned	1	0			
Commuted by President	1	0			
Transferred to State Hospital	22	1			
Transferred to Home for Feeble Minded	0	1			
Transferred to N. J. Reformatory	3	0			
Transferred to Women's Reformatory	0	1			
Removed by Order of Court	6	0			
Escaped	26	0			
Electrocuted	3	0			
Died	7	0			
	—	—	440	17	457
Remaining June 30, 1920			997	10	1007

ELECTROCUTION LAW

Total number received under sentence of death to June 30, 1920	77
Electrocuted during year ending October 31, 1908	7
Electrocuted during year ending October 31, 1909	6
Electrocuted during year ending October 31, 1910	4
Electrocuted during year ending October 31, 1911	4
Electrocuted during year ending October 31, 1912	2
Electrocuted during year ending October 31, 1913	4
Electrocuted during year ending October 31, 1914	6
Electrocuted during year ending October 31, 1915	7
Electrocuted during year ending October 31, 1916	3
Electrocuted during year ending October 31, 1917	4
Electrocuted during eight months ending June 30, 1918	2
Electrocuted during year ending June 30, 1919	0
Electrocuted during year ending June 30, 1920	3
Retried and resentenced to twenty years	2
Retried and resentenced to ten years	1
Retried and resentenced from thirteen years to twenty years	1
Retried and resentenced from fifteen to thirty years	1
Commuted to life imprisonment	8
Commuted to thirty years	2
Commuted to fifteen years	1
Retried and acquitted	1
Removed by Court and committed suicide while in Jail	1
Died	2
Here under sentence of death June 30, 1920	5
	77



BAKERY

NEW JERSEY STATE PRISON

Prison Clerk

HON. JAMES H. MULHERON, Principal Keeper,
NEW JERSEY STATE PRISON.

Dear Sir:

I have the honor to submit herewith appended, statistical report of the New Jersey State Prison for the fiscal year ending June 30th, 1921, as taken from the books and records in this office.

Yours very truly,

IRVIN C. BLEAM,
Clerk.

INDETERMINATE SENTENCES

MINIMUM TERMS

One year	64
One year and three months	1
One year and six months	27
Two years	120
Two years and six months	17
Two years and eight months	1
Three years	160
Three years and four months	1
Three years and six months	24
Three years and eight months	2
Four years	84
Four years and six months	9
Four years and eight months	18
Five years	97
Six years	51
Six years and eight months	7
Six years and ten months	1
Seven years	43
Seven years and six months	8
Eight years	49
Eight years and six months	2
Eight years and eight months	1
Eight years and ten months	2
Nine years	8
Nine years and four months	2
Nine years and six months	1
Ten years	64
Eleven years	2
Twelve years	29
Thirteen years	2
Fourteen years	7
Fourteen years and eight months	1
Fifteen years	55
Sixteen years	6
Seventeen years and six months	1
Eighteen years	6
Eighteen years and eight months	1
Nineteen years and four months	1
Twenty years	65
Twenty-one years	2
Twenty-two years and six months	1
Twenty-five years	1
Twenty-six years	1
Twenty-six years and six months	1
Twenty--eight years	1
Forty years	4
Fifty years	3
Life	58
Total	1112

TERMS OF SENTENCES

DEFINITE TERMS

Fifteen years	1
Twenty years	6
Twenty-five years	5
Twenty-seven years	1
Thirty years	13
Forty years	1
Forty-nine years	1
Total	28

SUMMARY

Definite terms	28
Indefinite terms	1112
Death sentences	10
Total	1150

CRIMES

Murder	245
Manslaughter	35
Assault with intent to kill	57
Atrocious assault and battery	44
Embezzlement	11
Forgery and uttering	20
False Pretenses	8
Incest	17
Bigamy	14
Sodomy	16
Carnal abuse	86
Lewdness	8
Rape	39
Breaking, Entering, Larcency & Receiving	304
Robbery & Burglary	160
Arson & Burning	7
White Slavery	9
Carrying Concealed Weapons	10
Disorderly House	5
Miscellaneous	55
Total	1150

NUMBER OF TIMES PRISONERS WERE COMMITTED HERE

First time	1040
Second time	73
Third time	28
Fourth time	7
Fifth time	0
Sixth time	1
Seventh time	1
Total	1150

AGES OF PRISONERS WHEN RECEIVED

Fifteen to twenty years	97
Twenty to twenty-five years	318
Twenty-five to thirty years	229
Thirty to forty years	313
Forty to fifty years	128
Fifty to sixty years	52
Sixty to seventy years	8
Seventy to eighty years	5
Total	1150

EDUCATION OF PRISONERS

Can read and write	979
Cannot read and write	149
Read only	6
Write name only	16
Total	1150

COLOR AND SEX OF PRISONERS

White males	883
White females	11
Colored males	248
Colored females	6
Brown, Malay, Philippines, India	2
Total	1150

COUNTIES FROM WHICH PRISONERS WERE RECEIVED

Atlantic	38
Bergen	57
Burlington	39
Camden	72
Cape May	22
Cumberland	19
Essex	258
Gloucester	28
Hudson	183
Hunterdon	9
Mercer	39
Middlesex	69
Monmouth	54
Morris	17
Ocean	12
Passaic	82
Salem	28
Somerset	35
Sussex	8
Union	56
Warren	24
Burlington, Ocean, Monmouth	1
Total	1150

YEARS DURING WHICH PRISONERS NOW HERE WERE RECEIVED

1904	1
1906	1
1907	1
1908	7
1909	7
1910	8
1911	6
1912	7
1913	12
1914	20
1915	22
1916	28
1917	75
1918	116
1919	214
1920	337
1921	288
Total	1150

NATIVITY OF PRISONERS NOW HERE

New Jersey	283
U. S. outside of New Jersey	475
Atlantic Ocean	2
Austria	29
Australia	1
Africa	1
Czeko-Slovakia	1
Canada	6
Iceland	1
Denmark	2
England	7
Finland	1
France	3
Belgium	1
Germany	20
Portugal	1
Greece	1
Holland	4
Hungary	22
Ireland	12
Italy	187
Mexico	4
Jugo-Slovakia	3
Russia	12
Poland	43
Scotland	2
Spain	1
Sweden	2
Switzerland	1
Roumania	3
Bulgaria	1
Wales	2
West Indies	12
Syria	1
Turkey	1
Philippines	1
India	1
Total	1150

SUMMARIZED REPORTS OF ESCAPES

ESCAPED

1907			2
1913			4
1914			24
1915			27
1916			29
1917			36
1918			13
1919			85
1920			26
Year ending June 30, 1921:			
From Road Gang at Kingston	4		
From Budd Lake Road Camp	4		
From Road Camp 2-B	1		
From Prison Farm	3		
From Prison	4	16	
Total			262
Returned during year ending October 31, 1914			11
Returned during year ending October 31, 1915			13
Returned during year ending October 31, 1916			18
Returned during year ending October 31, 1917			24
Returned during eight months ending June 30, 1918			7
Returned during year ending June 30, 1919			35
Returned during year ending June 30, 1920			17
Returned during year ending June 30, 1921			12
Received under new convictions			4
Died while at large			2
Died while at large during last fiscal year		1	144
Remaining at large June 30, 1921			118

MISCELLANEOUS ITEMS

Highest number of prisoners during year	1150	
Lowest number of prisoners during year	948	
General daily average during year, Males	1006	231/365
General daily average during year, Females	13	120/365
General daily average, of all	1019	351/365

LOCATION OF PRISONERS AT CLOSE OF YEAR

In the prison building	1013
At the Prison Farm, Leesburg	137
Total	1150

SUMMARIZED POPULATION REPORT FOR YEAR ENDING JUNE 30, 1921

	Males	Females		
Total number here July 1st, 1920			997	10
	Males	Females		
Received during year	484	9		
Returned from State Hospital	7	1		
Returned for violation of parole	10	0		
Escaped prisoners returned	12	0	513	10
Total to be accounted for			1510	20

DISCHARGES

	Males	Females		
Regular discharges	4	0		
Pardoned	1	0		
Paroled by Board of Managers	144	1		
Paroled by Court of Pardons	163	2		
Removed by Court	12	0		
Transferred to State Hospital	23	0		
Escaped	16	0		
Died	11	0		
Electrocuted	3	0	377	3
			1133	17
Total at end of fiscal year June 30, 1921				1150

ELECTROCUTION LAW

Total number received under sentence of death to June 30, 1921		85
Electrocuted during the year ending October 31, 1908	7	
Electrocuted during the year ending October 31, 1909	6	
Electrocuted during the year ending October 31, 1910	4	
Electrocuted during the year ending October 31, 1911	4	
Electrocuted during the year ending October 31, 1912	2	
Electrocuted during the year ending October 31, 1913	4	
Electrocuted during the year ending October 31, 1914	6	
Electrocuted during the year ending October 31, 1915	7	
Electrocuted during the year ending October 31, 1916	3	
Electrocuted during the year ending October 31, 1917	4	
Electrocuted during 8 months ending June 30, 1918	2	
Electrocuted during the year ending June 30, 1919	0	
Electrocuted during the year ending June 30, 1920	3	
Electrocuted during the year ending June 30, 1921	3	
Retried and sentenced to twenty years	2	
Retried and sentenced from fifteen to thirty years	1	
Retried and sentenced from thirteen to twenty years	1	
Retried and sentenced to ten years	1	
Commuted to life imprisonment	8	
Commuted to fifteen years	1	
Commuted to thirty years	2	
Retried and acquitted	1	
Removed by court and commited suicide while in jail	1	
Died	2	
Here under sentence of death June 30, 1921	10	
	—	85

NEW JERSEY STATE PRISON

PRISON FARM

Leesburg, New Jersey.

MR. J. H. MULHERON, Principal Keeper,
N. J. STATE PRISON.

Sir:

Following herewith is a report of the population of the State Prison Farm, for the Fiscal Year ending June 30th, 1920:

Total number inmates received at Farm since beginning, October 1st, 1913..		940
Total number inmates discharged, paroled, etc. to June 30, 1920		889
Total remaining June 30th, 1920		51
Total number at Farm July 1, 1919	112	
Total number received during year to June 30, 1920	119	
		231
Number paroled	22	
Number returned to Prison account bad conduct	6	
Number returned to Prison account illness	1	
Number returned to Prison account own request	1	
Number returned to Prison to appear before Board for parole	42	
Number returned to Prison to be assigned to road work	100	
Number returned to Prison account of mental condition	1	
Number returned to Prison for skilled work there	2	
Number escaped	5	
		180
Total remaining June 30th, 1920		51
Escaped prisoners recaptured		3

Respectfully submitted,

P. F. SISCO
Chief Deputy.

N.J. STATE LIBRARY
P.O. BOX 520
TRENTON, NJ 08625-0520



STATE PRISON FARM LEESBURG

BUILDINGS FROM THE FRONT ROAD

NEW JERSEY STATE PRISON

PRISON FARM

Leesburg, New Jersey.

MR. J. H. MULHERON, Principal Keeper,
N. J. STATE PRISON.

Sir:

Following is a report of the population of the Prison Farm for the Fiscal Year 1921 ending to-day:

Number prisoners at Farm June 30, 1920	51	
Number prisoners received during the year	184	
		235
Number died	1	
Number paroled	29	
Number returned to prison account bad conduct	5	
Number returned to prison account illness	2	
Number returned to prison account own request	4	
Number escaped	3	
Number returned to prison for Board of Managers	39	
Number returned to prison for Board of Pardons	8	
Number returned to prison for retainer	1	
Number returned to prison for County Courts	5	
Number returned to prison for work	1	
		98
Total remaining June 30, 1921		137

Recaptured and returned to prison .....3, leaving none at large.

Total received since October 1, 1913	1124
Total discharged, paroled, returned, etc.	987
Total remaining June 30, 1921	137

Respectfully submitted,

P. F. SISCO
Chief Deputy.

NEW JERSEY STATE PRISON

Secretary

HON. JAMES H. MULHERON, Principal Keeper,
N. J. STATE PRISON.

Dear Sir:

Herewith is submitted a report for the Fiscal Year ending June 30, 1920, of the Convict's Cash Fund (James H. Mulheron, Trustee), The State Fund for Discharged and Paroled Prisoners (James H. Mulheron, Keeper) and the two and one-half Cent Wage Account (James H. Mulheron, Custodian).

CONVICTS' CASH FUND

Balance July 1st, 1919			$ 8,671.38
Receipts from July 1, 1919 to July 1, 1920:			
FROM FISCAL AGENT—			
Being amount earned by barbers, tailors and shoemakers for work done for keepers		$ 255.69	
FROM PRISON CLERK—			
Being amount taken from prisoners when admitted to the Prison and passed to their credit		3,097.97	
FROM DOORKEEPER—			
Being the amount received in letters and left by friends and relatives		20,220.52	
FROM INTEREST—			
Being amount received from bank balances		351.01	
FROM SHOP WORK—Wages Paid to Prisoners:			
Government Shoe Shop—	$7,116.15		
Tag Shop—Ten cents per day	994.10		
Bake Shop—Ten cents per day	515.90		
Print Shop—Ten cents per day	526.95		
Shop 4—Ten cents per day	429.10		
Shop 5—Ten cents per day	537.65		
Concrete Post Shop—Ten cents per day.	208.10		
Miscellaneous	33.15		
		10,361,10	
FROM ROAD AND FARM WORK—			
For work at Prison Farm, various Camps and by special detail from prison		12,274.99	
FROM SPECIAL FUND—			
Gormley donation		29.00	46,560.28
			$55,231.66

Disbursements from July 1, 1919, to July 1, 1920:

For Postage	$ 392.55	
For Express	5.87	
For Telegrams	14.18	
For Telephone	5.50	
For Remittance to families	6,922.11	
For Purchases, as allowed by rules, Prison, Farm and Camps	24,705.27	
For Dentist	1,287.75	
For Oculist	101.45	
For Legal Expenses	97.00	
For Stationery and Envelopes	151.70	
For Entertainment from interest and under shop surplus	600.32	
For Sale unclaimed articles to State Treasurer	15.96	
For Payment on parole	5,936.99	40,236.65
Balance on hand July 1st, 1920		$ 14,995.01

STATE FUND FOR DISCHARGED AND PAROLED PRISONERS—

Received from State Treasurer	$2,000.00
Paid prisoners on Discharge and Parole	1,964.08
Balance returned to State Treasurer June 30	35.92

STATE WAGE ACCOUNT TWO AND ONE-HALF CENTS PER DAY—

Received from State Treasurer to date	$34,176.94
Interest on bank account to date	441.12
Total receipts to date	34,618.06
Disbursed to date	24,257.33
Balance June 30, 1920	$10,360.73

STATE WAGE ACCOUNT TWO AND ONE-HALF CENTS PER DAY—

Quarter ending September 30, 1919	$ 694.57
Quarter ending December 30,1919	718.21
Quarter ending March 31, 1920	676.77
Quarter ending June 30, 1920	689.60
Total for year	$2,779.15

Respectfully submitted,

E. F. HORNER,
Secretary.

NEW JERSEY STATE PRISON

Secretary

HON. J. H. MULHERON, Principal Keeper,
N. J. STATE PRISON.

Dear Sir:

Herewith is submitted a report for the fiscal year ending June 30, 1921, of the Convict's Cash Fund (James H. Mulheron, Trustee), the State Fund for Discharged and Paroled Prisoners (James H. Mulheron, Keeper), and the two and one-half Cent Wage Account (James H. Mulheron, Custodian).

Balance July 1, 1921			$ 14,995.01
Receipts from July 1, 1920 to July 1, 1921:			
FROM FISCAL AGENT—			
Being amount earned by barbers, tailors and shoemakers for work done for keepers		$ 250.19	
FROM PRISON CLERK—			
Being amount taken from prisoners when admitted to the prison and passed to their credit		3,038.29	
FROM DOORKEEPER—			
Being amount received in letters and left by friends and relatives		19,926.60	
FROM INTEREST—			
Being amount received on Bank balances		795.93	
FROM SHOP WORK—Wages Paid to Prisoners:			
Tag Shop	$2,631.38		
Print Shop	1,396.36		
Bake Shop	1,001.45		
Shop Number 4	2,372.60		
Shop Number 5	984.54		
Concrete Post Shop	411.91		
Machine Shop	59.16		
Tin Shop	48.50		
Miscellaneous	1,018.69		
		9,924.59	
FROM ROAD AND FARM WORK—			
Work at Prison Farm	$5,830.00		
Work at Road Camps	4,130.91		
Detail from Prison	1,177.75		
		11,138.66	
PROFIT AND LOSS		.29	45,074.55
			$ 60,069.56

Disbursements from July 1st, 1920 to July 1st, 1921:		
For Postage	$ 459.26	
For Express	1.06	
For Telegrams	9.30	
For Telephone	10.88	
For Home Remittances	5,205.27	
For Business Remittances	3,077.28	
For Purchases, allowed by rules in Prison, Camps and Farm	24,269.31	
For Dentist	1,078.50	
For Oculist	144.45	
For Legal Services	255.02	
For Entertainment (from Interest)	1,010.01	
For Payment on Parole	6,602.16	42,122.50
Balance on Hand July 1st 1921		$ 17,947.06
Balance June 30, 1921		$ 8,692.85
STATE FUND FOR DISCHARGED AND PAROLED PRISONERS—		
Received from State Treasurer		$ 2,000.00
Paid prisoners on Discharge or Parole		1,580.00
Balanced returned to State Treasurer		$ 420.00
STATE WAGE ACCOUNT TWO AND ONE-HALF CENTS PER DAY—		
Received from State Treasurer		$ 34,870.54
Interest on Bank Balances		705.56
Total receipts to date		$ 35,576.10
Disbursed to date		26,883.25
Balance June 30, 1921		$ 8,692.85

Respectfully submitted,

E. F. HORNER,
Secretary.

NEW JERSEY STATE PRISON

Bureau of Identification

HON. JAMES H. MULHERON, Principal Keeper,
N. J. STATE PRISON.

Dear Sir:

I have the honor to submit my report of the work of the Identification Bureau for the Fiscal year ending June 30th, 1920.

From July 1st, 1919, 421 prisoners have been received. One negative and two photographs have been made of each prisoner, making a total of 842 photographs and 421 negatives.

Three finger-print impressions have been made of each prisoner, a total of 1,263 prints, of which 421 impressions have been sent to the Federal Identification Bureau at Leavenworth, Kansas, 421 sent to the New York Police Department, and 421 have been classified and filed in this office.

Record blanks have been sent every week to the Prosecutors of various counties, from which prisoners admitted during the week have been sentenced, with requests for all information that they may have in regard to each prisoner's past criminal history; in reply 174 records have been received during the past year.

A general description of each prisoner has been filed in this office together with record of personal history and all information that may be of any benefit to us in the future.

The records received from finger-print bureaus show a large increase this year, ninety-two previous records having been received from a total of 893 exchanged with other Bureaus. Five escaped prisoners have been located through Finger-print Identification during the past year.

427 photographs and descriptions of men arrested in other Cities have been received in this Bureau, and from this number twenty-one have been identified as having served time in this Prison.

Photographs, descriptions and finger-prints have been exchanged with every Identification Bureau where it is suspected a record of one of our prisoners may be on file, and in this manner I am able to get information that is of great value to this Bureau.

Four hundred prisoners have been transferred to the Prison Farm and Road Camps. Two extra photographs were made of each prisoner.

Twenty-eight prisoners have escaped from the following places:

Prison Farm at Leesburg,	5
Road Camp Number 2-A, Monmouth Junction,	10
Road Camp Number 2-B, West Portal,	4
Road Work,	6
Prison Proper,	1
Total	26

Of these the following have been captured:

Returned to the Prison,	8
Have been located and held on other charges,	1
Returned on another charge,	1
Still at large,	16
Total	26

Immediately following every escape 500 photographs with full description have been sent to the Sheriffs, Prosecutors, and Probation Officers in each county of New Jersey, also to the Police Departments, Detective Agencies and railroad police in all cities on our mailing list.

Immediately on being notified of an escape, we have furnished the local Police authorities of the place from which the prisoner was committed with addresses of all persons with whom the prisoner has been corresponding while in Prison.

A total of 14,000 circulars have been sent out from July 1st, 1919.

Five prisoners that escaped previous to July 1st, 1919, have been captured and returned to Prison or located under the following circumstances:

One returned on another charge; one killed; three sentenced to other Prisons; one voluntarily gave himself up at Prison.

At the present time we have on file 6,501 finger-prints, 9,070 Index cards 1,049 previous or further records and 10,780 photographs and negatives of prisoners.

Respectfully submitted,

THOMAS A. MAHANEY,
Identification Officer.

NEW JERSEY STATE PRISON

Bureau of Identification

HON. JAMES H. MULHERON, Principal Keeper,
N. J. STATE PRISON.

Dear Sir:

I have the honor to submit herewith my report of the work of this Bureau for the Fiscal Year ending June 30th, 1921.

492 prisoners have been admitted during the year. Two photographs and two finger-print impressions have been made of each prisoner. Two photographs and one finger-print impression are filed in this office. 492 finger-print impressions have been sent to the Identification Bureau of the U. S. Department of Justice at Leavenworth, Kansas, from which number we received criminal records of ninety-eight prisoners who had been arrested before.

I have sent record blanks of all prisoners admitted here to the Prosecutors of the various Counties from where each was sentenced and have received in reply previous records of 128 who had been arrested before.

A general description has been recorded of each prisoner admitted, including weight, height, coloring, features, means of particular identification, such as marks, scars, or other peculiarities.

The number of escapes have been small compared with previous years, a total of sixteen having escaped from the following places:

Prison proper,	4
Prison Farm,	3
Camp 2-B,	1
Budds Lake,	4
Road work,	4
Total	16

Of this number, six have been captured and returned to the prison, one has been located and is being held on another charge. Nine are at large. Five prisoners have been returned who escaped prior to July 1st, 1920.

On every escape over 500 circulars with photographs and descriptions have been sent to various authorities and private detective agencies within the State, and all throughout this section of the country. A total of 8,500 circulars have been sent out this year, also 400 copies of finger-print impressions to assist in identification.

1,365 circulars of men arrested in other cities, escaped prisoners, and parole violators have been received in this office, from which number twenty-seven have been identified as having served time in this Prison.

I have furnished the Police Departments of various Cities with Photographs, finger-print impressions and records of men who have served sentences here, and in return have received some valuable information regarding former prisoners.

At present we have accumulated such a large number of records that our Finger Print filing cases cannot properly hold them, and at least four more sections are an immediate necessity for the working of the Bureau. Our Index card cabinets are also filled to overflowing so that in a very short time it will be impossible to file the rapidly increasing number of cards unless another cabinet is purchased.

There are on file at present 6,942 Finger-prints, 11,884 photographs and 1,194 Criminal records in this Bureau.

Respectfully submitted,

THOMAS A. MAHANEY,
Identification Officer.

NEW JERSEY STATE PRISON.

Parole Office.

HON. J. H. MULHERON, Principal Keeper,
N. J. STATE PRISON.
Dear Sir:

I have the honor to submit herewith my report, as Parole Agent, for the fiscal year ending June 30, 1920.

On parole June 30, 1920, Males,	331
On parole June 30, 1920, Females,	14
Total	345

Cases considered by the Court of Pardons	692
Cases considered by the Board of Managers	248
Total	940

	Males	Females	
Prisoners paroled by the Court of Pardons	161	8	
Prisoners paroled by the Board of Managers	202	6	
Prisoners pardoned by the Court of Pardons	1	0	
Total	364	14	378

Total fines remitted by the Court of Pardons	10

On parole June 30, 1920.

	Males	Females	Total
Court of Pardons	151	8	159
Board of Managers	180	6	186
	331	14	345

Released from further reporting	234
Released by death	6
Returned to Prison for another crime	7
Parole revoked	1
Transferred contingent delinquents	88
Total	336

Total paroled prisoners investigated	297
Expenses incurred for the year	$512.24

During the past fiscal year 169 applications for clemency were granted by the Court of Pardons and 208 prisoners were released on

parole by the Board of Managers upon expiration of their minimum sentence, these were added to the prisoners on parole.

In the past fiscal year 234 prisoners on parole were released from further reporting, six were released by death and one was returned for violation of parole. Out of the total of 377 prisoners paroled but seven who were on active parole were returned for another crime.

There was a total of eighty-eight added to the delinquent list, but all others on parole are reporting diligently, and are rehabilitating themselves by righteous and honest labor.

I have personally investigated 297 cases of the prisoners on parole in the past year and most of these with but very few exceptions, were found to be living well, and engaged in legitimate and prosperous enterprises.

I wish again to call your attention to the assistance and cooperation of Mrs. Booth of the Volunteer Prison League and the Rev. H. C. Van Pelt, (Colored Chaplain of the Prison) in securing employment for prisoners who were paroled. Mrs. Booth found employment for thirty prisoners and the Rev. H. C. Van Pelt found employment for sixteen prisoners who were paroled during the past year.

During the last months of the fiscal year I was more or less hampered by lack of funds, and could make but few investigations, and under these conditions I feel that the high percentage of paroled prisoners who reported each month and received their release is very gratifying.

I desire to express my appreciation of your valued assistance and cooperation in transacting the affairs of this office.

Respectfully,

W. J. MCLAUGHLIN,
Parole Agent.

NEW JERSEY STATE PRISON.

HON. J. H. MULHERON, Principal Keeper,
N. J. STATE PRISON.
Dear Sir:

I have the honor to submit herewith my report as Parole Agent for the fiscal year ending June 30, 1921.

	Males	Females	Total
On parole June 30, 1920	355	8	363
Number paroled from July 1, 1920 to June 30, 1921	283	2	285
	638	10	648

Transferred to Contingent Delinquents, male 88 ... female 2	90
Released by death, 6 males,	6
Returned to Prison for another crime, 8 males,	8
Parole revoked, 9 males,	9
On Parole June 30, 1921, males 240 ... females 2	242

CASES CONSIDERED BY THE COURT OF PARDONS

November 1920—296; March 1921—181; June 1921—176	653
Paroled by the Court of Pardons: males, 144; females, 1	145
Referred to the Board of Managers,	85
Fines remitted,	8
Restorations,	22

CASES CONSIDERED BY THE BOARD OF MANAGERS

Cases considered by the Board of Managers,	182
Paroled by the Board of Managers, male 139 ... female 1	140

RELEASED FROM FURTHER REPORTS

Court of Pardons,	male 151	female 8	159
Board of Managers,	male 145	female 6	151

In the past year I have personally investigated 417 cases of prisoners who are on parole, and it is highly gratifying to find the large number of prisoners employed and doing well.

A great number of paroled prisoners of foreign birth are unable to read and write English, and become delinquent in their reports, but on investigation, I find that most of them have steady employment, and are leading the right kind of life.

Out of a total of 285 prisoners paroled, only eight have been returned for another crime, and only nine for the violation of their parole, which is a very small percentage of the total number out on parole, I am confident that at least eighty per cent of prisoners paroled make good.

. I wish to call attention to the assistance and co-operation of Mrs. Maud B. Booth of the Volunteers of America, and Rev. H. C. Van Pelt, colored Chaplain of the Prison, in securing employment for prisoners who were paroled. Mrs. Booth found employment for fifteen and Reverend Van Pelt for thirteen.

The high percentage of prisoners, who reported each month, and obtained their release is very gratifying. Out of the number released only twenty-two restorations to citizenship were granted, this is probably due to the fact that many of the paroled prisoners leave the State.

I wish to call attention to the problem of the habitual criminal and to offer a suggestion that steps be taken to place bills before the legislature providing in general:

That when a prisoner is sentenced to the New Jersey State Prison for the third time a sentence of life imprisonment should be imposed.

That if proper changes can be made in the manner of imposing sentences, the court be allowed to use its discretion in imposing the maximum sentence in such a way that the maximum sentence need not be the maximum set by statute but anywhere between the minimum and the maximum as set by statute, so that we should not receive such unusual sentences as one to thirty years, twelve to eighty-four years and so on, as is now sometimes the case.

Laws of this character would in my opinion be a benefit in all respects to all concerned and should be adopted.

Respectfully,

W. J. McLAUGHLIN,
Parole Agent.

NEW JERSEY STATE PRISON.

Medical Division.

HON. J. H. MULHERON, Principal Keeper,
N. J. STATE PRISON.
Dear Sir:

Herewith is respectfully submitted the Annual Report of the Medical Department for the year ending June 30, 1920:

Again, we take pleasure in reporting that with the exception of an outbreak of influenza, in January and February of this year, there has been no great number of serious cases of illness amongst the prisoners.

Notwithstandinng the fact that you had quarantined the prison two weeks in advance of every other State Institution, we were unable to avoid the localized epidemic; two hundred and fifty-three cases developed, and two men died from pneumonia. One of these was a syphilitic.

The first cases developed among the men working in the Tag Shop, but sporadic cases soon developed in other parts of the prison.

Wing Six was emptied of its inmates and all the influenza cases were segregated there and in the hospital. The epidemic lasted about three weeks.

In addition to these two deaths, there were five other deaths during the year, the causes being; atrophic cirrhosis of liver, general paresis, acute dilation of heart, acute miliary tuberculosis, and acute nephritis.

Out of an average population of nine hundred and eighty-eight inmates, there was a mortality of less than one-half of one per cent.

The administration of Salvanian to the syphilitic inmates still continues, and we are getting a gratifying number of negative Wasserman reports. There were 1,863 administrations of Salvanian during the past year.

The improvement of the dental condition in the inmates of the prison since we have been able to pay for work for those who could not afford to pay for their dental work, has been very gratifying.

We would like to call attention, in a special way, to the feeding of the prisoners. The diet is wholesome, ample in amount, nourishing in quantity, and is based on the most up-to-date methods in dietetics. The food is prepared and cooked in a kitchen, which is a model of cleanliness and is served hot to the inmates. The officers, in charge of

this department of the prison, maintain high standards as to the inspection, preparation and cleanliness of the food.

During the past year there were sixty operations performed without a resulting operative death. All of these operations were performed without assistance of any trained nurses' staff, except with such training, as the medical staff were able to give to the Prison inmates. Many of these operations were on the eye, ear, and throat.

The following is the statistical report for the year:

STATISTICAL REPORT ENDING JUNE 30, 1920

1919	Number of convicts in prison at close of month	Sick in hospital at close of month	Admitted to hospital during month	Died in cell, hospital or camp	Paroled while in hospital	Sent to State Hospital for Insane	Discharged by expiration of sentence while in hospital	Taken sick during month and excused from work	Total number treated during month	Total number pieces medicine issued to wing during month
July	983	23	36	0	5	3	0	5	1443	458
August	961	19	24	1	1	3	0	6	1306	477
September	960	15	22	0	1	3	0	3	1059	509
October	986	19	24	0	0	3	0	6	1443	612
November	1007	19	38	1	1	3	0	6	1692	692
December	970	15	20	1	2	1	0	4	2185	1326
1920										
January	998	28	62	0	0	2	0	6	2107	756
February	1010	19	43	2	0	1	1	10	2030	631
March	1020	20	33	0	1	2	0	3	1847	756
April	977	17	51	1	3	2	1	6	1602	644
May	978	18	33	0	0	2	0	6	1913	627
June	1007	19	37	1	0	0	1	8	1805	590

Fourteen prisoners have been paroled from the hospital, and twenty-five sent to the State Hospital, and three have been discharged by expiration of sentences from the hospital.

The results which we are obtaining in the medical department of the hospital, are, we believe, very gratifying, and due in no small manner to the hearty cooperation of everybody connected with the Institution—from the Principal Keeper down to the newest deputy.

Respectfully submitted,

M. W. REDDAN,
Medical Director.

J. W. CRANE,
Resident Physician.

NEW JERSEY STATE PRISON.

HON. J. H. MULHERON, Principal Keeper,
N. J. STATE PRISON.

Dear Sir:

In this, our Annual Report, we are pleased to state that the mental and physical condition of the inmates during the year ending June 30, 1921, has been generally good, and there has been no epidemic disease.

There have been eleven deaths, due to the following causes: Pulmonary embolism, syphilis, miliary tuberculosis, suicide by hanging, acute endocarditis, pulmonary tuberculosis, pulmonary gangrene, general peritonitis, suicide by hanging, atrophic cirrhosis of liver gumma of liver.

The inmates of the hospital whose physical condition was such as to warrant the belief that they would soon die, have been paroled so that they might spend their last days with their families. We wish to express our appreciation of the action of yourself and the Court of Pardons in these cases.

The wisdom of increasing the Medical Staff by the appointment of a Consulting Staff consisting of a Urologist, an Orthopedist, a Roentgenologist, and a Dentist has already been shown, even in the short time they have been serving. With the addition of a Laboratory Technician we expect to complete our present organization.

The X-Ray outfit, which is of the finest, is doing the best of work and greatly facilitates our efforts.

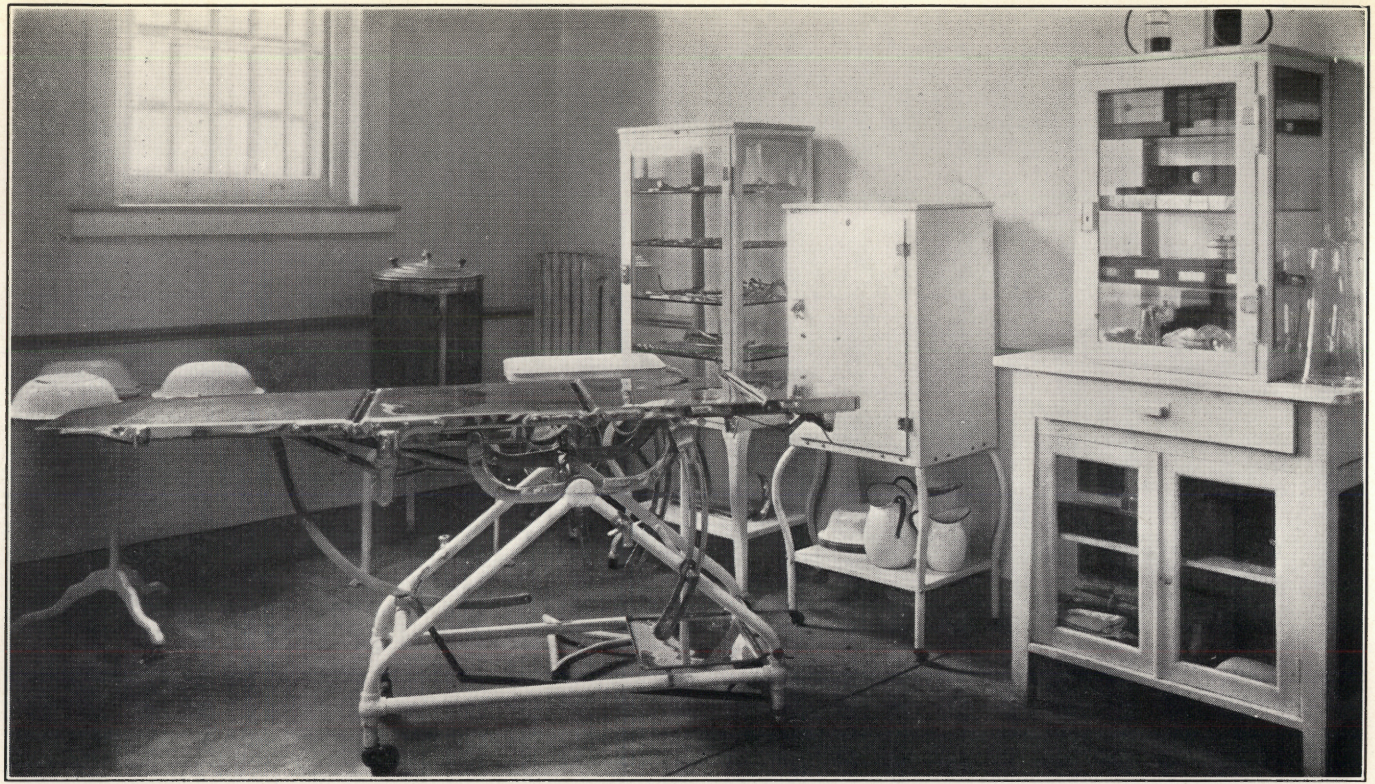
We would suggest that, if possible, the plan prepared for us by the State Architect in accordance with our requirements for the extension of the Hospital Building be carried out and additional room thus provided for additional cases, especially those of Tuberculosis.

A total of 456 operations were performed during the year without a fatality.

We wish to thank you for your kindness and zeal in furthering all these advances and improvements.

To all the officers and matrons, our thanks are also extended for their ready and efficient co-operation in improving the health of the inmates.

Appended is the statistical table showing the number of patients treated during the year.



OPERATING ROOM—HOSPITAL

STATISTICAL REPORT ENDING JUNE 30, 1921

1920	Number of convicts in prison at close of month	Sick in hospital at close of month	Admitted to hospital during month	Died in cell, hospital or camp	Paroled while in hospital	Sent to State Hospital for Insane	Discharged by expiration of sentence while in hospital	Taken sick during month and excused from work	Total number treated during month	Total number pieces medicine issued to wing during month
July	962	11	21	1	5	0	0	7	1757	752
August	964	17	30	0	0	3	0	3	1675	784
September	961	17	20	1	0	2	0	7	1886	619
October	970	18	39	0	0	0	0	13	1591	879
November	1001	19	34	1	1	1	0	8	1583	969
December	970	17	41	2	1	2	0	3	3121	1962
1921										
January	1013	19	39	0	0	0	0	3	2075	1284
February	1050	15	26	4	0	1	0	1	1860	1073
March	1067	17	46	1	0	5	0	6	2254	1298
April	1089	14	32	1	1	5	0	9	2101	1343
May	1113	19	39	1	0	2	0	10	2020	1092
June	1150	19	41	1	1	1	0	6	2277	1444
Total		202	408	13	9	22	0	76	24200	13489

Respectfully submitted,
M. W. REDDAN,
Medical Director.

J. W. CRANE,
Resident Physician.

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NEW JERSEY STATE PRISON.

Psychiatric Clinic.

MR. JAMES H. MULHERON, Principal Keeper,
NEW JERSEY STATE PRISON.

Dear Mr. Mulheron:

I submit herewith the report of the work done by the Psychiatrist of the Prison Clinic during the Fiscal year ending June 30, 1920.

During the year 426 individuals were examined in the Clinic, requiring 453 separate examinations. For convenience a study of these cases is presented in chart form with a brief analysis of these charts. After each examination a provisional diagnosis was made and a report of the results sent to those in charge of the individual, or to the Board of Managers with the purpose of giving them an idea as to the type of individual with whom they are dealing. For that reason it is deemed necessary at this time, for the convenience of the officers of the Institution, to explain briefly the nomenclature which is used in the clinic in order that they might more readily interpret the results which are sent to them.

The first group of cases are those which are insane. When a man is insane he is said to have a psychosis. The psychoses include any of the following terms; Paranoid Condition, Dementia Praecox, Manic Depressive, Paresis, Alcoholic Psychosis and Toxic Exhaustive. The next group are the Psychoneuroses which are psychiatric conditions comprised of both mental and nervous symptoms but in which the nervous symptoms predominate. These individuals are very susceptible to development of a psychosis and it is necessary to show them special consideration in the Prison. They are capable of doing light work and should be occupied, but their nervous and mental state should be taken into account when their work is not performed properly, or when they come into conflict with the Prison regulations. Psychoneuroses include the following terms: Neurasthenia, Psychasthenia and Hysteria. The third group comprises the Constitutional Psychopathic States. These are border-line cases and show some of the symptoms of the insane but not enough to justify the diagnoses of a psychosis. They are signified by the following terms: First, Paranoid Personality, including those cases in which the paranoid element predominates. Second, Sexual

Psychopathy, including the definite Sexual Perverts. Third, Inadequate Personality, including those cases resembling simple type of Dementia Praecox. These cases give a history of constitutional defect dating back many years previous to their admission here.

The fourth group of cases diagnosed as Constitutional Defectives comprises one of the most important groups to be considered. This type of case is sometimes designated as "Moral Delinquents," and sometimes as "Moral Imbeciles." They are the so-called born-criminals. These cases may have different grades of degeneracy. Intellectually they may show no apparent defect. Their memory is usually good and their thoughts fairly logical. The most marked symptom of these cases is the lack of foresight and comprehensive reflection. The defect in these individuals is shown in their early childhood, especially during their school days when they are constantly truant from their studies. They also refuse to subject themselves to the discipline of their parents. This is usually followed by a series of crimes, reformatory and prison sentences. The characteristics of these individuals are selfishness, cunning, deceit, stubbornness and disposition to lie. The chief crimes are larceny and frequently they are members of criminal gangs. These individuals while in prison usually subject themselves to the prison routine, but occasionally are punished on account of insubordination, deceit and treachery. As a rule they are somewhat cowardly and not inclined to open violence. Owing to their absolute lack of moral sense and foresight, and owing to the susceptibility to sudden impulses, this type of individual should be constantly confined within the prison during his sentence as this is the type which most frequently escapes when working outside. These prisoners when released from prison, being morally incapable, continually come into conflict with society and as the defect is inherent and a part of their personality it is impossible to do anything which would improve their ways. The only definite way to protect society from them is to keep them constantly confined. When these cases come up for parole, the Psychiatrist usually recommends that they be paroled because the State makes no provision for caring for this type of individual outside of the prison. Occasionally psychiatric examination reveals the defect so marked in the individual that he is not recommended for parole. This recommendation is given although it is known to the examiner that the individual will be released regardless of his defect, owing to the fact that there is no institution to take care of these cases.

The next group of cases are the epileptics. This diagnosis is only made in those cases which are seen in an attack or convulsion while in the Prison. The next group are Drug Addicts and include those cases which are addicted to the use of cocaine, morphine, opium, or some derivative of the latter. The Chronic Alcoholics are taken

up in a separate group. These comprise those cases in which there is a history of excessive use of alcohol for a period of five years or more previous to their crime, and in which alcohol plays a part in the commitment of the crime. The effect of prohibition on these cases cannot be determined as yet because of the fact that many of them were admitted here previous to the time when the prohibition act went into effect. The remaining cases are classified as having no psychiatric condition and for practical purposes they are considered normal except a certain percentage which are mentally deficient as shown by the report of the Psychologist.

In classifying the crimes the Psychiatrist is using the same method as was used by the Psychologist. The crimes are grouped as crimes against the person, crimes against property and crimes against civil laws. Assault includes assault and battery, atrocious assault and assault with intent to kill. Abuse is specifically carnal abuse. B. E. L. & R. refers to breaking, entering, larceny and receiving either separately or in combination. Sex includes sex offenses exclusive of rape, carnal abuse, disorderly house and receiving from a prostitute. Sales and receipts includes miscellaneous illegal selling and receiving. Conduct includes various illegal forms of conduct such as carrying concealed weapons, carrying burglar tools, and disorderly conduct. Murder includes all cases of manslaughter.

Previous record refers to any known previous conviction where the individual has served a sentence in any prison, reformatory or county jail. Previous record does not include arrests or detention in jail in the absence of definite sentence. The column headed "No previous record" includes those prisoners against whom there is no *known* previous sentence in this or in any other prison.

Out of the 426 cases examined at the Clinic, twenty-eight or 7% were diagnosed as having a psychosis. Of these twenty-eight cases, twenty-three were transferred to the State Hospital. The five remaining in the Prison were not transferred for the following reasons: One case was pronounced insane by a commission several years ago and owing to the peculiar character of his sentence he cannot be transferred from the Prison. One case is in the death house, and two cases are still under observation. One case was not transferred because the two physicians who were to sign the commitment papers were unable to find enough evidence of psychosis.

Fifteen cases or 3½% were diagnosed as Psychoneurotic. Seventeen cases or 4% were diagnosed as Constitutional Psychopathic State. One hundred cases or 23½% were diagnosed as Constitutional Defectives. Four cases or 1% were diagnosed as Epileptics. Seven cases or 1½% were diagnosed as Drug Addicts. Seventy-one cases or 16½% were diagnosed as Chronic Alcoholics. One hundred and eighty-four or 43% were found to have no psychiatric condition.

The above data shows that more than half of the individuals are abnormal from a psychiatric point of view alone. Of the remaining 184 a certain number are feeble-minded but the exact percentage of this could not be determined owing to the fact that the Psychologist did not examine the same individuals which were examined by the Psychiatrist.

Of the crimes committed, 173 or 41% were crimes committed against the person; sixty-two or 14% were crimes committed against laws; 191 or 45% were crimes committed against property. Two hundred and eighty-six or 67% had a minimum sentence of one to five years; seventy-seven or 18% had minimum sentences of five to ten years; thirty-two or 7½% had minimum sentences of ten to twenty years; twenty-eight or 6½% had minimum sentences of twenty years or over. Three cases or less than 1% were sentenced to death. Two hundred and forty-nine or 58% had no known previous record; seventy-three or 17% had one known previous record; 104 or 24% had two or more known previous records. One hundred and thirty-six or 32% were foreign born; ninety-three or 22% were black; 197 or 46% were native whites.

In analyzing table No. 1, showing the inter-relation between the psychoses and other factors, it will be seen that there is a total of twenty-eight cases which were diagnosed as having psychoses. This is 7% of the total number of cases examined. Fifty per cent of these psychotic cases were diagnosed paranoid condition; three or 11% were diagnosed dementia praecox; five or 18% were diagnosed manic depressive; three or 11% were diagnosed as paresis; two or 7% were diagnosed as having alcoholic psychoses; one or 3% were diagnosed toxic exhaustive. Sixteen of these cases or 57% committed crimes against person; three or 11% committed crimes against laws; 32% committed crimes against property. Fourteen or 50% had a minimum sentence of from one to five years; three or 11% the minimum sentence was from five to ten years; three or 11% had a minimum sentence of from ten to twenty years; seven or 25% had a minimum sentence of twenty plus; one or 3% were sentenced to be electrocuted. Fifteen or 54% had no known previous prison record; six or 21% had one previous record; seven or 25% had two or more previous records. Ten or 29% were foreign born; seven or 25% were black, and eleven or 46% were native white. One or 3% the onset of the mental trouble could not be determined; in nineteen or 68% the onset of the psychoses could be traced previous to the crime; in eight or 29% the onset of the mental trouble occurred after their admission to the prison.

The striking facts about this chart are: First, that the greatest percentage of the crimes committed by the psychotic cases were crimes against person; second, that fifty per cent of the cases had sentences

TABLE 1.

PSYCHOSES	Total	Against Person				Against Laws			Against Property				Minimum Sentence					Previous Record			Nativity			C
		Murder	Assault	Rape	Abuse	Sex	Sales and Receipts	Conduct	Arson	B. E. L. & R.	Forgery	Embezzlement	One to Five	Five to Ten	Ten to Twenty	Twenty Plus	Death	None	One	Two or More	Foreign	Black	Native White	Unknown
Paranoid Condition.....	14	5	1	1	1	0	0	1	1	4	0	0	7	1	1	4	1	7	2	5	6	4	4	0
Dementia Praecox	3	1	1	0	0	0	1	0	0	0	0	0	1	0	0	2	0	2	1	0	0	1	2	1
Manic Depressive.....	5	2	0	0	0	0	1	0	0	2	0	0	3	1	0	1	0	2	2	1	3	0	2	0
Paresis	3	1	0	0	0	0	0	0	0	2	0	0	2	0	1	0	0	1	1	1	1	2	0	0
Alchoholic Psychosis....	2	0	1	0	1	0	0	0	0	0	0	0	1	1	0	0	0	2	0	0	0	0	2	0
Toxic Exhaustive.....	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1	0
Total	28	10	3	1	2	0	2	1	1	8	0	0	14	3	3	7	1	15	6	7	10	7	11	1

of over five years: third, most of these cases had no known previous prison record; fourth, sixty-eight per cent of these cases gave evidence that the psychosis was present previous to the crime. There is no important relation between the psychoses and nativity.

TABLE No. 2—Showing the inter-relation between the psycho-neuroses and other factors, it will be seen that fifteen cases, or three and one-half per cent of the total, were diagnosed as being psycho-neurotic; thirteen or 87% of these were neurasthenics; two or 13% were psychasthenics. No cases of hysteria were found. Of the crimes committed, four or 27% were crimes committed against person; two or 13% were crimes committed against laws; nine or 60% were crimes committed against property. Ten or 67% had a minimum sentence of from one to five years; five or 33% had a minimum sentence of from five to ten years. None of these cases had a minimum sentence of over ten years. Nine or 60%had no known previous record; two or 13% had one known previous record; four or 27% had two or more previous records. Five or 33% were foreign born; ten or 67% were native white. None of the blacks were diagnosed as psycho-neurotic. One or 7% the onset could not be determined; thirteen or 86% of these cases developed previous to the crime; one or 7% showed first symptoms after admittance to the prison.

The points of importance in this chart are: That the largest percentage of the crimes committed were against property; that all of these cases received comparatively short sentences; that the largest percentage had no known previous record, and that 86% of these cases were affected previous to their crime. The relation of the psycho-neuroses to nativity shows that the blacks are less susceptible to the disease.

TABLE No. 3—Corresponds almost entirely with Table No. 1, and this is to be expected as the constitutional psychopathic states are border-line cases. Twelve or 71% were diagnosed as having a paranoid personality; two or 11% were diagnosed sexual psychopathy; three or 18% were diagnosed as having an inadequate personality.

TABLE No. 4—Covers the relation of all the remaining diagnoses to the other factors. One hundred cases, or 23½%, of the total examined were constitutional defectives. Of the crimes committed by the constitutional defectives, twenty-five or 25% were crimes against person; ten or 10% were crimes against laws, and 65 or 65% were crimes against property. Seventy-one, or 71% had a minimum sentence of from one to five years; eighteen or 18% had a minimum sentence of from five to ten, and seven or 7% had a minimum sentence of from ten to twenty years, and four or 4% had a minimum sentence of twenty plus. Twenty-four or 24% had no known previous record; nineteen or 19% had one known previous record, and fifty-seven or 57% had two or more previous records.

TABLE 2.

PSYCHONEUROSES	Total	Against Person				Against Laws			Against Property				Minimum Sentence					Previous Record			Nativity			Onset		
		Murder	Assault	Rape	Abuse	Sex	Sales and Receipts	Conduct	Arson	B. E. L. & R.	Forgery	Embezzlement	One to Five	Five to Ten	Ten to Twenty	Twenty Plus	Death	None	One	Two or More	Foreign	Black	Native White	Unknown	Previous to Crime	After Admission
Neurasthenia	13	0	4	0	0	0	0	1	0	8	0	0	8	5	0	0	0	7	2	4	5	0	8	1	11	1
Psychasthenia	2	0	0	0	0	0	0	1	0	0	0	1	2	0	0	0	0	2	0	0	0	0	2	0	2	0
Hysteria	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	15	0	4	0	0	0	0	2	0	8	0	1	10	5	0	0	0	9	2	4	5	0	10	1	13	1

Fifteen or 15% were foreign born; twenty or twenty per cent were black, and sixty-five or 65% were native white. It will be seen that the largest percentage of crimes committed by this type are crimes against property, and that most of them received sentences under five years. The most important fact concerning these cases is that such a large percentage have two or more known previous records. The relation between this type of case and nationality shows that the largest percentage are native whites.

Only four cases of epilepsy were found, and as this is such a small number, no definite conclusions can be drawn from the relations found. However, it should be noted that 75% of the epileptics committed crimes against person.

Seven cases or one and one-half per cent of the total cases examined, were found to be addicted to the use of drugs. This probably comprises only a small percentage of those in the prison who are actually addicted to the use of drugs, as this information is hard to elicit during examinations, owing to the fact that the individual usually conceals this information in regard to his habits. It should be noted that none of these cases have a minimum sentence of over ten years. A large percentage of these have two or more known previous records, and all of them have at least one known previous record. It should also be noted that none of these cases are foreign born.

Seventy-one cases or 16½% of the total number of cases examined were found to be chronic alcoholics; thirty-seven or 52% of these cases committed crimes against person; ten or 14% committed crimes against laws; twenty-four or 34% committed crimes against property. Fifty-one or 72% had a minimum sentence of from one to five years; ten or 14% had a minimum sentence of from five to ten years; five or 7% had a minimum sentence of from ten to twenty years, and five or 7% had a minimum sentence of twenty plus. Forty-eight or 67% had no known previous record; nine or 13% had one known previous record, and fourteen or 20% had two or more known previous records. Twenty-one or 30% were foreign born; seventeen or 24% were black, and thirty-three or 46% were native white. The only facts of importance in this table are the large number of crimes committed against person; the large number of minimum sentences of from one to five years; the large number of cases with no known previous record.

In 184 or 43% of the total number of cases examined no psychiatric condition could be found. The crimes committed by these cases, seventy-seven or 42% were crimes committed against person; thirty-three or 18% were crimes committed against laws, and seventy-four or 40% were crimes committed against property. One hundred and twenty-two or 66½% had a minimum sentence of from one to five years; thirty-seven or 20% had a minimum sentence of from

five to ten; fifteen or 8% had a minimum sentence of from ten to twenty years, and nine or 5% had a minimum sentence of twenty plus; one or ½% were sentenced to death. One hundred and forty-two or 77% had no known previous record; twenty-nine or 16% had one known previous record; thirteen or 7% had two or more known previous records. Seventy-nine or 43% were foreign born; forty-two or 23% were black; sixty-three or 34% were native white.

The points of interest of the cases with no psychiatric condition are that the crimes against person and the crimes against property are about equal; the largest percentage have a minimum sentence of from one to five years; 77% have no known previous record. It is interesting to note that in this condition alone the number of foreign born exceeds the number of native white.

In recent years at the New Jersey State Hospital, it has been shown by Dr. Cotton that focal infections play an important part as an etiological factor in the development of mental and nervous diseases, and special emphasis has been laid on the infection of the teeth. For this reason the psychiatrist closely examined the teeth of all the cases examined at the prison, with the following results:

Of the psychoses found, twenty-four or 85% were found to have infected teeth; of the psychoneuroses, eleven or 73% had infected teeth; of the constitutional psychopathic states, thirteen or 76% had infected teeth. Of the remaining who had infected teeth, of the constitutional defectives, forty-two or 42%; epilepsy, two or 50%; drug addiction, three or 40%; chronic alcoholics, forty-one or 57%; those with no psychiatric condition, seventy-four or 40%. Of the total number of cases examined, 210 or 49% were found to have infected teeth. It is interesting to note the higher percentage of infected teeth in those cases with the severe form of mental and nervous diseases. For this reason, it would be advisable for the prison to have a resident dentist, as it would be impossible for a visiting dentist to give all these cases proper treatment.

The cases examined in the prison clinic are for the most part unselected, consisting of all new admissions to the prison and all of those cases which come before the board of managers for parole. Each new prisoner is examined as soon as possible after his admission, and a report of the case sent to the Principal Keeper. During the year a blank form was devised for the purpose of getting comprehensive reports on suspected cases while under observation. These cases were observed usually for a period of four weeks, and reports which come to the clinic from the officers in charge of the prisoners have been of much value. A record of each case examined is kept on file at the Prison Clinic.

The examination of each individual includes his family history, personal history, an account of his previous crimes, and an account

TABLE 4.

CONSTITUTIONAL PSYCHOPATHIC STATES	Total	Against Person				Against Laws			Against Property				Minimum Sentence					Previous Record			Nativity		
		Murder	Assault	Rape	Abuse	Sex	Sales and Receipts	Conduct	Arson	B. E. L. & R.	Forgery	Embezzlement	One to Five	Five to Ten	Ten to Twenty	Twenty Plus	Death	None	One	Two or More	Foreign	Black	Native White
Paranoid Personality....	12	2	5	1	0	0	0	0	0	4	0	0	8	2	1	1	0	7	3	2	5	2	5
Sexual Psychopathy.....	2	0	0	0	0	2	0	0	0	0	0	0	1	0	1	0	0	1	0	1	1	0	1
Inadequate Personality...	3	1	0	1	0	0	0	0	1	0	0	0	0	1	0	1	1	2	1	0	0	1	2
Total	17	3	5	2	0	2	0	0	1	4	0	0	9	3	2	2	1	10	4	3	6	3	8

TABLE 3.

		Against Person				Against Laws			Against Property				Minimum Sentence					Previous Record			Nativity		
	Total	Murder	Assault	Rape	Abuse	Sex	Sales and Receipts	Conduct	Arson	B. E. L. & R.	Forgery	Embezzlement	One to Five	Five to Ten	Ten to Twenty	Twenty Plus	Death	None	One	Two or More	Foreign	Black	Native White
Constitutional Defective.	100	8	13	2	2	0	1	9	0	64	1	0	71	18	7	4	0	24	19	57	15	20	65
Epilepsy	4	1	2	0	0	0	0	0	0	1	0	0	3	0	0	1	0	1	1	2	0	1	3
Drug Addict.....	7	0	1	0	0	0	1	1	0	4	0	0	6	1	0	0	0	0	3	4	0	3	4
Chronic Alcoholism....	71	6	22	2	7	1	3	6	0	22	1	1	51	10	5	5	0	48	9	14	21	17	33
No Psychiatric Condition	184	26	27	9	15	1	5	27	1	68	2	3	122	37	15	9	1	142	29	13	79	42	63
Total	366	41	65	13	24	2	10	43	1	159	4	4	253	66	27	19	1	215	61	90	115	83	168

of the crimes that was responsible for his committment. He is then examined further to determine the presence or absence of hallucinations, delusions and emotional disturbances. His mental organization is tested as to orientation, data of personal identification, memory, retention, calculation, grasp of school knowledge and knowledge of current events, and lastly as to judgment. This examination is supplemented in each case by a neurological examination. The examination would be more complete and a better idea as to the type of individual being examined could be obtained if the court records of his trial could be available to the examiner.

I take this opportunity to thank the officers of the institution for their hearty cooperation in the work of the Psychiatric Clinic. It is to be hoped that the work of this Clinic will be of some benefit to the officers in the management of the prisoners.

Respectfully Submitted,

P. B. MEANS,
Psychiatrist.

NEW JERSEY STATE PRISON.

MR. JAMES H. MULHERON, Principal Keeper,
NEW JERSEY STATE PRISON.

My dear Mr. Mulheron:

I submit herewith report of the work done at the Psychiatric Clinic of the State Prison during the fiscal year ending June 30th 1921.

At the Prison during the year 486 individuals were examined in the Clinic, requiring 507 separate examinations. In my previous report diagnostic nomenclature was used by the Clinic and was explained for the benefit of those unfamiliar with such terms. The same classification was continued in use during the year for the purpose of provisional diagnoses. The Psychiatrist has endeavored to emphasize the classification of prisoners, especially as to their fitness for outside work and as to their probability of being successful on parole and for this reason it was deemed advisable to make the reports for the Board of Managers more complete than formerly, in order that they might be able more readily to grasp the Psychiatrist's point of view. These reports have been made in such a way that they are available to the Department of Education and Classification for the recording of the Psychiatrist's recommendations.

Two tables are submitted with this report, Table No. 1 showing the inter-relation of the diagnoses and other factors, Table No. 2 showing the same inter-relation in percentages and the comparison with percentages of the previous year's examinations. In analyzing Table No. 1, it will be seen that the greatest number of crimes committed were against property, the greatest number of sentences were one to five years, that over one-half of the cases examined had one or more previous prison record and that almost one-half of the entire number examined were native whites. There is an apparent increase in the number of cases with known previous records as compared with last year's report and this is probably due to the fact that the Clinic now has better facilities for examining a man's past record.

In Table No. 2 it will be seen that twenty-four or 5% of the total number of cases examined were psychotic. Of these twenty-four psychotic cases twenty-one were transferred to the State Hospital and three are still under observation. Ten or 42% of the psychotic cases committed crimes against person; three or 12% committed crimes against laws and eleven or 46% committed crimes against property. Eleven or 46% have a minimum sentence of one to five years; seven or 29% have a minimum sentence of five to ten years; four or 17% have a minimum sentence of ten to twenty years and

TABLE 1.

DIAGNOSIS	Total	Against Person				Against Laws		Against Property			Minimum Sentence				Previous Record			Nativity	
		Murder	Assault	Rape	Abuse	Sales and Receipts	Conduct	Arson	B. E. L. & R.	Forgery Embezzlement	One to Five	Five to Ten	Ten to Twenty	Twenty Plus	None	One	Two or More	Foreign	Black
Paranoid Condition	12	1	4	0	2	0	1	0	4	0	4	5	2	1	5	3	4	5	1
Dementia Praecox	4	0	2	0	0	0	1	0	1	0	1	1	1	1	3	0	1	1	1
Manic Depressive	5	1	0	0	0	0	1	0	3	0	4	0	1	0	4	1	0	1	0
Paresis	2	0	0	0	0	0	0	0	2	0	1	1	0	0	1	1	0	1	0
Alcoholic Psychosis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Toxic Exhaustion	1	0	0	0	0	0	0	0	1	0	1	0	0	0	1	0	0	1	0
Const. Psychopathic State	28	4	10	1	2	0	1	0	10	0	17	6	3	2	9	10	9	7	10
Psychoneurosis	17	4	4	0	1	0	3	2	2	1	10	3	3	1	10	2	5	3	3
Constitutional Defective	128	6	9	0	0	0	9	2	101	1	95	22	10	1	27	21	80	22	27
Epilepsy	6	1	1	0	0	0	0	0	4	0	3	1	1	1	4	0	2	2	2
Drug Addict	15	0	4	0	0	1	0	0	10	0	10	4	1	0	0	5	10	1	5
Chronic Alcoholism	85	7	30	1	1	0	8	0	37	1	69	9	5	2	36	22	27	24	17
No Psychiatric Condition	183	17	26	1	10	1	36	2	83	7	142	29	4	8	126	33	24	57	56
Total	486	41	90	3	16	2	60	6	258	10	357	81	31	17	226	98	162	125	122

two or 8% have a minimum sentence of twenty plus years. Fourteen or 58% have no known previous record, five or 21% have one known previous record and five or 21% have two or more previous records. Nine or 37% were foreign born, two or 8% were black and thirteen or 55% were native white. This Chart shows that a very large percentage of the psychotic cases committed crimes against person, that over 50% of the cases had a minimum sentence of over five years and that over 50% had no known previous record. There does not seem to be any important relation beween the psychoses and the other factors.

Twenty-eight or 15% of the total cases examined were diagnosed as constitutional psychopathic state. Of this number seventeen or 61% committed crimes against person; one or 3% committed crimes against laws and ten or 36% committed crimes against property. Seventeen or 61% had a minimum sentence of one to five years; six or 21% had a minimum sentence of five to ten years; three or 11% had a minimum sentence of ten to twenty years and two or 7% had a minimum sentence of twenty plus years. Nine or 32% had no known previous record; ten or 36% had one known previous record and nine or 32% had two or more known previous records. Seven or 25% were foreign born; ten or 36% were black and eleven or 39% were native white. It will be seen that these cases correspond in a general way to those with psychoses.

Of the psychoneuroses there were seventeen or 3½% of the total number examined. Nine or 53% committed crimes against person; three or 18% committed crimes against laws and five or 29% committed crimes against property. Ten or 58% had a minimum sentence of one to five years; three or 18% had a minimum sentence of five to ten years; three or 18% had a minimum sentence of ten to twenty years and one or 6% had a minimum sentence of twenty plus years. Ten or 58% had no known previous record; two or 12% had one known previous record and five or 30% had two or more known previous records. Three or 18% were foreign born; three or 18% were black and eleven or 64% were native white.

Of the constitutional defectives there were 128 or 26% of the total number examined. Of these fifteen or 12% committed crimes against person; nine or 7% committed crimes against laws and 104 or 81% committed crimes against property. Ninety-five or 75% had a minimum sentence of one to five years; twenty-two or 17% had a minimum sentence of five to ten years; ten or 8% had a minimum sentence of ten to twenty years and one or 1% had a minimum sentence of twenty plus years. Twenty-seven or 21% had no known previous record; twenty-one or 16% had one known previous record and eighty or 63%had two or more known previous records. Twenty-two or 17% were foreign born; twenty-seven or 21% were black and seventy-nine or 62% were native white.

TABLE 2.

PERCENTAGE TABLE	Total		Against Person		Against Laws		Against Property		Minimum Sentence 1-5		5-10		10-20		20 plus		Previous Record None		One		Two		Foreign		Na
	1921	1920	1921	1920	1921	1920	1921	1920	1921	1920	1921	1920	1921	1920	1921	1920	1921	1920	1921	1920	1921	1920	1921	1920	1921
Psychoses	5	7	42	57	12	11	46	32	46	50	29	11	17	11	8	28	58	54	21	21	21	25	37	29	
Const. Psychopathic State .	6	4	61	59	3	12	36	29	61	52	21	18	11	12	7	18	32	59	36	23	32	18	25	35	3
Psychoneurosis	3½	3½	53	27	18	13	29	60	58	67	18	33	18	0	6	0	58	60	12	13	30	27	18	33	1
Const. Defective	26	23½	12	25	7	10	81	65	74	71	17	18	8	7	1	4	21	24	16	19	63	57	17	15	2
Epilepsy	1	1	33	75	0	0	67	25	50	75	17	0	17	0	16	25	67	25	0	25	33	50	33	0	3
Drug Addicts.....	3	1½	27	14	7	20	66	57	66	86	27	14	7	0	0	0	0	0	33	43	67	57	7	0	3
Chronic Alcoholic	17½	16½	46	52	9	14	45	34	81	72	10	14	6	7	3	7	42	67	26	13	32	20	28	30	2
No Psychiatric Condition.	38	43	29	42	20	18	51	40	78	67	16	20	2	8	4	5	69	77	18	16	13	7	37	43	3

Of the total number of cases examined epilepsy was found in only six or 1%. Of these two or 33% committed crimes against person; none committed crimes against laws and four or 67% committed crimes against property. Three or 50% had a minimum sentence of one to five years; one or 17% had a minimum sentence of five to ten years; one or 17% had a minimum sentence of ten to twenty years and one or 16% had a minimum sentence of twenty plus years. Four or 67% had no known previous record; none of these cases had only one known previous record and two or 33% had two or more known previous records. Two or 33% were foreign born; two or 33% were black and two or 34% were native white.

Of the total number of cases examined fifteen or 3% were found addicted to the use of drugs, either cocaine, heroine, morphine, opium or some derivative of opium. Of these drug addicts four or 27% committed crimes against person; one or 7% committed crimes against laws and ten or 66% committed crimes against property. Ten or 66% had a minimum sentence of one to five years; four or 27% had a minimum sentence of five to ten years; one or 7% had a minimum sentence of ten to twenty years and none of these cases had a minimum sentence of twenty years or more. None of these cases had no known previous record; five or 33% had one known previous record and ten or 67% had two or more known previous records. One or 7% were foreign born; five or 33% were black and nine or 60% were native white.

Of the chronic alcoholics there were eighty-five or 17½% of the total number examined. Thirty-nine or 46% of these committed crimes against person; eight or 9% committed crimes against laws and thirty-eight or 45% committed crimes against property. Sixty-nine or 81% had a minimum sentence of one to five years; nine or 10% had a minimum sentence of five to ten years; five or 6% had a minimum sentence of ten to twenty years and two or 3% had a minimum sentence of twenty plus years. Thirty-six or 42% had no known previous record; twenty-two or 26% had one known previous record and twenty-seven or 32% had two or more known previous records. Twenty-four or 28% were foreign born; seventeen or 20% were black and forty-four or 52% were native white.

Of the total number of cases examined 183 or 38% had no classifiable psychiatric condition and with the exception of a certain percentage which were found to be abnormal by the psychologist, they are considered normal from a psychiatric point of view. Of these fifty-four or 29% committed crimes against person; thirty-seven or 20% committed crimes against laws and ninety-two or 51% committed crimes against property. One hundred and forty-two or 78% had a minimum sentence of one to five years; twenty-nine or 16% had a minimum sentence of five o ten years; four or 2% had a minimum sentence of ten to twenty years and eight or 4% had a minimum sentence of twenty plus years. One hundred and twenty-six or 69% had no known previous record; thirty-three or 18% had one known

previous record and twenty-four or 13% had two or more known previous records. Fifty-seven or 31% were foreign born; fifty-six or 31% were black and seventy or 38% were native white.

In a comparison with the percentages found in last year's examinations and this year's examinations, it will be seen that the percentages are relatively alike in the total number of each group of diagnoses. The only marked difference in percentages is in those groups where only a few cases were found in each instance. The exceptions are, of the psychoses a larger percentage was found to have a minimum of five to ten years and a lesser percentage found to have a minimum sentence of twenty plus years; a lesser percentage was black and a larger percentage native white. Of the constitutional psychopathic states a lesser percentage was found with no known previous record and a larger percentage with one or more known previous record; also a larger percentage was found to be black. Of the constitutional defectives a larger percentage was found who committed crimes against property and a lesser percentage was found who committed crimes against person. Of the chronic alcoholics a larger percentage committed crimes against property and a lesser percentage committed crimes against person; also a larger percentage had one or more known previous record and a lesser percentage had no known previous record. Of those found with no psychiatric condition a larger percentage was found who committed crimes against property and a lesser percentage who committed crimes against person; a lesser percentage who had no known previous record and a larger percentage who had one or more known previous records. Of the psychoneuroses, epileptics and drug addicts there were marked discrepancies in the percentage throughout and this can be accounted for by the small number of cases in each group.

It will be seen, therefore, that there is a fairly constant relation between the several diagnoses and the type of crime committed, and the number of previous records and necessarily the length of the minimum sentence. The variations which were found can easily be accounted for by the better facilities available during the past year in obtaining histories of the cases through field workers' reports and Court records.

I again want to use this report as an opportunity to thank the Officers and others in the Institution for their cooperation with the work of the Psychiatric Clinic and the interest manifested by them.

Respectfully submitted,

P. B. MEANS,
Psychiatrist.

NEW JERSEY STATE PRISON.

Report of the Psychologist.

HON. J. H. MULHERON, Principal Keeper,
N. J. STATE PRISON.

Dear Sir:

The close of this fiscal year finds psychological examining completely established at the New Jersey State Prison. It is a pleasure to report that all of the principal recommendations of the psychologist with respect to his special activities at the State Prison have been carried into effect. Every effort has been made to accomplish this. The psychologist and the assistant psychologist have given the major part of their time to work at the State Prison. Their endeavors have been cordially assisted by the Prison officers and management.

Not only in the actual volume of work accomplished, and the variety of special problems undertaken has the work been successful, but particularly from the standpoint of the prisoners themselves, it is on a good footing. Without the willingness of the men in the Prison to cooperate in the examinations, to volunteer the information requested, and to put forth their best efforts in the examinations, this work must necessarily have been a failure. Fortunately the men themselves have seen the decided practical advantages which come to them as a result of the psychological services in the Prison. The psychologists have aimed to make their work sufficiently practical and obvious so as to enlist the cordial sympathy of the men themselves who ultimately receive all the benefits which come out of such work. There have been only two instances of men refusing to take the psychological examination in a satisfactory spirit. In all other cases the men have assisted in every way that could be expected. The success of the work rests ultimately upon this attitude among the men themselves.

Following the results obtained as a result of the survey and analysis of the Prison population during the period of preliminary examining, prior to July 1, 1919, the psychologist faced four principal problems. These were—first, the problem of mental diagnosis; second, the problem of disciplinary responsibility; third, the problem of educational and vocational development, and fourth, the problems of industrial placement. Recommendations concerning these four aspects of each man were earnestly solicited by the Principal Keeper and his Chief Deputy. At the same time the general results of such recommendations are of the greatest value and service to the Central Department of Institutions and Agencies through its several divisions, principally the Division of Education and Parole, and the Division of Labor, Agriculture, Food and Dietetics.

The means of solving these problems have been organized through group psychological tests, individual mental examinations, and an industrial survey of the entire Prison. The substance of this report, therefore, falls naturally under these three headings.

GROUP EXAMINATIONS

Since the first of July 1919, 350 men admitted to the Prison within the last fiscal year have been examined with the Army group test. These examinations were made at regular monthly intervals by the assistant psychologist. Reports of the general intelligence ratings for each man as a result of these examinations were submitted each month within a few days after the examination. These intelligence ratings were entered upon the official card register of the Prison records for each man. These ratings proved to be of great value to the Chief Deputy in his work as disciplinary officer and assigning offier. These ratings further furnished the preliminary basis for individual psychological examinations of each man.

It is not necessary to make a specific summary or analysis of the results of these group examinations. The distribution of scores is substantially the same as that obtained in the initial survey of the Prison population in the period of preliminary examining prior to July 1, 1919. These new results substantiate the conclusion advanced at that time that the typical New Jersey State prisoner compares favorably in general intelligence with the average adult male in the population of the State at large.

INDIVIDUAL EXAMINATIONS

During the fiscal year all cases applying for parole to the Board of Managers have been examined psychologically. In the case of each man a report has been submitted to the Board of Managers regarding general intelligence, mental constitution, degree of education, and industrial skill. Specific recommendations regarding the man's eligibility for parole and the likelihood of his success on parole, in view of these qualifications, have been made in every case. During the year a total of 188 men have been examined in this way.

From the beginning of the psychological work it has been evident that the most significant value of this work lies in individual examinations of men immediately after their admission to the Prison. During the year every effort has been made to conduct systematic examinations on this basis. Unfortunately the many problems which confronted the psychologist, the necessity for an industrial survey of the Prison, and the pressure of many other duties in the Central Department, delayed the successful prosecution of this work. In January 1920, however, the assistant psychologist began systematic examinations of men immediately following their admission to the Prison. He was at once confronted with the necessity for having detailed and intimate knowledge of the industrial organization of the Prison shops

and occupations, and of the qualifications demanded for the special work in each occupation. At the same time other reasons made it desirable that the projected industrial survey of the Prison be made. Accordingly, from the first of February to the first of May, the assistant psychologist was assigned on full time to make a careful study of the organization and work requirements of the occupations and trades open to men at the Prison. Careful reports were made as a result of detailed analysis of the major shops or occupational groups in the Prison. A general statement of this work is included in this report.

In consequence of this diversion of energy, the individual examinations of new inmates were delayed until the first of May. Since that time, however, all new men have been examined individually by the assistant psychologist. Within a few days after such examination individual reports are being submitted. These reports give a detailed statement of each man's traits and abilities, as a result of which specific recommendations are made regarding his educational development, vocational training, industrial placement, and mental responsibility. In case of feeble-mindedness, special recommendations are prepared. During the year, principally in the last two months, a total of sixty admission examinations have been made and reports submitted.

In addition to the individual examinations of men eligible for parole and men just admitted to the Prison, the psychologists have made a number of examinations of special cases. Some of these have been recommended for examination by the Principal Keeper, the Chief Deputy, the Principal Teacher, or the Central Department of Institutions and Agencies. A number of additional cases have been examined at the request of the psychiatrist on the suspicion of feeble-mindedness. These cases included two men under sentence of death who were found to be mentally deficient, several cases of men who were not suited for school work, and some special cases presenting disciplinary problems. In the month of April, thirty-three additional men, eligible for outside work, were specially examined on the request of the Principal Keeper, to determine their mental suitability and trustworthiness for such work.

In the matter of individual examinations, the psychologists have worked in close cooperation with the psychiatrist. Numerous cases of possible psychopathic conditions have been recommended for psychiatric examination. On the other hand many cases of suspected feeble-mindedness have been examined at the request of the psychiatrist. Close personal and professional contacts and interests between the psychologists and the psychiatrist have also been developed. The high degree of effective cooperation is gratifying and is essential to the successful prosecution of the work.

A detailed statistical study of the results of individual examinations has been prepared. This study follows the general plan of analysis submitted in the previous report of preliminary psycho-



SHOP FOR MANUFACTURE OF SHOES

logical examining. A report of the first 152 cases was published in the middle of the year in the Journal of Criminal Law and Criminology, Vol. XI, No 1, May 1920, pp. 33—46, under the title "A Study of Multiple Criminal Factors." A reprint copy of this report is attached herewith. In view of the close agreement between the results obtained on additional cases this year and the conclusions of this reprinted report, it seems unnecessary to make a second report of these results. The differences are not sufficiently striking to warrant total reconsideration.

INDUSTRIAL SURVEY

In last year's preliminary report it was recommended that a survey be made of the occupations and shops in which men are employed at the prison. This survey was absolutely necessary in order that intelligent recommendations could be made regarding the vocational development or industrial placement of each prisoner. This survey also forms the basis for rendering psychological service more effective to the State Prison as a whole in effecting instructional re-organization in the shops on the basis of the mental abilities of the men employed. In order to make this survey the assistant psychologist was detailed on full time for this work from the first of February to the first of May. Detailed reports of psychological analysis of the four principal shops have already been presented, namely, the print shop, tag shop, shoe manufacturing shop, and shoe repair shop. A detailed report of the separate shops included under the repair department has also been prepared, but has not yet been submitted. Unfortunately it was not possible to prepare detailed reports for all the other shops and occupations. Instead, the results of analyzing these shops were cast into summary form. It was planned to prepare a complete summary report of the entire industrial survey, this report to include recommendations regarding the possibilities of more effective organization and to provide a basis for a scale of wage payments. Here again lack of time and the pressure of other duties has prevented the fulfillment of this object. Such a report will be prepared and submitted early in the next fiscal year.

In conducting the industrial survey, all of the shops and occupations were listed according to the general grade of work done in each shop and occupation. This grading was based upon the degrees of skill required in each occupation, the number of men employed at each degree of skill, the educational and intellectual requirements and the degrees of personal responsibility and initiative demanded. This rating of the shops themselves is presented as follows. There is necessarily a good deal of overlapping in the grades of work in these shops. These groupings are therefore based only on the general average of qualifications for the shops as wholes.

GRADE 3	GRADE 2	GRADE 1
SUPERIOR	AVERAGE	INFERIOR
Clerical Staff	Shoe Mfg. Shop	Bakery
Print Shop	Machine Shop	Cook House
School Staff	Cabinet Shop	Engine Room
Hospital Staff	Repair Shops	Shoe Repair Shop
Library Staff	Tag Shop	Concrete Post Shop
	Tailor Shop	Road Camps
	Paint Shop	Farm
	Barber Shop	Wings

Following the rating of each shop it was necsssary to rate the work processes within each shop. Consequently, all of the operations performed were studied in detail. The educational, intellectual, and temperamental qualifications needed for each work process were determined for the men now successfully following these jobs. These work processes were then grouped for the Prison as a whole into five grades, and rated as very superior, superior, average, inferior, and very inferior, according to the degree of education, intelligence, responsibility and skill demanded in each job. This rating of jobs for the Prison as a whole, regardless of the shop organization, is as follows. The work processes at the road camps and the farm have not yet been studied in detail, and, therefore, are not included in this classification.

CLASSIFICATION OF OCCUPATIONS AT NEW JERSEY STATE PRISON

GRADE 5—VERY SUPERIOR

	Number Employed
Teachers	4
Compositors, Print Shop	6
Stoneman, Print Shop	1
Head Librarian	1
Head Tinsmith	1
Head Painter	1
Electricians	3
Head Tailor and Cutter	1
Head Machinist	1
Machinist—Tag Shop	1
Operators, Refrigerator Plant	2
Clerical assistance assigned to:	
School	2
Hospital	1
Print Shop	1
Tag Shop	1
Commissary	2
Repair Department	2
Industrial Department	5
Chief Deputy's Office	1
Chaplain's Office	1
Parole Office	1
Warden's Secretary's Office	1
Fiscal Agent's Office	4
Prison Clerk's Office	1
Bertillon Office	1

GRADE 4—SUPERIOR	Number Employed
Pressman Print Shop	6
Head Salvageman	1
Blacksmith	1
Head Glazier	1
Locksmith	1
Auto Repairmen	2
Head Cabinetmaker	1
Number Embosser—Tag Shop	1
Nurses	3
Assistant Machinists	2
Assistant Tailor and Cutter	1
Operatives Shoe Manufacturing Shop—Assigned as follows:	
Bed Laster	1
Heeler	1
Welter	1
Stitcher	1
Vampers	2
Cutters	3
Stock Fitting	1
Clerical Assistants—Assigned as:	
Stock Clerk, Repair Department	1
Stock Clerk, Industrial Department	2
Shipping Clerk, Tag Shop	1
Assistant Clerk, Repair Department	1
Clerk, Shoe Manufacturing Shop	1
Clerk, Shoe Repair Shop	1

GRADE 3—AVERAGE	Number Employed
Bookbinder	1
Assistant Librarians	4
Utility Men, Print Shop	3
Carpenters	5
Tinsmith's Helpers	2
Masons	3
Electrician's Helpers	3
Chauffeurs	3
Assistant Glazier	1
Plumbers	4
Assistant Painters	4
Bakers	4
Cooks	2
Butchers	2
Cooks, Hospital	2
Head Carpenter, Post shop	1
Barbers	8
Button Holer, Tailor Shop	1
Carpenters, Cabinet Shop	2
Markers, Laundry	2
Tailors	6
Sawyer, Tag Shop	1
Telephone Operator	1
Machine Sewer, Shoe Repair	1
Stitcher, Shoe Repair	1
Center Runners	7
Washer, Laundry	1
Wringer, Laundry	1
Utility Men,, Laundry	1

Operatives, Shoe Manufacturing Shop—assigned as follows:	
Side Lasters	4
Sole Layer	1
Slasher and Beater	1
Rough Rounder	1
Eyeleter	1
Tip Stitcher	1
Toe Liner	1
Heel Trimmer	1
Edge Trimmer	1
Closer	1
Lining Maker	1
Bagger	1
Loose Nailer	1
Edge Setter	1
Leveller	1
Slugger	1
Packer	1
Stayers	2

GRADE 2—INFERIOR.

	Number Employed
Blacksmith's Helper	1
Torchman, Repair Dep't.	1
Plumber's Helpers	2
Presser, Tailor Shop	1
Firemen, Engine Room	11
Laundryman, Hospital	1
Bench Hands, Shoe Repair	13
Finisher, Shoe Repair	1
Asst. Cooks	2
Baker's Helper	8
Concrete Mixers	3
Mangle Operators, Laundry	2
Operatives, Tag Shop—assigned to:	
Shears Machine	1
Numeral Coating Machine	4
Numeral Embosser's Helper	1
Round Corner Machine	1
Slot and Hole Machine	1
Character Embossing Machine	1
Rimming Machine	1
Utility Man	1
Operatives, Shoe Manufacturing Shop—assigned to:	
Heel Scouring Machine	1
Finishing Machine	1
Finishing Shaft	1
Bottom Filler	1

GRADE 1—VERY INFERIOR

	Number Employed
Cook's Helper, Hospital	1
Salvagemen	4
Hod Carrier	1
Coal Passers	5

Mangle Helper Laundry	2
Dryer, Laundry	1
Cook's Helpers	28
Potato Sorters	2
Yard Detail	30
Receiving Platform	5

Operatives, Tag Shop—assigned as:

Helpers, Shears Machine	2
Feeder Paint Oven	4
Helper, Paint Oven	2
Helper, Varnish Oven	1
Feeder, Varnish Oven	4
Hook Cleaner	1
Helper Shipping Department	4
Packer, Shipping Department	2
Box Maker	2

Runners (Helpers, Janitors)—assigned to:

Wings	89
Hospital	2
Print Shop	1
Shoe Manufacturing Shop	1
Laundry	1
Repair Department	1
Engine Room	1
Commissary	2
Shoe Repair Shop	1
Tag Shop	2

In view of this table of detailed jobs within the Prison, the psychologist now knows just what variety of work is available in the Prison and just how many men can be used in each occupation. As a result of this information, combined with the data of individual examinations, the psychologist is able to make intelligent and scientific recommendations regarding the vocational development or industrial placement of each man in the Prison. He is able also to determine whether a man can profit from vocational development or whether he should be placed at the trade in which he may already have a high degree of trade skill.

It may be possible in the next year to carry this industrial analysis still further. It should be possible to analyze out all the elements which make up a particular trade unit. It may be possible to organize these elements or sub-units in classes or schedules, which might form a basis for the vocational development of a new man within any shop. At the present time no such attempt has been made.

As a result of the general summary of the individual survey the psychologist plans to furnish the Principal Keeper with classification cards showing the requirements for each Prison job with respect to education, intelligence, responsibility, and skill. The psychologists expect also to present the qualifications for each man in these four particulars in the entrance report for each man. The Chief Deputy or assigning officer should then be in a position to make the most

profitable assignment for each man, since he will know the requirements of each job and the qualifications of each man.

RECOMMENDATIONS

As a result of this year's work, it is possible to make certain recommendations regarding the policies of the State Prison with respect to the welfare of the men in the Prison and the ways in which the Prison can most successfully operate in returning men to society.

REGARDING LITERACY

A recommendation was made in last year's preliminary report of psychological examining, that every effort be made to decrease the percentage of illiterates in the Prison population. At that time it was recommended that a candidate for parole be required to have a speaking knowledge of English, and be able to pass a simple literacy test. The re-organization of the academic school which has been accomplished during the past year has made it possible for most of the illiterate and non-English speaking prisoners to receive the instruction recommended for them by the psychologist. It is warmly urged that every advantage be taken of these facilities and every encouragement be given to the adequate development and extension of this school, in order that it may serve a larger number of prisoners and serve them more effectively than has been possible this year. The recommendation of last year, that the Board of Managers establish minimum literacy requirements of each man applying for parole, is emphatically repeated. No other single thing will do so much to encourage men to attend the school voluntarily and to take the school work seriously. At the present time the men who need schooling most, are not sufficiently alive to the great value which they may gain from attendance at school. Their very illiteracy makes them inappreciative of the school purposes and values. Consequently, their attention should be forcibly directed to these parole values by requirements which will show how attendance at school serves the immediate interests of each man who needs this study. No man is properly fitted to return to society if he is illiterate or cannot speak English satisfactorily. These lacks are serious drawbacks which hinder a paroled prisoner from making his most successful readjustments on his return to society. The Prison, therefore, can render illiterates a very distinct service, the value of which is at present unrealized by the prisoners, if the Board of Managers, through its rules and regulations, will set a premium on literacy by making it one of the qualifications for parole.

REGARDING MENTAL DEFECTIVES

During the year the psychologist has repeatedly and urgently called attention to the special needs of feeble-minded prisoners. This included feeble-minded men applying for parole and feeble-minded

men newly received. So far as the psychologist is able to learn no definite action has been taken on the recommendations made in each individual case. Neither has any definite action been taken, so far as can be learned, regarding special memoranda submitted concerning the necessity for policies in this regard. The psychologist is fully aware of the great difficulties involved. He is aware of the limitations in the authority for transfer and the inadequate provision for the care of mental defectives in the State. He recognizes, however, that both of these deficiencies in the facilities for the proper care of mentally defective prisoners can be overcome by an energetic and systematic educational propaganda on the part of the executive management of the Prison and by proper publicity methods. Nearly all of the public welfare associations of this State are agreed that the State should create more extensive provision for the proper care of the custodial feeble-minded. The State Prison is in a position to do its part in showing the need for this more extensive provision if it will protest its present inability properly to care for the feeble-minded prisoners within its walls, and if it will protest the injustice of paroling men who are so mentally defective that they cannot hope to be self-supporting without supervision. It is recommended that the Board of Managers formulate policies regarding the most suitable disposition of mentally defective prisoners applying for parole, and policies regarding the disposition of mentally defective new inmates in relation to the classification system. Pressure can be brought to bear upon the Central Department concerning the needs in these regards, and such pressure can be used by the Central Department in its campaign for overcoming the present difficulties.

CENTRALIZATION OF INFORMATION

In last year's report it was pointed out that the psychologist cannot satisfactorily conduct individual examinations without an accurate history of each man's antecedents. This relates to the facts of his home environment, industrial history and particularly to the circumstances surrounding his crime. During this year the value of psychological examinations has been seriously limited, because the principal information available in these regards had to be obtained from the men themselves. Such statements, of course, are colored by a man's desire to present the best possible case for himself and are vitiated by falsifications, omissions, resistance, inaccuracies of memory, and ignorance due to mental deficiency. During the year an effort was made by the Principal Keeper to obtain court records showing the principal facts brought out at the trial by the court probation officer. Unfortunately the efforts in this regard proved ineffectual. So long as the psychologist is obliged to rely upon the information volunteered by the man himself regarding the circumstances of his crime, he is unable properly to evaluate the full meaning of the results obtained by mental examination. Furthermore, this information is of the utmost value to the Prison officers themselves in understanding and

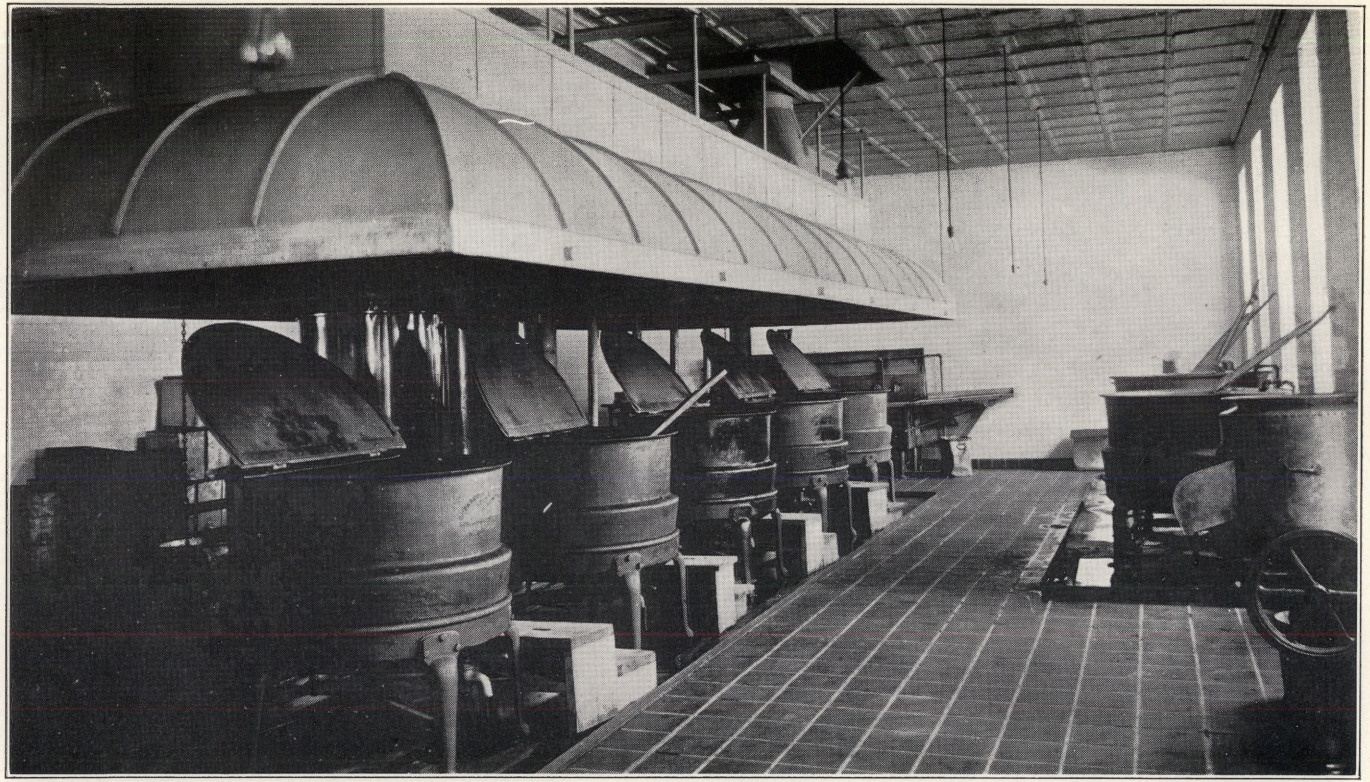
dealing with each man. This information should be included in the commitment papers and should be a part of the general statistical data for each man upon his admission. In view of the facts that this information is of such great value to the Prison authorities themselves, and is fundamental to the success of psychological examinations, it is urgently recommended that renewed efforts be made to secure such data. A field agent is the most satisfactory means for obtaining the facts.

GENERAL RECOMMENDATIONS

In a previous report specific recommendations were made regarding vocational education and industrial placement. As a result of this year's work there is no reason to modify these recommendations. Every effort has been made by the psychologist to meet his obligations toward these recommendations, and he has had the benefit of hearty cooperation on the part of the Prison authorities themselves. It has not been possible in one year to obtain all of the information necessary, or to effect all the changes of organization necessary to bring about the complete fulfifillment of these recommendations, yet many of them have been carried out in full and others in part. Nothing has developed during the year, however, to indicate that the recommendations not yet carried out were impracticable. It is, therefore, recommended that continued efforts be made in these regards during the coming year.

Respectfully submitted,

EDGAR A. DOLL, PH.D.,
Department Psychologist.



STEAMERS—KITCHEN

NEW JERSEY STATE PRISON.

Annual Report of the Psychologist.

HON. JAMES H. MULHERON, Principal Keeper,
N. J. STATE PRISON.

Dear Sir:

The record of psychological examining at the Prison this year is principally a record of routine examinations. It has been a year of "digging in" along the line of advance made last year.

At the close of the last fiscal year the psychological problems had been fairly well laid out and the procedures satisfactorily established. It was a period of investigation without the possibility of doing large amounts of any one type of work. This year we have concentrated on quantity production along the lines most emphatically indicated the year before. We have therefore been unable to develop any very important new lines of work this year and have not made any very serious advances toward promoting the character of the work another year. I believe, however, that the results obtained this year fully justify our plan of work and have successfully demonstrated that psychological service in the State Prison is indispensible for carrying out the present administrative policies. The psychological service is of value to almost every phase of prison effort, whether in administrative policy, in classification and assignment, in shop organization, in education, in parole, or in developing new correctional ideals.

We therefore come to the close of this year with the definite satisfaction of having, above all, been of immediate daily service to the institution administration and to the individual prisoners. In the latter respect we feel free to say that we have unquestionably gained the confidence of the men, who now understand that this service is carefully planned for their ultimate welfare. It is gratifying to report that individual prisoners frequently appeal to the psychologist for interviews to obtain advice as to the best methods of adapting themselves to prison regime and to their obligations when paroled. We consider this phase of our work a definite compliment and privilege and we feel that we have been able to aid many men in their personal and social relations. Very frequently, especially with the brighter men, the entrance examination itself is of first-rate importance to the new prisoners in furnishing them with a serious evaluation of their assets and liabilities of character. These examinations also show the newly admitted prisoners that the Prison officers are seriously and effectively undertaking to do everything that modern science and management indicate is best for them.

The principal feature of the psychological work this year has been the attempt to establish a scientific and practical system of industrial placement. All of the entrance examinations have been administered with particular emphasis upon industrial assignment. The character of the examinations has been distinctly modified so as to throw special light on each individual's occupational history and industrial capabilities. For purposes of using these data to the best advantage, we have designed a new type of report form. Every effort has been made to coordinate this work with the present policies and activities of the Prison, and with a view to improving these policies and expanding these facilities in the right direction.

Direct contacts have been maintained with the Center Keeper and the shop officers for the purpose of keeping in close touch with working conditions from day to day. I believe it is not too much to report that our efforts in this direction have met with the unqualified approval of the officers with whom we have had to deal, who at every stage of this work have given their cordial assistance and cooperation. It has been particularly pleasing to find such a high degree of intelligent cooperation among men who have been so long engaged in this type of work, and who have so much practical experience in it that they might well have been distinctly skeptical as to the importance of the service offered and its practical utility.

While improving the psychological examinations for the purpose of industrial classification we have not neglected the diagnostic side of the mental examinations. We have materially added to the number of tests employed in each case and have greatly extended the examining time per man. Every man is now given an abbreviated form of the Army group test Alpha, an abbreviated form of the Army group test Beta (if he is illiterate or obtains a low score in Alpha), the Army performance designs test, the Porteus tests of social and industrial capacity, and the Binet tests. In particular instances we also use the association tests, the Trabue completion tests and with illiterates some of the Army performance tests. This expansion of the clinical examination has been obtained only at the expenditure of great personal effort on the part of the assistant psychologist who deserves special credit for having accomplished this in the face of the unusually large number of men examined. During the year the principal routine psychological service was conducted by the assistant psychologist, Mr. W. J. Ellis, who gave two-thirds of his entire time to this work.

In connection with the expansion of the psychological examinations we have continued to work in close harmony with the psychiatrist. During the year we have referred numerous cases to the psychiatrist who were suspected of psychotic condition, cases which otherwise might not have come to his attention. Similarily, the psychiatrist has referred numerous cases to the psychologist for the diagnosis of feeble-mindedness. Inasmuch as the psychologist usually examines

new men in advance of the psychiatrist, a particularly important phase of this cooperation is that the psychiatrist, accepting the recommendations of the psychologist for special examinations, is able to give immediate and particular attention to the cases that especially need psychiatric examinations. One practical result of this cooperation has been that the psychiatrist has thus been able to recommend the transfer of certain psychotic cases much earlier than would have been possible if his attention had not been called to these cases by the preliminary psychological examination.

My report therefore naturally divides itself into two parts. First, a consideration of the results of the examinations from the standpoint of the mental, physical and social characteristics of the prisoners, and, second, a report of the progress which has been made along the lines of industrial placement. With respect to the second phase of the report we are now able to offer definite suggestions and recommendations regarding the further development of industrial, vocational and educational facilities.

RESULTS OF EXAMINATIONS

During the fiscal year a total of 675 men have been examined individually. In every case the Army group tests, literate or illiterate, as well as the Binet tests have been administered. In the majority of cases and on practically all cases since February the Porteus tests and the Army designs test have also been administered. In special cases we have also made use of the association tests, completion tests and special tests suited to the examination of illiterate or non-English speaking men.

Of these 675 examination, 185 were examined for parole and 490 for admission classification. Twenty-seven were men referred to the psychologist by the Principal Keeper for special examination. The great majority of these examinations, 620, were made by the assistant psychologist, Mr. Ellis, who has been devoting the major part of his time to examining at the Prison. In these examinations a special effort has been made to obtain from each man an accurate and complete statement as to his previous occupational history and definite attempts have been made to determine each man's industrial capabilities and vocational aptitudes. All men admitted since December have been reported on the new report form with specific recommendations as to educational, vocational and industrial placement.

Certain results of these examinations have been tabulated in the statistical outline designed last year to show the correlation of multiple factors bearing upon the understanding of the prisoners *en masse*. Only those factors which lend themselves to statistical treatment have been incorporated in this table. This table includes thirty-six correlation tables in addition to the totals for each item represented, thus making it possible to determine the inter-relation of the many influences which are operative on groups of cases. The data of 618 of these

Table 1. STATISTICAL ANALYSIS OF INTER-RELATED CRIMINAL FACTORS.

	CRIME								RECORD			SENTENCE				NATIONALITY				AGE			MENTAL AGE							LITERACY				CLASSIFIC'N				TYPE			Ex'm'r	
	Murder	Assault	Rape	Abuse	Forg. and Embez.	B. E. L. and R.	Sales and Rec'ts	Conduct	None	1 Term	2 +	1 — 4	5 — 9	10 — 19	20 +	Nat. White	Colored	Italian	Foreign Born	20 — 29	30 — 44	45 +	Under 8	8 — 9	10 — 11	12 — 13	14 — 15	16 — 17	18 +	None	1 — 4	5 — 8	High School	College	Inferior	Average	Superior	Feeble Minded	Parole	Admission	Special	Doll	Ellis
Murder	53								37	6	10	12	14	12	15	21	10	13	9	30	27	6	1	17	16	15	5		5	37	8	3	8	37	8	10	43
Assault		128							57	30	41	89	29	9	1	43	50	14	21	66	47	15	2	32	51	32	11		38	49	40	1		14	99	10	5	26	99	3	10	118
Rape			6						3	3		1	5			2	2	1	1	2	2	2		2	2	2			3	1	2				4	1	1	2	4		1	5
Abuse				15					10	4	1	4	7	3	1	8	5	2		4	7	4		6	5	3		1	4	5	4	2		4	8	2	1	2	13		2	13
Forg. and Embez.					22				11	9	2	18	4			10	6		6	9	11	2		5	2	10	4	1		1	6	9	6			12	8	2	3	18	1	1	21
B. E. L. and R.						304			91	84	129	238	50	11	5	189	66	8	41	195	93	16	2	40	102	106	42	10	2	58	102	127	17		48	201	32	23	93	199	12	25	279
Sales and Rec'ts							2		1		1	2				1	1				1	1			2						2								2			2
Conduct								88	43	17	28	75	9	4		43	17	11	17	31	34	23		17	27	19	16	7	2	17	25	38	7	1	9	65	13	1	20	65	3	6	82
None									253			164	56	24	9	107	56	36	54	130	90	33	2	58	87	66	33	5	2	84	72	82	15		28	188	31	6	44	199	10	16	237
1 Term										153		114	27	7	5	80	48	5	20	96	41	16	2	31	55	43	17	4	1	33	51	60	9		21	104	16	12	42	105	6	14	139
2 +											212	161	35	8	8	130	53	8	21	111	81	20	1	30	65	73	29	10	4	21	83	93	14	1	31	136	27	18	68	133	11	25	187
1 — 4												439				236	111	23	69	232	160	47	5	71	151	129	62	14	7	95	146	170	27	1	57	296	57	29	138	288	13	35	404
5 — 9													118			57	32	13	16	73	30	15		32	35	38	9	4		30	33	45	10		19	85	10	4	16	96	6	12	106
10 — 19														39		14	8	9	8	15	19	5		8	14	11	5	1		9	18	12			3	30	5	1		36	3	3	36
20 +															22	10	6	4	2	17	3	2		8	7	4	3			4	9	8	1		1	17	2	2		17	5	5	17
Nat. White																317				206	84	27	2	19	77	134	59	19	7	25	80	178	33	1	62	180	45	30	75	221	21	30	287
Colored																	157			85	52	20		53	75	21	8			37	89	28	3		6	130	18	3	41	115	1	9	148
Italian																		49		18	24	7		23	21	3	2			33	12	4			3	44	1	1	16	30	3	3	46
Foreign Born																			95	28	52	15	3	24	34	24	10			43	25	25	2		9	74	10	2	22	71	2	13	82
20 — 29																				337			3	45	111	118	46	10	4	45	118	157	17		44	226	44	23	68	251	18	36	301
30 — 44																					212		1	50	72	54	28	6	1	67	67	62	16		24	154	24	10	65	142	5	10	202
45 +																						69	1	24	24	10	5	3	2	26	21	16	5	1	12	48	6	3	21	44	4	9	60
Under 8																							5							4	1						5	2	1	2	1	4
8 — 9																								119						73	45	1		21	86		12	20	94	5	14	105
10 — 11																									207					49	114	43	1	40	147	2	18	61	141	5	14	193
12 — 13																										182				10	43	127	2	19	140	22	1	43	133	6	8	174
14 — 15																											79			2	2	56	19		52	27		20	55	4	8	71
16 — 17																												19			1	8	10		3	16		3	11	5	7	12
18 +																													7				6	1		7			5	2		3	4
None																														138					19	100	3	16	34	101	3	9	129
1 — 4																															206				43	136	7	20	47	153	6	18	188
5 — 8																																235			18	186	31		63	158	14	20	215
High School																																	38			6	32		9	25	4	7	31
College																																		1			1			1			1	
Inferior																																			80				23	53	4	9	71
Average																																				428			98	314	16	31	397
Superior																																					74		25	45	4	10	64
Feeble Minded																																						36	6	27	3	5	31
Parole																																							154			21	133
Admission																																								437		16	421
Special																																									27	18	9
Doll																																										55	
Ellis																																											563

NOTE: Murder includes manslaughter. Assault includes atrocious assault and assault and battery. Abuse is carnal abuse. B. E. L. and R. includes breaking, entering, larceny, burglary and robbery. Sales and Receipts includes illegal sale of liquor, receiving stolen goods, receiving from prostitute and so on. Conduct is miscellaneous illegal conduct such as disorderly house, concealed weapons, burglar tools and so on.

men are presented in Table 1, these being the data available from June 1920 to May 1921, inclusive. The results are similar to those presented in last year's Annual Report and separately published in the Journal of Criminal Law and Criminology under the title of "A Study of Multiple Criminal Factors". It hardly seems advisable to make a detailed analysis of the present data since the general conclusions are much the same as those obtained from the previous study. It is interesting, however, to select certain items which are of immediate significance.

COMPARISON OF PAROLES AND ADMISSIONS: For example, it is important to compare the statistics of newly admitted prisoners with those of men admitted several years ago. It would be desirable to compare this year's admissions with last year's admissions, but this is not possible because last year's data were not arranged so as to show the separate facts for new admissions. The study of the characteristics of new men is important, however, as bearing upon the somewhat obvious changes which are taking place in the Prison population. The changes are brought about by such new conditions as prohibition, the recent crime waves, unemployment, social unrest and the like. Instead of comparing this year's admissions with last year's admissions we may compare this year's admissions with this year's paroles. These parole cases will in a general way represent the type of prisoner admitted two or three years ago, since the great majority of the paroles are men who served less than four years, their median time served being about two years.

In making this comparison we find significant differences with respect to the following items based upon 154 paroled men compared with 437 men newly admitted. Five per cent of the paroles were committed for murder while eight per cent of the admissions were committed for murder. Seventeen per cent of the paroles were committed for assault, while twenty-three per cent of the admissions were committed for assault. One per cent of the paroles were committed for carnal abuse, while three per cent of the admissions were committed for carnal abuse. This shows an approximate increase of more than fifty per cent among admissions for the several types of crimes of violence. There is a corresponding reduction in men committed for breaking, entering, larceny and receiving, the comparison being sixty per cent of paroles as against forty-six per cent of admissions.

With respect to previous record, it is significant that twenty-nine per cent of the men paroled had no previous record, while forty-six per cent of the admissions had no previous record. The percentages of the men with one previous term are closely similar, while for men having two or more previous terms there are forty-four per cent of paroles and thirty per cent of admissions. It is natural to expect that the number of first offenders among admissions should be greater than among paroles. It is important to note, however, that the total

percentage of first offenders this year is forty-one per cent whereas last year there were fifty per cent for the total Prison population.

We note also a comparative increase in length of sentence, which is possibly due to the difference in types of crime or may reflect a more severe attitude of the courts during the past year. Ninety per cent of the paroled men were sentenced for minimum terms of less than five years, while only sixty-six per cent of the new admissions were sentenced for less than five years. There is a corresponding increase among the longer sentences for newly admitted men; ten per cent of the paroles were sentenced for five to nine years, while twenty-two per cent of the new admissions were sentenced for the same period. None of the paroles were sentenced for more than nine years, while twelve per cent of the admissions were sentenced for ten years or more.

With respect to nationality there are no significant changes, except for a slight decrease of Italians among the admissions and a corresponding increase among miscellaneous foreign-born.

With respect to age there is a tendency for the admissions to be younger than the paroles. The median age of the admissions is twenty-eight years while that of the paroles is thirty-one. This difference of three years is accounted for by the period of time served by the paroled men.

With respect to level of intelligence there are no marked differences the median mental ages being the same for both groups. Among the admissions, however, there are relatively more men with mental ages of eight to nine years and fewer with mental ages of ten to eleven years.

With respect to literacy there are no very significant differences except such as might be expected from the difference in mental ages. The median literacy is approximately the same for both groups, but among the admissions there are fewer men of the higher grades of literacy.

With respect to diagnoses there are no significant differences, except a larger percentage of average cases among the admissions and a corresponding smaller proportion of superior cases. The proportion of feeble-minded is about the same in both groups.

Comparison of Chronic and Occasional Offenders: Our statistical study last year showed fifty-six per cent of the prisoners to be without known previous record. This conformed closely with previous annual reports at the Prison for a number of years back, which showed each year approximately fifty per cent of men without known previous record. Our figures this year show only forty-one per cent of men without known previous record, a reduction of one-fifth or twenty per cent. This is the more striking because the majority of our cases this year are new admissions and we know that there must be a higher percentage of first offenders among the recent admissions. This is

shown in our data this year by the fact that twenty-nine per cent of the paroled men have no known previous record as against forty-six per cent of the new men. It is evident therefore, that the percentage of first offenders among the new men is noticeably less than was previously found for all types of offenders.

TABLE 2.

COMPARISON OF CHRONIC AND OCCASIONAL OFFENDERS

DETAIL	PER CENT OF CHRONIC OFFENDERS (2 or more Terms)	PER CENT OF OCCASIONAL OFFENDERS (1 Term)
Murder	4.7	10.6
Assault	19.4	21.4
Rape	0.0	.15
Abuse	.5	3.5
Forgery	1.0	4.9
Breaking and entering	60.8	43.1
Sales	.5	.2
Conduct	13.2	14.8
One to Four	76.0	68.5
Five to Nine	16.5	20.4
Ten to Nineteen	3.8	7.6
Twenty Plus	3.8	3.5
Native White	61.3	46.2
Colored	25.3	25.7
Italian	3.8	10.1
Foreign born	9.9	18.2
Inferior	14.6	12.1
Average	64.0	72.0
Superior	12.8	11.6
Feeble-minded	8.5	4.4

The most difficult problem of penology is the proper treatment of chronic offenders. To reduce this to a scientific basis it is necessary to study the characteristics of chronic offenders and compare them with the characteristics of first offenders. We are able to do this in certain respects on the basis of these 618 cases. Table 2 shows the comparative statistics of chronic offenders and occasional offenders with respect to crime, length of minimum sentence, nationality and mental diagnosis. For this purpose we use the term "chronic offender" somewhat arbitrarily to designate those men who have two or more known criminal commitments, and we designate as "occasional offenders" those who have no known previous sentence or only one known previous sentence in addition to the one now being served.

Inspecting Table 2 we note the following significant facts. Murder is twice as prevalent among occasional offenders as among chronic

offenders. All of the cases of rape are committed by occasional offenders. The proportion of occasional offenders serving for carnal abuse is seven times the proportion of chronic offenders. For forgery and embezzlement there are five times as many among the occasional offenders as among the chronic offenders. In the breaking, entering and larceny group there are half again as many in the chronic offenders group as in the occasional offenders group. In the group of illegal sales there is twice the proportion of chronic offenders. With respect to assault and miscellaneous illegal conduct the proportions are closely similar, being about ten per cent higher in the occasional offenders group. From this it is clear that the proportions of occasional offenders are heaviest in the crimes of murder, rape, carnal abuse, forgery and embezzlement, while among chronic offenders the heaviest comparative proportion is found in crimes of breaking, entering, larceny and receiving, and illegal sales and receipts. In view of the fact that the breaking, entering and larceny group constitutes one-half the total number of all factors, it is seen that in point of actual numbers the most significant difference between occasional and chronic offenders is to be found in this group.

There is not much difference in the lengths of sentence given to occasional and chronic offenders. The median length of sentence for chronic offenders is 3.3 years and for occasional offenders 3.7 years. In both groups about three-quarters of the men are sentenced to minimum terms of less than five years.

With respect to nationality we find a comparatively larger number of chronic offenders in the native white group and a comparatively larger number of occasional offenders in the Italian and foreign-born group. This is undoubtedly a reflection from type of crime, which, as will be shown, is itself related to nationality.

With respect to mental diagnosis we find no very significant difference except in the feeble-minded group. There is twice the proportion of feeble-minded in the chronic offenders group as is found in the group of occasional offenders; 8.5 per cent of chronic offenders are feeble-minded as against 4.4 per cent of occasional offenders.

CRIME AND LENGTH OF SENTENCE: We observe an important relationship in the data this year between length of minimum sentence and type of crime, which was not observable in the statistics for last year. In last year's data there was no obvious relationship between the crime and length of minimum sentence, most of the men having been sentenced for less than five years irrespective of type of crime. This year we observe that the crimes against person, including murder, rape and carnal abuse, show from two to three times the length of minimum sentence as do the other types of crime. The median length of sentence for each crime is calculated as follows:

	YEARS
Murder	10.4
Assault	3.6
Rape	7.0
Carnal Abuse	7.5
Forgery and Embezzlement	3.1
Breaking, Entering, Larceny and Receiving	3.2
Illegal Sales and Receipts	2.5
Illegal Conduct	2.9

INFLUENCE OF NATIONALITY: It is of some interest to study the comparative statistics of the different nationality groups, especially with respect to crime, previous record and diagnosis. When this is done we find that the proportion of Italians committing murder is three times as great as any of the other groups; twenty-six per cent of these Italians committed murder while only six per cent of native whites, six per cent of colored and nine per cent of miscellaneous foreign-born committed murder. There is a corresponding smaller number of crimes of breaking entering, larceny and receiving among the Italians. The colored, Italian and miscellaneous foreign-born groups are committed proportionately twice as frequently as the native whites for assault. These figures are in harmony with conclusions established last year, namely, that the predominant crimes of native whites are breaking, entering, larceny and receiving; the predominant crimes of colored are assault and breaking, entering, larceny and receiving; the predominant crimes of Italians are murder, assault and miscellaneous illegal conduct; and the predominant crimes of miscellaneous foreign-born are assault and breaking, entering, larceny and receiving.

With respect to previous record we find twice as many first offenders among the foreign groups as among the colored and native white. The colored and native whites are about equally distributed with respect to previous record, while the proportion of first offenders among the Italians and miscellaneous foreign-born is from three to four times as many as the proportion of repeaters.

With respect to diagnosis the native whites show a comparatively larger group of inferiors. They have a much higher proportion of feeble-minded than the other nationality groups, and more than twice as many inferior average men. This conclusion is made after allowing for the generally inferior intelligence of the colored and foreign-born. In terms of mental age, irrespective of diagnosis, the native whites are slightly superior to the other groups.

RELATIONS TO DIAGNOSIS: There is no very significant observable relation in these data between crime and diagnostic type. The distribution of feeble-minded in the several crime groups is about the same as that for the crime groups as a whole, while the percentage of feeble-minded in each crime group is not significantly different from the total percentage of feeble-minded. This conclusion is in harmony with the conclusion established last year.

There is established in these data a significant relation between recidivism and feeble-mindedness which was not established last year. Seventeen per cent of these feeble-minded have no previous record, thirty-three per cent have served one term and fifty per cent have served two or more terms. Similarly, four per cent of these first offenders were feeble-minded, while eight per cent of the repeaters were feeble-minded. From both these points of view it is seen that the feeble-minded are more frequent in the recidivist group than among the first offenders.

GENERAL SUMMARY: It seems unnecessary to enter into any further detailed analysis of Table 1. Anyone interested in any particular relationship can readily analyze that relationship from this table. A general summary of the particular items of the table may be made, however, as follows:

CRIME: The proportions of crimes are as follows: murder eight per cent, assault twenty-one per cent, rape one per cent, carnal abuse two per cent, forgery and embezzlement four per cent, breaking, entering, larceny and receiving forty-nine per cent, illegal sales and receipts three per cent, miscellaneous illegal conduct fourteen per cent.

PREVIOUS RECORD: There is no known previous record for forty-one per cent, while twenty-five per cent have served one term and thirty-four per cent two or more terms.

SENTENCE: The minimum sentence is less than five years for seventy-one per cent of these cases, five to nine years for nineteen per cent, ten to nineteen years for six per cent, and twenty years or more for four per cent.

NATIONALITY: The proportions by nationality are: native whites fifty-one per cent, colored twenty-five per cent, Italians eight per cent, and foreign-born fifteen per cent.

AGE: Fifty-five per cent are less than thirty years of age, thirty-four per cent are between thirty and fourty-four years of age, while eleven per cent are forty-five years and over.

MENTAL AGE: The median mental age is 11.8 years. One per cent have mental ages under eight years, nineteen per cent from eight to nine years, thirty-four per cent from ten to eleven years, twenty-nine per cent from twelve to thirteen years, thirteen per cent from fourteen to fifteen years, four per cent from sixteen to seventeen years, and one per cent eighteen years and over.

LITERACY: The median literacy is fourth grade. Twenty-two per cent are practically illiterate, thirty-three per cent have from one to four grades of school ability, thirty-eight per cent from five to eight grades, while six per cent have high school literacy.

DIAGNOSIS: With due regard for nationality and color, sixty-nine per cent of these men have been diagnosed as of average intelligence, thirteen per cent as inferior average, twelve per cent as superior average and six per cent as feeble-minded.

INDUSTRIAL PLACEMENT

In accordance with our previous policy the psychologist has continued to make special recommendations for each man admitted to the Prison with respect to educational, vocational and industrial assignment. In making these recommendations it was formerly the practice to present a page of typewritten report on each case, giving the psychological determination and mental characteristics of each man, and following this with certain general recommendations as to suitable placement. This method of reporting served the purpose of introducing the psychological reports in a satisfactory way to the Prison officers, but had certain practical disadvantages. Moreover, the recommendations made were found to be not sufficiently specific and not as closely related to the results of the industrial survey of the Prison made last year as was desirable. The psychologists, therefore, decided to improve upon this system of reporting with a view to making the psychological reports more serviceable to the Center-Keeper. A special report form was therefore devised of such a character that it could be used in a card index industrial placement file. It was decided to incorporate on one face of a five by eight card all of the pertinent psychological data, with specific placement recommendations and a clear description of temperamental traits. A sample copy of this report form is presented below.

INDUSTRIAL-VOCATIONAL QUALIFICATION CARD

NAME NO. AGE RACE

CRIME SENTENCE RECEIVED RECORD

PHYSICAL CONDITION PSYCHIATRIC CONDITION

MENTAL RATING MENTAL AGE LITERACY PSYCHO-MOTOR

OCCUPATION 1. 2. 3. SKILL 1. 2. 3.

RECOMMENDED FOR 1. 2. 3. AS 1. 2. 3.

OUTSIDE WORK: suitable for unsuitable because of

GENERAL INDUSTRIAL RATING 1 2 3 4 5

SPECIAL PECULIARITIES REMARKS DETERMINED BY

ASSIGNMENTS DATE

NOTICEABLE TRAITS: ambitious, steady, cheerful, careful, reliable, modest, quiet, cautious, sensitive, amenable, teachable, ingratiating, critical, adaptable, sociable, stable, loyal, strong, resourceful, good judgment, energetic, sincere, indifferent, impulsive, moody, careless, undependable, conceited, excitable, heedless, hardened, antagonistic, stupid, quarrelsome, suggestible, self-centered, seclusive, unstable, unreliable, weak, dependent, unreasonable, lazy, superficial.



SHOE REPAIR SHOP

This card states the man's name, number, age, race, crime, sentence and previous record. It provides space for a digest of the report of the physician on physical condition and the report of the psychiatrist on psychiatric condition. It then gives the mental rating in terms of diagnosis, the mental age or general intelligence level and degree of literacy. It states the man's previous occupations in the order of their importance, with the degree of skill in each. It indicates clearly the noticeable temperamental traits. It gives a general industrial rating which is to be used in connection with the job rating already standardized by the industrial survey. Three specific recommendations for assignment are made and in every case there is in addition a statement as to whether the man is suitable or unsuitable for outside work from the point of view of the psychologist. Any special peculiarities or circumstances are also reported.

Since about January 1st a total of about 350 men have been reported in this way and these reports constitute the Center Keeper's industrial placement index file. This file is supplemented by a cross-index of the names of all of the men who have been recommended for particular work, showing how many men and which ones are available for assignment to particular work at any time. It is, therefore, possible for the Center Keeper now to quickly assign any particular man to employment if a man comes to him with a request for work. It is equally easy for him to quickly select a man for assignment to particular work if a request comes to him from a shop officer requesting a new assignment or transfer. We have been repeatedly assured by the Center Keeper that this method of reporting is very helpful to him in his assignments. He quite properly reserves the right to consider additional information, and the psychologists have pointed out that their recommendations are advisory only. It is found, however, in practice that the Center Keeper is able to follow these recommendations with a degree of satisfaction which is surprising and gratifying.

A study of the industrial recommendations made to date in this way has been made in an endeavor to determine their bearing on the general industrial policy and equipment of the prison. The results of this study are of the utmost significance in assisting the development of occupational work in the Prison and furnish a scientific basis for the types of occupations to be established. In studying this analysis it should be remembered that the psychologist has had in mind not only the immediate practicability of his recommendations but also their value for future reference. While on the one hand he has in part adapted himself to the present assignment policy he has also aimed to advance and expand these policies by means of his alternative recommendations. His recommendations are, therefore, somewhat of a compromise between conditions as they now exist and as they might be made within the next few years. The analysis is based upon 294 consecutive admission reports made since about January 1, 1921.

These reports are of particular significance in assisting in the selection of men for outside work. Seventy-five men, or twenty-five per cent of the 294 are recommended as suitable for assignment to outside work. (This recommendation is made in addition to other recommendations for employment inside the prison.) Twenty-nine of these seventy-five men, or ten per cent of the 294, were recommended for road or farm. Sixteen men, or five per cent of the total, were recommended specifically for the farm with the implication that they are also suitable for the road. Twenty-three men, or eight per cent of the total, were recommended as suitable for general outside work subject to the approval of the psychiatrist or subject to a brief period of observation within the prison. Seven men, or two per cent of the total, were recommended for the In and Out Gang.

Two hundred and seventeen men, or seventy-five per cent, were judged to be unsuitable at present for outside assignment. One hundred and nine of these, or thirty-seven per cent of the total, were unsuitable because of unreliability, untrustworthiness or temperamental defect. Forty-six men, or sixteen per cent, were unsuitable because of temperamental instability. Thirty-four men, or twelve per cent, were unsuitable for outside work because of length of sentence, but this recommendation was also based on generally unfavorable temperamental traits in addition to length of sentence. Eight men, or three per cent, were unsuitable because of psychopathic tendencies, four men because of physical condition, five men because they specially needed vocational training, three men because of mental deficiency, three because of fines, two because of death sentence, and two because of previous escape combined with unreliability.

In making these recommendations the assistant psychologist was influenced by the preliminary nature of his examination and the fact that practically no other data on these men were available to him. It is therefore safe to presume that a number of these men recommended as unsuitable on their admission to the Prison might become suitable after a period of confinement and training within the Prison. This percentage would probably be as high as ten per cent of the total. It is interesting to observe that this makes a total of thirty-five per cent of new admissions finally available for outside work, which is exactly the percentage arrived at by independent study made by the Principal Keeper, himself, on a group of men taken alphabetically, only some of whom were recently admitted.

In Table 3 we present the total recommendations for assignment. The recommendations are in two groups, one of men also suitable for outside work and one of men unsuitable for outside work at the time of their admission. In each of these groups is given the number of first, second and third recommendations, together with the total number of recommendations made. In the last two columns of the table are the grand total of first, second and third recommendations, irrespective of suitability for outside work, and the grand total of all recommendations irrespective of suitability for outside work.

TABLE 3.

ASSIGNMENTS RECOMMENDED FOR 294 NEW PRISONERS.

N. J. STATE PRISON, JANUARY TO JUNE 1921.

	Suitable for Outside				Unsuitable for Outside				Total Recommendations			
	1	2	3	T	1	2	3	T	1	2	3	T
Bakery	....	1	...	1	1	5	1	7	1	6	1	8
Barber	1	...	...	1	....	...	1	1	1	...	1	2
Boiler Room	....	...	...	...	11	6	3	20	11	6	3	20
Cabinet Shop	....	2	...	2	....	2	...	2	....	4	...	4
Carpenter	....	...	1	1	....	...	...	....	....	...	1	1
Clerical Work	5	4	...	9	7	6	2	15	12	10	2	24
Concrete Post Shop	....	1	1	2	1	3	3	7	1	4	4	9
Electrical Work	....	...	...	...	1	...	...	1	....	...	...	1
Farm	3	10	10	23	....	...	...	....	3	10	10	23
Gate	....	...	1	1	....	...	...	....	....	...	1	1
Garage	....	1	1	2	....	...	...	....	....	1	1	2
Hospital	....	1	...	1	1	...	...	1	1	1	...	2
In-and-Out Gang	1	2	...	3	....	...	...	....	1	...	2	3
Kitchen	6	6	1	13	8	8	5	21	14	14	6	34
Laundry	....	7	2	9	4	16	8	28	4	23	10	37
Library	....	1	...	1	....	1	...	1	....	2	...	2
Machine Shop	2	2	...	4	7	3	2	12	9	5	2	16
Mason's Detail	1	...	...	1	....	...	...	....	1	...	...	1
Office Work	2	2	...	4	....	2	...	2	2	4	...	6
Observation	....	...	...	...	2	...	1	3	2	...	1	3
Paint Shop	1	...	...	1	....	...	...	....	1	...	...	1
Print Shop	4	1	2	7	5	8	7	20	9	9	9	27
Repair Department	10	6	5	21	31	17	12	60	41	23	17	81
Road	2	3	8	13	....	...	...	....	2	3	8	13
School	20	2	3	25	53	7	8	68	73	9	11	93
Shoe Mfg. Shop	3	2	8	13	19	26	13	58	22	28	21	71
Shoe Repair Shop	4	...	...	4	5	3	5	13	9	3	5	17
Shipping Platform	....	1	1	2	2	2	1	5	2	3	2	7
Sign Shop	....	...	...	...	1	...	...	1	1	...	...	1
Store Room	....	1	...	1	....	1	1	2	....	2	1	3
Tag Shop	8	10	11	29	38	38	56	132	46	48	67	161
Tailor Shop	....	2	...	2	6	4	3	13	6	6	3	15
Truck	1	1	...	2	....	...	...	....	1	1	...	2
Wings	1	3	5	9	8	30	21	59	9	33	26	68
Yard	3	4	5	12	5	19	24	48	8	23	29	60
Totals	78	...	...	...	216	...	...	....	294	...	...	....

TABLE 4.

SHOWING FREQUENCY OF TOTAL RECOMMENDATIONS AND FIRST RECOMMENDATIONS FOR VOCATIONAL INDUSTRIAL ASSIGNMENTS

Recommended for	Total Choices*	First Choices
Tag Shop	161	46
School	93	73
Repair Department	81	41
Shoe Manufacturing Shop	71	22
Wings	68	9
Yard	60	8
Laundry	37	4
Kitchen	34	14
Print Shop	27	9
Clerical	24	12
Boiler Room	20	11
Shoe Repair Shop	17	9
Machine Shop	16	9
Tailor Shop	15	6
Road	13	2

All others less than ten.

*The sum of first, second and third recommendations.

TABLE 5.

SHOWING RELATION OF NUMBER OF FIRST RECOMMENDATIONS TO NUMBER OF MEN NOW SO OCCUPIED

Recommended for first choice to	Number recommended	No. per 1,000 recommended*	Number now provided for
School	73	250	240
Tag Shop	46	158	40
Repair Department	41	140	66
Shoe Manufacturing Shop	22	75	36
Kitchen	14	48	37
Clerical Work	12	41	25
Boiler Room	11	38	11
Wings	9	31**	72
Print Shop	9	31	30
Shoe Repair Shop	9	31	18
Machine Shop	9	31	6
Yard	8	27	37
Tailor Shop	6	21	10

*The usual population is approximately 1,000 men, but this year numbers about 1,150.

**The low number of men recommended as first choice for Wings in relation to the number now provided for is due to the low vocational value of this work and is made up on second and third choices (See Tables 3 and 4).

From Table 3 we may construct Table 4, showing the total number of recommendations in the order of their numerical importance and also the first, or what might be called the preferred, recommendations. It will be seen that 161 recommendations have been made for assignment to the tag shop, of which forty-six are first recommendations; ninety-three men have been recommended for assignment to school, of which number seventy-three are first recommendations, and so on. This table is of great importance as indicating the types of work which should be offered to men in the Prison in relation to their mental and industrial capabilities, and indicates the lines of industrial development which should be followed in expanding the present vocational and industrial facilities.

For this purpose let us consider only the number of first recommendations. For clearness we have constructed Table 5 which shows in the first column the number of men recommended for assignment to each occupation on the basis of 294 men examined, in the second column the number of recommendations per thousand on this basis, and in the third column the actual number of men per thousand now employed. The difference between the second and third columns indicates the surplus of men available for these types of employment and serves to indicate the lines of expansion which might be followed. We do not mean from this table to recommend that these particular industries or assignments be developed in proportion to the number of men available. On the contrary, other industries similar to these in type should be developed, such industries to be of such a character as to lend themselves to the State Use policies and to offer practical training opportunity for the men.

The figures in Table 5 are only approximate and should not be considered absolutely accurate. It will be seen that on the basis of a thousand population 250 men might be expected to be recommended for assignment to school. Provision is made in the Prison for a school for illiterates to the number of 240 men, which is sufficient to provide for the twenty-two per cent of men who in Table 1 are seen to be illiterate. It is not necessary that these men should attend an all day school. On the contrary, they might spend only a half day or a quarter day in school, their other assignment being based on alternative recommendations. The present provision for 240 men is based upon three shifts of eighty men each. This is the minimum that should be provided for. Additional school facilities should be developed.

One hundred and fifty-eight men per thousand would under present conditions be recommended for assignment to the tag shop, which now provides work for only forty. It is seen, therefore, that four times as many men are recommended for assignment to the tag shop as can now be employed there. This fact may be taken to mean that three additional industries similar in general character to the type of work offered in the tag shop would need to be developed in the Prison to

take care of all of the men recommended for this type of industry. That is to say, to provide work for these men who cannot now be employed in the tag shop, it would be feasible to establish an industry or industries requiring comparatively little intelligence, demanding good physique and offering the type of general vocational and industrial training involved in the operation of automatic machines or a comparatively low degree of industrial skill. Similarly, more than three times as many men are recommended for the repair department as can now be employed there. It would, therefore, seem feasible to establish one or more industries of this general type, that is to say, industries requiring some trade specialization, but not a very high degree of trade competence. Twice as many men are recommended for the shoe manufacturing shop as can now be employed. This indicates the advisability of establishing one additional industry requiring a comparatively high degree of intelligence, vocational aptitude and skill. Clerical assistance could be provided for these additional shops from the excess of men recommended for clerical assignment since nearly twice as many men are recommended for clerical work as are now required. On the other hand the psychologist is recommending as first choice only a third as many men for the wings as are now required, but this discrepancy is made up on second and third choices.

This same line of reasoning may be applied to Table 5 throughout, but it should be emphasized that in place of establishing some of these new industries in the Prison it might be feasible to develop industries outside the Prison which would be well adapted to the capacities and future welfare of its prisoners who are suitable for outside employment. The twenty-five per cent of men who are available for outside employment might without serious question be withdrawn from the present inside industries for special types of outside work and their places filled by men unsuitable for outside work who have been recommended for such inside assignments.

These results are not offered in the form of positive recommendations which should immediately be acted upon, but are presented in order to serve as indications of the types of industrial shops which should be given preference in the establishment of new industries designed to reduce idleness and to offer vocational or industrial opportunity.

PRINT SHOP SURVEY

During October and November a special re-survey of the Prison print shop was made at the request of the Principal Keeper. It was suspected that conditions and personnel in the print shop were bordering on a condition of unrest which might upset the morale and general organization and efficiency of this spendid State Use shop. Various conditions had gradually led up to a state of affairs which called for special investigation. The psychologist willingly undertook this study and made a careful re-examination of the organization and personnel

of the shop. The results clearly indicated the value of this type of service to the Prison and showed the importance of correlating the vocational qualifications of the men with the demands of the work. The study was undertaken in part to demonstrate the feasibility of scientific management. For this purpose a special job specification card was designed with the expectation of ultimately carrying this sort of work into the other shops. Every detailed job in the print shop was rated in terms of this specification card by the print shop instructor and independently by the psychologist, their joint ratings being harmonized and approved by the Director of State Use Industries. A specimen of this card is shown below.

JOB SPECIFICATION CARD

JOB SHOP DEPT. WAGES

General Job Rating: 1, 2, 3, 4, 5, Work: light, medium, heavy.

Special Use of: eyes, ears, hands, feet, back. Min. Health fair, sound.

Syphilitic: yes no Tubercular: yes no

Physical Conditions: heat, cold, standing, sitting, walking, indoors.

Special Skill With: R. hand, L. hand, both hands, eye-hand, eye-hand-foot, fingers, R. foot, L. foot both feet eye-foot

Special Experience as:

Min. Mentality: low, inferior, average, superior, high.

Feeble Minded: yes, no. Psychotic: yes, no.

Min. Literacy illit., 4th grade, 8th grade, high school, reading, writing, calculating.

Special Aptitude: none, slight, marked, (Specify.)

Responsibility: none, slight, marked, trustworthiness, dependability, reticence.

Temperamental: indifferent, monotonous, taxing, varied, routine.

Personality: adaptability, loyalty, sociability, resourcefulness, judgment, energy, initiative.

Racial: native white, negro, Italian, Polish, foreign-born, English-speaking.

Vocational: manual, scholastic, trade, machine, production, maintenance.

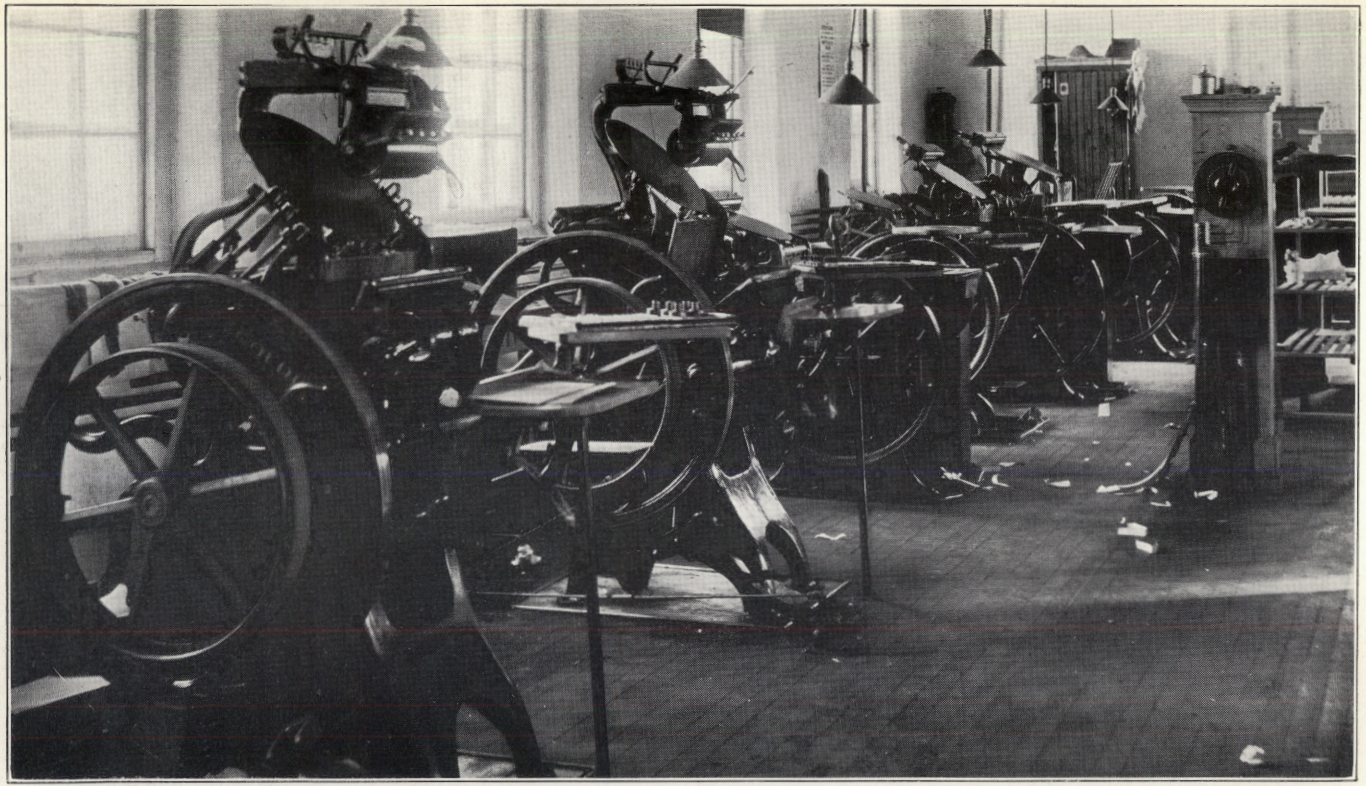
DESCRIPTION OF WORK

RATED BY DATE APPROVED BY DATE

Every man assigned to the shop was carefully examined clinically and a vocational qualification card prepared showing his vocational aptitudes and industrial capabilities. When a comparison was made of the individual qualifications of each man in relation to the specifications for the work, it was at once obvious that certain men were improperly assigned to this work. The survey also indicated certain important changes to be made in the shop organization. Important changes in equipment made since the last psychological survey of this shop were of special importance and indicated several new types of work being offered. A special report with detailed recommendations was submitted to the Principal Keeper in November. As a result of this report, important changes were gradually effected in the shop without seriously interfering with the shop organization and its production activities. This service is worthy of special mention because it should be extended to all other industrial shops in the Prison. The specific requirements for each shop should be outlined more in detail than has heretofore been possible. This survey was also of particular value as indicating the importance of frequent visitation in the shop from the standpoint of keeping men properly assigned and of recommending such reassignments of men as may from time to time be necessary as a result of changing conditions.

RECOMMENDATIONS

It has been pointed out that while no very great advance has been made this year in developing new lines of service or investigation in the Prison, the psychologist has greatly extended the scope and method of his examinations as well as the number of these examinations. More than fifty men per month have been examined individually as well as with group tests. The results of these examinations have proved to be of the utmost practical service to the Prison. This work has been conducted under distinct handicaps such as inadequate equipment, inadequate clerical assistance and inadequate examining quarters. It is understood that the Principal Keeper is making an effort to obtain a more suitable examining room than the one now being used and is planning to furnish this with suitable office furniture and examining apparatus. It is to be hoped that these plans will be carried out at the earliest possible date because they will materially increase the efficiency with which these examinations can be conducted and will remove several handicaps to the work. It is to be hoped that suitable and sufficient apparatus and examining equipment may be purchased during the coming year. It is understood that the Central Department of Institutions and Agencies has established a policy of expecting each institution to furnish its own examining equipment and to provide suitable quarters for the conduct of the work. In view of the very high degree of cooperation and assistance previously offered to the psychologists, we entertain no fears that these material aids to the psychological service will not be furnished.



PRESSES—PRINT SHOP

In this connection it may be pointed out that the psychological service has now reached a stage in its development and a degree of importance such that an additional psychologist should be appointed either on the staff of the Psychiatric Clinic or as a resident psychologist on the staff of the Prison for full time service at the Prison. The demands of the work both for routine examinations and for general institutional contacts and investigations are such that this work can not be continued on a satisfactory basis another year unless the full services of a psychologist can be obtained. This need has been anticipated by Commissioner Lewis and Dr. Cotton with the assurance that such appointment of an additional psychologist has been provided for on the staff of the Psychiatric Clinic, principally for work at the Prison.

During the year the efforts of the Principal Keeper were successful in obtaining copies of court records from certain counties. These records have proved of very great value in the examinations which have been conducted. It is very much to be hoped that similar records can be obtained from other counties so that a complete record accompanying each man on his admission to the Prison will be available. These records are of indispensible value in the proper understanding of the men.

This year's work has again emphasized the importance of establishing a central record system in the Prison. At the present time Prison records are more or less scattered throughout several Prison offices and are not compiled in any one place. For example, some records are available in the Identification Office, some in the Center-Keeper's Office, some in the Prison Clerk's Office, some in the Physician's Office and some in the Parole Agent's Office. It would be of very great service to the psychologist as well as to the Prison as a whole if a central record system were established so that some sort of abstracts would be available showing all of the information obtainable regarding each prisoner. The psychologist not only recommends the establishment of such a system of records, but offers to give whatever assistance he is capable of in assisting to establish such records.

To improve the work of industrial placement it will be necessary to continue and to elaborate the work of surveying the occupational opportunities of the Prison. This work was discontinued this year because of the many pressing demands for direct examining. The resurvey of the print shop showed conclusively that it is feasible and probably advisable to make detailed specifications of the requirements of each job in each shop. We earnestly hope that this work can be continued along the lines indicated in the preliminary inquiries. This work has an excellent influence on the shop officers which should not be overlooked, and tends to raise the morale of the shop and indirectly of the Prison as a whole.

Throughout the year we have continued to submit individual reports and recommendations to the Board of Managers for all men applying

to them for parole. In this work we have had the benefit of close contact with the psychiatrist, comparing results and exchanging views on borderline cases. These reports have had an unquestioned value in indicating the type of difficulty to be anticipated from men on parole. Unfortunately, however, the Board of Managers has found itself so handicapped by legal restrictions and by lack of suitable facilities for the specialized care of men who are temperamentally, intellectually, and constitutionally defective that they were almost entirely unable to act favorably on the parole reports presented. On the other hand, the Board of Managers is certainly now in a position to do constructive work on newly admitted prisoners. It is therefore recommended that in view of the conditions, a renewed attempt should be made to carry out the provisions of the classification system on a more thorough basis than is now being attempted. The very satisfactory results obtained even by the partial classification system now in operation certainly warrant additional expenditure of effort in this direction. The sytem of compiling reports so successfully developed by Professor Johnstone for men about to be paroled could be applied with more far-reaching results to the classification of new men. The good effects of such efforts in helping prisoners in their first adjustments at the Prison cannot be overestimated.

On the question of mental diagnosis two needs are imperative. We must develop a more satisfactory method of examining low-grade, illiterate and borderline feeble-minded cases, and we must develop a more satisfactory means of evaluating temperament and personality. We are more than ever convinced that the psychologist should pay more attention than has heretofore been possible to the study of the underlying or contributing mental factors in criminality. Chief of these factors is inadequate or defective personality. Defects of temperament, emotion and will are undoubtedly of more importance than defects of intelligence in the psychological causes of criminality. But to differentiate between defects of character and defects of general intelligence is an extremely difficult task. We must develop our own methods, since satisfactory methods are not now available. Indeed we have an obligation to society to contribute what we can from the study of these social defectives toward the study of mental disabilities in general. We have already taken our first steps toward meeting these needs by keeping in close contact with the Psychological Laboratory of Princeton University, where we had the advantage of being able to present the problems for discussion and conference.

If we can successfully meet these demands the value of psychological service at the New Jersey State Prison cannot stop within its walls, but must extend toward betterment of conditions in many other places.

Respectfully submitted,

EDGAR A. DOLL, PH.D.,
Department Psychologist.

NEW JERSEY STATE PRISON.

Educational Division.

MR. JAMES H. MULHERON, Principal Keeper,
N. J. STATE PRISON.

Dear Sir:-

I am presenting to you my report for the School Department of this prison for the year ending June 30, 1920.

With but few exceptions, each man committed to this place has passed in and out of my office. This has been for two purposes: first, to form an acquaintanceship as between men; second, to get a knowledge of school needs. This face to face meeting has as far as possible been free in its exchange of greetings and in its spirit of official contact. I have tried to assume both as a man and as the representative of the department of education an attitude of inquiry; seeking not so much the satisfaction of a morbid curiosity concerning *what was*, as the discovery of how to make *what is to be* different and infinitely better. There must come between the head of any educational institution and those who would be under its influence, a spirit of friendship, wisely and sympathetically adjusted to the peculiar exingencies arising from such a relationship. I dare not expect all I seek, nor in finding expect invariable success in the work of teaching, but I dare hope, I dare have faith, I dare believe! I dare plan and work that out of a mutual confidence, there may go out from my office into the school men who are yet men, though in prison, willing to be learners of things they need to know!

This informal examination is accompanied by one that is more formal, and yet not stringently so: one that is adaptable to the person before me as far as possible. I find how well he can write, his knowledge of simple composition, his knowledge of elementary facts of our goverment, our history, of current events, of simple, fundamental mathematical processes.

My plan during the past year in the classification and teaching was as follows:

The examination showed me that the men could, or could not, speak, read, or write English, and to what degree of efficiency. If he could not speak English, he was put into a class where "Hearing and Speaking English" was taught, and was kept there until he was able to do that, and also able to read and write English of a simple sort. If he was English speaking, but unable to read or write, he was taught

reading and writing. These two groups of illiterates were in separate rooms, and each was given intensive instruction in the thing they needed, with a small amount of instruction in other subjects. By referring to the statistical report, it will be seen that 106 non-English speaking illiterates were enrolled, and that of these forty-three passed out of that class into the next grade where such teaching was unnecessary. It will also be seen that out of the fifty-one English speaking illiterates, sixteen were promoted.

I believe that the first duty of the school is to get men to speak, and write, and think in English. The year's work put emphasis upon those accomplishments. Even among the further advanced pupils, I have insisted upon intensive teaching of English for practical purposes—reading, writing, composition work such as letter writing, notes for interviews, making of store-orders, etc., spelling, oral expression.

With this direct intensive teaching of the fundamentals of our tongue, there were opportunities for instruction in history, civics, geography, arithmetic. Especially was there an effort to teach the main facts of our history, and the principles of our government.

In addition to class instruction, there was given cell instruction in arithmetic, geography, history, English.

The whole enrollment for the year was about 258 in class work, and forty-three in cell work—a total of 301 in all; about one-third of the prison population.

The number of sessions held was 228, starting on Sept. 8, 1919, and ending June 25, 1920.

The youngest pupil enrolled was not quite sixteen years old when he entered. The oldest came into the school at the age of sixty-five. Both were placed in the same class. It was interesting—profoundly impressive—to observe the zeal with which each of these entered upon school work—the boy and the man. The man had scarcely ever been before at a school desk, with a school book, under the guidance of a school master. He is getting much out of it too.

During the year there were 116 men paroled by the Board of Managers, who had been at some time in the school. For some of these the time was very short—for others, the time and results attained were of sufficient magnitude to make my report of them worth while. It will be well when each man going out through the front door will carry with him credentials of education superior to those he brought in.

If the space allotted for this report would permit, I would like to exhibit specimens of work done by pupils at beginning of schooling, and at various times throughout. They would show in many cases a degree of improvement that is proof of the ambition and capability of the pupil, and the efficiency of the teacher. But there would be with this exhibit something not visible to the stranger: the spirit of inquiry, of determination, of success one may not see, except those

privileged to have part in the guidance of the effort that has finally resulted in so great a degree of excellence.

From where do the pupils of this school come? Well, outside of our own country, there are some twenty-five different nationalities represented. There is scarcely a part of the world, or a tongue, that has not sent into this place some of its offspring. Many of these were students in the worst school of earth—the school of experience. It was my privilege to be the first to induct them into an organized teaching institution.

I must speak of the improved school facilities. This place has now an equipment worthy of its school. There are four bright, airy rooms, completely furnished. There is an ample supply of books and stationery. The school office is convenient, pleasant, and complete. There was through the year a corps of teachers—volunteers from among the inmates—who gave instruction. They have rendered the State a splendid service. In my office was a clerk whose ambition was to maintain accuracy and efficiency in its affairs.

I must speak of the great value the Psychologist has been to the better administration of the school. His reports have greatly aided in a more intelligent classification of men. As that work develops, I can see how it will become an indispensible part of the program of prison practices not only for my department, but for all other departments.

I must speak too of the co-operation you, Worthy Sir, have given—without which the whole work of schooling would have been a failure. I trust, that as you have observed the men under the influence of this school, you have observed conditions of character that have shown its influence to have been beneficial not only to those in it, but to the morale of all; that enlightenment of mind has brought sensitiveness to the demands of the laws of order, that must prevail here.

We are at the beginning of a great task that must be persistently, consistently, carried on. To do it we must know, but more than knowledge are needed—faith, confidence. With these simply and humanly used, this prison may not *have*, but may *be* a school.

Respectfully submitted,

R. H. TICE,
Head Teacher.

NEW JERSEY STATE PRISON.

Statistical Report of the Educational Department of the New Jersey State Prison, for the Term July 1, 1919, to June 30, 1920.

EDUCATIONAL ATTAINMENTS at Time of Arrival of Prisoners Committed to this Institution during the Term July 1, 1919, to June 30, 1920, as Established by Interviews:

I. ILLITERATES: (Below 3d. Grade Standard):	
1. Natives	47
2. Foreigners	86
Total	133
II. SEMI-LITERATES: (About 3rd., but below 8th. Grade Standard):	
1. Natives	143
2. Foreigners	20
Total	163
III. LITERATES: (8th. Grade Standard and Up):	
1. Natives	53
2. Foreigners	12
Total	65
INTERVIEWS:	
A. NEW PRISONERS INTERVIEWED:	
1. Natives	243
2. Foreigners	118
Total	361
B. REQUESTED INTERVIEWS GRANTED:	201
Total Number of Prisoners Interviewed	562
I. ILLITERATES:	
A. ILLITERATES ENROLLED:	
1. English Speaking Illiterates:	
a. Natives	40
b. Foreigners	11
2. Non-English Speaking Illiterates	106
Total	157

B. ILLITERATES PROMOTED TO GRADE ONE:

1. English SpeakingIlliterates:

a. Natives	14
b. Foreigners	2
2. Non-English Speaking Illiterates	43
Total	59

C. ILLITERATE EX-PUPILS RE-ENROLLED:

1. English Speaking Illiterates:

a. Natives	8
b. Foreigners	5
2. Non-English Speaking Foreigners	13
Total	26

D. AVERAGE NUMBER OF SESSIONS ATTENDED PER ILLITERATE:

1. English Speaking Illiterates:

a. Natives	47
b. Foreigners	37
2. Non-English Speaking Illiterates	37
Grand Average	40

II. SEMI-LITERATES:

A. SEMI-LITERATES ENROLLED IN GRADE ONE:

1. Natives	40
2. Foreigners	34
Total	74

B. TOTAL NUMBER OF SEMI-LITERATES ATTENDING GRADE ONE: (Including those Promoted from Illiterate Grade.)

1. Natives	54
2. Foreigners	79
Total	133

C. SEMI-LITERATES PROMOTED TO GRADE TWO:

1. Natives	14
Foreigners	9
Total	23

D. SEMI-LITERATES ENROLLED IN GRADE TWO:

1. Natives	21
2. Foreigners	6
Total	27

E. TOTAL NUMBER OF SEMI-LITERATES ATTENDING GRADE TWO: (Including those Promoted from Grade One.)

1. Natives	35
2. Foreigners	15
Total	50

F. TOTAL ENROLLMENT OF SEMI-LITERATES IN BOTH, GRADE ONE AND TWO:

1. Natives	89
2. Foreigners	94
Grand Total	183

G. SEMI-LITERATE EX-PUPILS RE-ENROLLED:

1 Natives	11
2 Foreigners	13
Total	24

H. AVERAGE NUMBER OF SESSIONS ATTENDED PER SEMI-LITERATE:

1. Natives	31
2. Foreigners	41
Grand Average	36

III. LITERATES:

A. LITERATES TAKING CORRESPONDENCE COURSES in Arithmetic, Vocational Arithmetic, Language, Civics, History, Geography, and Physiology:

1. Natives	26
2. Foreigners	17
Total	43

SESSIONS:

School was opened on September 8, 1919. From February 1, to February 16, 1920, no sessions were held, due to the Quarantine Regulations in force during the epidemic of influenza. Sessions were discontinued for the summer on June 25, 1920.

Number of Morning Sessions held in September	17
Number of Morning Sessions held in October	23
Number of Morning Sessions held in November	18
Number of Morning Sessions held in December	18
Number of Morning Sessions held in January	19
Number of Afternoon Sessions held in January	5
Number of Morning Sessions held in February	8
Number of Afternoon Sessions held in February	8
Number of Morning Sessions held in March	23
Number of Afternoon Sessions held in March	23
Number of Morning Sessions held in April	21
Number of Afternoon Sessions held in April	7
Number of Morning Sessions held in May	19
Number of Morning Sessions held in June	19
Total Number of Morning Sessions held	185
Total Number of Afternoon Sessions held	43
Total Number of Sessions held	228

ENROLLMENT:

Illiterates Enrolled	157
Semi-Illiterates Enrolled	101
Total	258
Number of Students taking Correspondence Courses, not included in above statement	43

ATTENDANCE:

Average Attendance of Morning Sessions in September	29
Average Attendance of Morning Sessions in October	36
Average Attendance of Morning Sessions in November	46
Average Attendance of Morning Sessions in December	54
Average Attendance of Morning Sessions in January	72
Average Attendance of Afternoon Sessions in January	37
Average Attendance of Morning Sessions in February	69
Average Attendance of Afternoon Sessions in February	40
Average Attendance of Morning Sessions in March	65
Average Attendance of Afternoon Sessions in March	37
Average Attendance of Morning Sessions in April	76
Average Attendance of Afternoon Sessions in April	16
Average Attendance of Morning Sessions in May	69
Average Attendance of Morning Sessions in June	54
Average Attendance per Morning Session	57
Average Attendance per Afternoon Session	33
Average Number of Sessions Attended per Pupil	48
Number of Pupils Attending Less than five Sessions	35
From Five to Twenty Sessions	58
From Twenty to Fifty Sessions	66
From Fifty to One Hundred Sessions	66
From One Hundred Sessions and Up	33

NATIVITY OF PUPILS:

United States,	East India.	Canada,
Ireland,	England,	Arabia,
Spain,	West Indies,	Italy,
Poland,	Mexico,	Chili,
Russia,	Belgium,	Holland,
Germany,	Austria,	Hungary,
France,	Switzerland,	Finland,
Roumania,	Jugo-Slavonia,	Java.

Number of White Pupils	191
Number of Colored Pupils	67
Total	258
Age of youngest Pupil at time of Enrollment	15 years
Age of oldest Pupil at time of Enrollment	65 years

PUPILS PAROLED:

Number of Prisoners Paroled by the Board of Managers, connected with this School	116

INMATE GRADE TEACHERS:

Total Number of Inmate Grade Teachers who have been Members of the Faculty since July 1, 1919	8
Present Number of Inmate Teachers	6

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NEW JERSEY STATE PRISON.

Educational Department.

MR. JAMES H. MULHERON, Principal Keeper,
N. J. STATE PRISON.

Dear Sir:

Because of the constant communication with you during the year now ended, it may be needless for me to add anything to the statistical report of the school; but, for a matter of record, I think it well to note some of the plans with which the year was begun, and their results in its continuance.

You will notice the larger number of men enrolled during the year. This was due partly to an effort to get every man in the prison in school who had any need for further education; it was partly due also to the division of the day into three school sessions with a different group at each; and partly it was due to a growing desire of men to get an education as a recommendation for parole and an aid to better living inside and outside.

Familiarity with men in here does not breed contempt in the mind of the man whose job is like mine. I see so many instances here, as men come before me for the first time, of what an education has not done, because it never had a chance. We all know what an education will do if given a chance. The policy of requiring schooling here for every man is a correct one and should not only be accepted in theory, but carried out in practice and extended beyond our present limits. Every man should take out with him when released from this institution, an educational equipment better than that he had when he faced the judge and jury. This is most emphatically true for the young men forming so large a part of the population of this prison just now. This universal use of the school should be looked upon, too, for its benefit to the administraion of the Prison. The more men thinking over matters of knowledge, the fewer men thinking over matters of disorder. Conduct follows thought. It is conduct following evil thoughts that bring men here, and while here cause trouble. Raise the level of thoughts by substitution of the better for the worse, and conduct will improve. Put a book into the hands of a man and he will not use it for offense. It will be what it has ever been, a means of mental and moral improvement among this people with less anxiety in the minds of those who guard them.

When thinking of the extension of schooling privileges, thought should be had for the man who is assigned to work. Wherever possible, no man should be given a job until he is out of the illiterate

class, and then his time should be divided between school and work until he has completed four grades of study. If a man is *not* teachable, if a man *will not* study, then get him at work and give his room in school to the one who *can* learn and *wants* to.

The further extension of the plan to make the men meet the school, means that the use of outside teachers is necessary. It has been difficult to get assistance from among the inmates in the past: it will be more difficult in the future. Those that have been doing this work, have done well. They have taken into the class room in most cases, the teacher's spirit if not his training, and with this spirit have instructed and guided pupils along a difficult way. My work would be a failure without this voluntary, unpaid, but enthusiastic service thus given. Its character is evidenced by the number of promotions made during the year, and the absence of disorder in the class rooms. No serious break of rules has occurred during school sessions, though there have been about 500 men in attendance during the year.

With the enlarging of the school which is most surely in progress, it becomes imperative that trained assistants be supplied in addition to the teachers who may be selected from among the inmates. I believe that they should not be entirely discarded. If possessing personality, tact, and enthusiasm, these men are able to put over in this kind of a school what an outsider can not.

When I began last September, I started a more closely graded system of enrollment and promotions. The year was divided into three terms ending in December, March, and June, respectively. A pupil could complete the work of each grade in each term and at the end, by means of an examination and the daily work done through the term, his fitness for promotion be determined. However, when the progress of a pupil has warranted it, he has been promoted at any time within the term. During the year 365 promotions were made, affecting 254 different pupils.

With these short three months terms, my plan has been to concentrate study upon a few subjects at one time and give them thorough consideration. This works out well for two reasons: it holds the interest of the pupil better than work through a longer term and it meets the problem of the ever changing personnel of enrollment better than the longer term.

Stress has been placed upon the teaching of the following subjects in the successive grades.

GRADE ONE: English—its understanding when spoken and written: its expression in speech and writing. This is applied, too, to its use in simple arithmetic.

GRADE TWO: English—continued, Reading and Arithmetic.

GRADE THREE: English, Arithmetic, Reading, and History of the United States.

GRADE FOUR: English, Arithmetic, History of the United States,

GRADE FIVE: Spelling Reviews, Arithmetic, Civics, and Hygiene.

Throughout the grades there has been constant drill in penmanship and spelling.

When a man completes satisfactorily four grades, he should have a practical use of spoken and written English, of arithmetic through common and decimal fractions, of the history of the United States to the present time.

I have learned many lessons as I have taught and directed my pupils, and one is the kind of text books most efficient in a school of this kind must differ from those in other schools. Many attempts have been made to prepare such texts by teachers of adult pupils in public evening schools, but in none of them have I found the material I want for the work here. A text book which I have prepared has been in use in Grade One for the past three months, and the results justify the experiment. I hope to carry his work forward through all the grades and all subjects.

At the middle of this school year, an evening school was organized at the Prison Farm at Leesburg, for all those prisoners who were too illiterate to improve their intellectual standing without personal instructions. Two inmate teachers, under the supervision of Mr. Sisco, the Chief Deputy, were placed in charge of this school. Sessions commenced on January 11, 1921, and were discontinued for the summer on June 1, 1921. The school is too far from my personal supervision to be without a civilian teacher, and one ought to be appointed. The work there should correspond with that done here, and under my direction and supervision.

To make it possible to give a fair report to the Board of Managers concerning men before them for parole, I keep a complete file of attendance records and of daily class room work. The names of the pupils are becoming more numerous among these reports, and some of them have received fine testimonials of school progress and attainments.

Respectfully submitted,

R. H. TICE,
Head Teacher.



SCHOOL ROOM

NEW JERSEY STATE PRISON.

Statistical Report of the Educational Department of the New Jersey State Prison, for the Term July 1, 1920, to June 30, 1921.

SESSIONS:

School was opened on September 9, 1920. In co-operation with the administrative officer of this institution, arrangements were made to hold three sessions daily, each of an hour and a half duration. The first of these to begin at 8 A. M.; the second, at 9:30 A. M.; and the third, at 1 P. M. Both morning sessions were attended by unemployed prisoners; the afternoon sessions, by those who worked about the wings, cook house, or other parts of this institution. Due to poor attendance, the afternoon sessions were discontinued on April 15, 1921.

Number of sessions held in September	45
Number of sessions held in October	60
Number of sessions held in November	59
Number of sessions held in December	53
Number of sessions held in January	59
Number of sessions held in February	56
Number of sessions held in March	56
Number of sessions held in April	53
Number of sessions held in May	42
Number of sessions held in June	36
Total number of session held during the year	519
Number of first sessions held	190
Number of second sessions held	190
Number of third sessions held	139
Total	519

ENROLLMENTS:

Number of pupils enrolled in Grade I.	212
Number of pupils enrolled in Grade II.	119
Number of pupils enrolled in Grade III.	103
Number of pupils enrolled in Grade IV.	34
Number of pupils enrolled in Grade V.	2
Total number of pupils enrolled during year	470
Number of pupils attending two sessions daily	35
Number of White pupils enrolled	337
Number of Colored pupils enrolled	130
Total	467
Number of ex-pupils re-enrolled once	59
Number of ex-pupils re-enrolled twice	9
Number of ex-pupils re-enrolled thrice	1
Total number of re-enrollments	69

AVERAGE ENROLLMENT AND ATTENDANCE OF PUPILS

SEPTEMBER 1920

Average number of pupils enrolled in first session	44 1/2
Average number of pupils attended first session	37
Average number of pupils enrolled in second session	38 3/5
Average number of pupils attending second session	37
Average number of pupils enrolled in third session	65
Average number of pupils attending third session	57 2/5

OCTOBER 1920

Average number of pupils enrolled in first session	62 1/5
Average number of pupils attending first session	58 3/4
Average number of pupils enrolled in second session	58
Average number of pupils attending second session	55 1/2
Average number of pupils enrolled in third session	81
Average number of pupils attending third session	65 1/5

NOVEMBER 1920

Average number of pupils enrolled in first session	61 1/5
Average number of pupils attending first session	58 1/5
Average number of pupils enrolled in second session	76 3/4
Average number of pupils attending second session	74 1/5
Average number of pupils enrolled in third session	79 3/5
Average number of pupils attending third session	60 1/4

DECEMBER 1920

Average number of pupils enrolled in first session	65 5/6
Average number of pupils attending first session	61 1/3
Average number of pupils enrolled in second session	80 2/3
Average number of pupils attending second session	77
Average number of pupils enrolled in third session	73 3/4
Average number of pupils attending third session	49 3/4

JANUARY 1921

Average number of pupils enrolled in first session	75 1/4
Average number of pupils attending first session	71
Average number of pupils enrolled in second session	79 2/3
Average number of pupils attending second session	75 3/5
Average number of pupils enrolled in third sssion	71 1/2
Average number of pupils attending third session	56 1/2

FEBRUARY 1921

Average number of pupils enrolled in first session	81 1/2
Average number of pupils attending first session	80 2/3
Average number of pupils enrolled in second session	86 1/3
Average number of pupils attending second session	82 1/3
Average number of pupils enrolled in third session	72 1/2
Average number of pupils attending third session	59

MARCH 1921

Average number of pupils enrolled in first session	77 1/4
Average number of pupils attending first session	75 4/5
Average number of pupils enrolled in scond session	79
Average number of pupils attending second session	75
Average number of pupils enrolled in third session	55 3/4
Average number of pupils attending third session	45

APRIL 1921

Average number of pupils enrolled in first session	72
Average number of pupils attending first session	70
Average number of pupils enrolled in second session	74
Average number of pupils attending second session	71 6/7
Average number of pupils enrolled in third session	42 1/2
Average number of pupils attending third session	30 3/4

MAY 1921

Average number of pupils enrolled in first session	70 5/6
Average number of pupils attending first session	66 4/7
Average number of pupils enrolled in second session	76
Average number of pupils attending second session	72 1/4

JUNE 1921

Average number of pupils enrolled in first session	80
Average number of pupils attending first session	78 1/3
Average number of pupils enrolled in second session	81 1/2
Average number of pupils attending second session	79

Average number of pupils enrolled in first session during year	69
Average number of pupils attending first session during year	65 1/4
Average number of pupils enrolled in second session during year	73
Average number of pupils attending second session during year	70 1/2
Average number of pupils enrolled in third session during year	67 3/4
Average number of pupils attending third session during year	53

Grand Average number of pupils enrolled per session	70
Grand Average number of pupils attending session	63

Greatest number of pupils enrolled	246
Greatest number of pupils attending	235

Smallest number of pupils enrolled	118
Smallest number of pupils attending	85

PROMOTIONS:

Number of pupils promoted from Grade I to Grade II	68
Number of pupils promoted from Grade I to Grade III	24
Number of pupils promoted from Grade I to Grade IV	4
Number of pupils promoted from Grade I to Grade V	1
Number of pupils promoted from Grade II to Grade III	45
Number of pupils promoted from Grade II to Grade IV	21
Number of pupils promoted from Grade II to Grade V	8
Number of pupils promoted from Grade II to Grade VI	1
Number of pupils promoted from Grade III to Grade IV	32
Number of pupils promoted from Grade III to Grade V	23
Number of pupils promoted from Grade III to Grade VI	5
Number of pupils promoted from Grade IV to Grade V	15
Number of pupils promoted from Grade IV to Grade VI	5
Number of pupils promoted from Grade V to Grade VI	2
Total number of pupils promoted during year	254
Total number of promotions made	365

ATTENDANCE:

Number of pupils attending less than 10 sessions	52
From 10 to 25 sessions	71
From 25 to 50 sessions	91
From 50 to 100 sessions	124
From 100 to 150 sessions	80
From 150 to 200 sessions	44
From 200 sessions and Up	8
Total	470

NUMBER OF PUPILS ENDING SCHOOLING FOR FOLLOWING REASONS:

Paroled	18
Suspended until fall term	42
Indifference	39
Poor health	27
Assigned to work within institution	99
Transferred to prison farm	30
Sent to road camps	14
Transferred to State Hospital	2
Dismissed for being undesirable	9
Punished	1
Own accord	9
None attendance	10
Suspended for sundry reasons	4
Joined prison band	5
Returned to county court	1
Solitary confinement	27
Discharged by county court	1
Inability to learn	8
Poor eyes	3
Mentally deficient	2
Lack of room	41
School closed	158
Total	550

NATIVITY OF PUPILS:

United States,	England,	Canada,
Ireland,	East India,	Italy,
Spain,	West Indies,	Arabia,
Poland,	Mexico,	Chili,
Russia,	Belgium,	Holland,
Germany,	Austria,	Hungary,
France,	Switzerland,	Roumania.
Jugo-Slavonia,	Checho-Slovakia,	

INMATE GRADE TEACHERS:

Total number of Grade teachers who have been members of the faculty since July 1st., 1920	11
Present number of inmate grade teachers	6

REPORT OF THE SCHOOL AT THE PRISON FARM AT LEESBURG, N. J.

SESSIONS:

Number of sessions held in January	16
Number of sessions held in February	17
Number of sessions held in March	19
Number of sessions held in April	20
Number of sessions held in May	20
Total number of sessions held	92

AVERAGE ENROLLMENT AND ATTENDANCE OF PUPILS:

Average enrollment during January	14 1/2
Average attendance during January	13 5/8
Average enrollment during February	17 1/3
Average attendance during February	14 5/9
Average enrollment during March	16 2/5
Average attendance during March	16 1/5
Average enrollment during April	9 1/2
Average attendance during April	6 4/5
Average enrollment during May	5 3/10
Average attendance during May	4 1/2
Grand average number of pupils enrolled per session	12 3/5
Grand average number of pupils attending per session	11

Respectfully submitted,

R. H. Tice,
Head Teacher.

NEW JERSEY STATE PRISON.

Upkeep and Reconstruction.

MR. JAMES H. MULHERON, Principal Keeper,
N. J. STATE PRISON.

Dear Sir:

I beg to submit herewith a report of the work done by the Repair Department during the fiscal year ending June 30th, 1920.

The work on the reconstruction of Wing Three, which was discontinued last November, has been resumed during the early part of May of the present year, with the laying of cement floors and the installation of plumbing, electric lighting and steam heating apparatus.

Considerable work has been done for the various shops of the Industrial Department and in preparing for occupancy the rooms to be used for vocational training.

In the Print Shop two and one-half horse power motors with the necessary wiring were installed to run two new presses, and another motor to run a paper cutting machine. Four drip pans were made for this shop and strengthening supports were built under the floor to support the linotype machine.

In the Shoe Manufacturing and the Shoe Repair shops we installed two water tanks and the necessary screens and partitions.

Water supply lines and electric light wires were run to the cellar occupied by the Concrete Post Industry.

A typewriter desk, a filing cabinet and two chairs were made for the office of the Industrial Department.

Iron grilles were installed in the windows of the storeroom.

A two horse power motor with feed wires was installed in the cabinet making shop to run the circular saw.

During the spring of this year we finished work on the rooms to be used for vocational training purposes. Floors were laid, walls and ceilings re-plastered and painted, toilets and urinals installed and new sashes put into the windows on the second floor.

A new blower system, consisting of a galvanized iron hood with flues, was made and installed in the Automobile Tag Shop to carry

off poisonous gases. We also made a causic soda tank, a large cooling tank and two tanks for dipping tags for this shop.

In August of last year work was begun on the foundation of the refrigerating plant which was subsequently installed under the direction of the Contractor. In this plant we installed a ten horse power, 220 volt, two phase motor and a ten horse power, 220 volt, two phase compensator with the necessary feed wires. We also made fifty feet of four inch gutter and two large drip pans for this plant.

During the fall of last year Wing Four was thoroughly renovated and remodeled. The flooring was taken up and all the old steam and water lines torn out and a new system of piping installed. Walls, ceiling, doors, radiators and pipes were painted and the floor oiled. Twenty-one electric lights were installed in the hallway to supplant the former system of gas lights. The visiting room was also painted and a new floor laid therein.

A new stamped metal ceiling was put up in Wing Five, Female Section, and the whole wing, including the kitchen, was renovated and painted.

The walls and ceiling of the Repair Department hallway were cleaned and whitewashed, and the wainscoating repaired and painted. The various shop rooms of this department were also whitewashed and the woodwork was painted.

The Northwest, Southwest, Southeast and West towers were given a general overhauling last fall, and all necessary repairs made to flooring, plastering and painting. The stoves were put in good condition and sixty-five feet of pipe made for the same.

In the early part of this year the boiler located in the Tag Shop boiler room was found to be defective and it was decided to remove it and replace it with one of the boilers located in boiler room No. 2. At the time of writing this report we are engaged in tearing down the boiler room which was also in poor condition. After a new house is erected and the boiler from room No. 2 installed, this plant will be in first-class condition to give efficient service for the Tag Shop, the Laundry, the Cookhouse and the new building.

The roofs of the Principal Keeper's and the Resident Physician's residences were given a thorough overhauling in the spring by the tinsmiths and painters. All ridges, valleys and gutters were scraped and one hundred feet of new spouting installed.

Fifty window sashes, thirteen doors and two thousand feet of quarter round moulding were made for the four rooms and office of the School Department; partitions were put up and the wiring, painting and glazing were completed towards the end of the calendar year.

Towards the latter part of June we commenced work on a comfort station, containing a urinal with automatic flush valve, in the yard at the end of the Repair Department building.

The painters were employed during the winter months in painting the bathrooms and windows in the Hospital, the ceiling of the Chapel and the hallway leading to the chapel. The doors and woodwork in the center were given a coat of white enamel. The ceiling of the cookhouse and the inside of the laundry have also been painted.

The machinery in the laundry has been thoroughly overhauled and additional steam lines installed.

During the fall months the glaziers put in about 1,400 panes of glass in different parts of the institution.

The electricians overhauled the call bell system and installed new bells in shops 3, 4, 5 and 9 of the main shop building. A telephone cable was run from this building to the Southwest tower. Two new telephones were installed, one from the front house to the garage and one from the center to the tag shop. A new lighting circuit was run to the cookhouse, and also one from the tag shop to supply light in the boiler room. Six slate panels were installed in the transformer room and a motor with feed lines in the cookhouse to run the meat chopper.

A considerable amount of work was done in the Tinsmith Shop during the year, viz: 178 bread pans, three sponge cans and a water tank for the bake shop; four large dippers, twelve steamer baskets, twelve stewing cans, one new percolator for coffee urn and twenty-five feet of spouting for the cookhouse; three gross of tin cups and seven large coffee cans for use in the wings; twelve drip pans for floor registers in South Hall; a drying oven for drying photographic print in the Identification Department; two large drip pans for the paint shop, new leaders for Wing Two and the neck of Wing One; and fifty feet of spouting for South Hall. The tinsmiths also made improvements in the ventilating system of the cookhouse.

The following items were made in the carpenter shop: six bread racks for the Ford delivery truck; a typewriter desk and a closet for the Fiscal Agent's Department; a table and closet for the cookhouse; a double door for the garage, and three thousand feet of sash moulding for repairing windows. The carpenters also put up a new ceiling in the cookhouse cellar and repaired the top and seat of the Auto-car truck.

Besides the plumbing and steamfitting work already mentioned, the plumbers tore out the old steam exhaust lines running from the stable to the garage and installed a new system of exhaust and waste lines. New steam coils and two new sink traps were installed in the tailor shop, and a new toilet in the Fiscal Agent's department.

During last fall two of the plumbers were employed at work on the cannery at the Prison Farm; they also installed a terra cotta waste sewer and set up a gosoline engine and pump for the water supply system.

As the Fiscal Year closes, a new system of water supply and steam lines is being installed for Boiler Room No. 2 at the prison.

The old dough mixer and troughs in the bake shop were removed and new bread mixing equipment installed.

The floor of boiler room No. 1 was re-enforced with brick columns and iron girders, and the steam pipes running from this boiler room were covered with asbestos wherever exposed.

During the winter concrete foundations, columns and girders were placed under the center to support the floor, and a concrete gutter was run from the cookhouse to the end of Wing Four.

Aside from the work enumerated above quite a number of repair jobs were done each day in the shops of this department for the different parts of the institution.

Respectfully submitted,

HENRY BELDEN,
Superintendent of Repair Department.

NEW JERSEY STATE PRISON.

Upkeep and Reconstruction.

MR. JAMES H. MULHERON, Principal Keeper,
N. J. STATE PRISON.

Dear Sir:

I beg to submit for your consideration herewith a report of the work done by the Repair Department during the fiscal year ending June 30th, 1921.

I assumed charge of this Department on October 15th, 1920, and found that, besides the appropriation made for current repairs, there were a number of special appropriations available for various kinds of improvements and new work.

Considerable alterations and improvements have been made in the Hospital during the year. All the gas lights were taken out and replaced by electric lighing fixtures. During November and December suitable quarters were fitted up for the X-Ray apparatus and for a developing room. A special appropriation provided for the installation of toilets in the six wards of the hospital, and this work was commenced in January.

In addition to the toilets, shower bath facilities were installed on each of the three floors of the Hospital building. The toilet and bathing facilities are now in first-class condition from a standpoint of sanitation and general appearance. During the month of May general alterations and improvements were made in the drugstore of the Hospital, so as to provide a room for a nurse. The partition in the drugstore was torn out and the prescription window placed in the wall of the corridor; a new counter was installed and the necessary closets and shelves made for the drugstore and the nurse's room. Upon the completion of these alterations the work of painting the entire hospital was commenced and is making satisfactory progress as the fiscal year closes. An added improvement has been made by moving the radiators in each ward to the middle of the floor.

During the winter and spring months various improvements were made in the female department (Wing 5). The cesspool in the yard of this wing was drained, cleaned and a new cement bottom laid therein. The old drain pipes were taken out and larger ones installed. Necessary repairs were also made to the toilets and vent-pipes in this department. The walls and ceilings of the quarantine cells were replastered and the whole wing, including kitchen, laundry, doors and windows, scraped and painted.

In the female department we commenced the work of installing electric lights, as provided for by special appropriation. The laying

of the necessary conduits and installing of lighting fixtures were completed during December.

Other portions of the prison included in the electric lighting appropriation were Wings One, Two and Six, the main boiler room and the yard, and the work has been carried forward as far as the amount of the appropriation permitted. The corridors of Wings One, Two and Six have been wired, lights installed and all the necessary panel cut-outs placed in position. The lighting of the boiler room has been completed and, at the time of writing this report, all necessary conduits have been laid in the yard and lighting fixtures installed wherever needed. Out of this apropriation a new searchlight has also been purchased and installed on the main tower.

Various improvements have been made in the main boiler room. A brick bin with four partitions has been built for soft coal and, during June of this year, boilers 5, 6, 7, 8 and 9 were given a thorough overhauling. The brick lining was renewed, new water lines laid and the return pump repaired.

The following work was also done by the masons and bricklayers, repairing the brick lining of the bake ovens, laying a new pavement between South Hall and the Cookhouse, and cementing the cesspool in the neck of Wing Seven. During May of this year one of the masons began the work of pointing defective portions of the Prison wall, and bricklayers are now engaged in repairing the top of the inside wall of Wing Seven.

One of the special appropriations provided for the installation of toilet facilities and electric lights in the five wall Towers. The necessary sewer and water connections were made and a toilet and a galvanized iron sink placed in each tower. Exposed portions of pipes were incased in brick and concrete as a protection against freezing. The wires for electric lights were run in conduits from the laundry to the Northwest tower and thence under the coping of the wall to the other towers. All the towers were thoroughly cleaned and replastered, and the necessary painting done to the platforms, railings and other woodwork.

The following work was done in the Industrial Department shops. During the fall months of last year the carpenters laid the floors in the two large shops on the main floor. The plumbers installed gas lines for the furnaces in the tin shop and for the linotype machine in the print shop. The electricians installed the necessary wiring and motors for light and power in the tin shop and machine shop. During June of this year they commenced the installation of wiring, lights and motors in the new print shop. This work is now nearing completion. Ten screens covered with galvanized mesh wire were also made for the windows of the shops in the Industrial Department.

The house bell and telephone system have been overhauled during the winter and put in good working order. All old and useless wires have been removed. All electric light wires in the prison store room and in the refrigerating plant have been taken down and placed into iron conduit pipes.

The work on the reconstruction of Wing Three, authorized by special appropriation, has made very satisfactory progress. The upper floor was ready for use as an assembly room about the middle of last December and has been in constant use ever since. Permanent seats have been ordered to replace the temporary benches installed there. A stage and motion picture booth have been erected on this floor, and a suitable room, containing toilets and lavatories, has been provided for the use of officers. Forty lockers will also be installed in this room.

During the latter part of June three work benches were installed on the lower floor that is to be used as a dining room. A force of carpenters is at work there now constructing the combination seats and tables that will form the furniture for the dining room. The necessary materials for painting the walls and ceiling of both floors have been received and the work will be commenced as soon as possible. All the door and window frames, as well as the sash and doors, for this building were made in the carpenter shop of the Repair Department.

In the same shop an oak table and stand were made for a meat slicing machine that was secured by special appropriation and installed in the cookhouse.

Another special appropriation provided for the remodeling of the old tag shop boiler room, so as to supply steam for the tag shop, the laundry and Wing Three. The old boiler was taken out and one of the boilers in boiler room No. 2 moved over and installed on a concrete foundation. All the brick and concrete work on the walls and the sixty-two foot smokestack, as well as the brick lining of the boiler, were completed about the middle of January. Doors and windows for this boiler room were made in the carpenter shop. With the installation of the iron flue connecting the boiler with the smokestack the plant will be ready for service.

A special appropriation was also available for replacing the platform scale at the rear Prison gate. The old scale was too small to accomodate large trucks. The work of installing the new twenty ton platform scale was completed during the early part of November, and subsequently a scale house was built connecting with the gatekeeper's office.

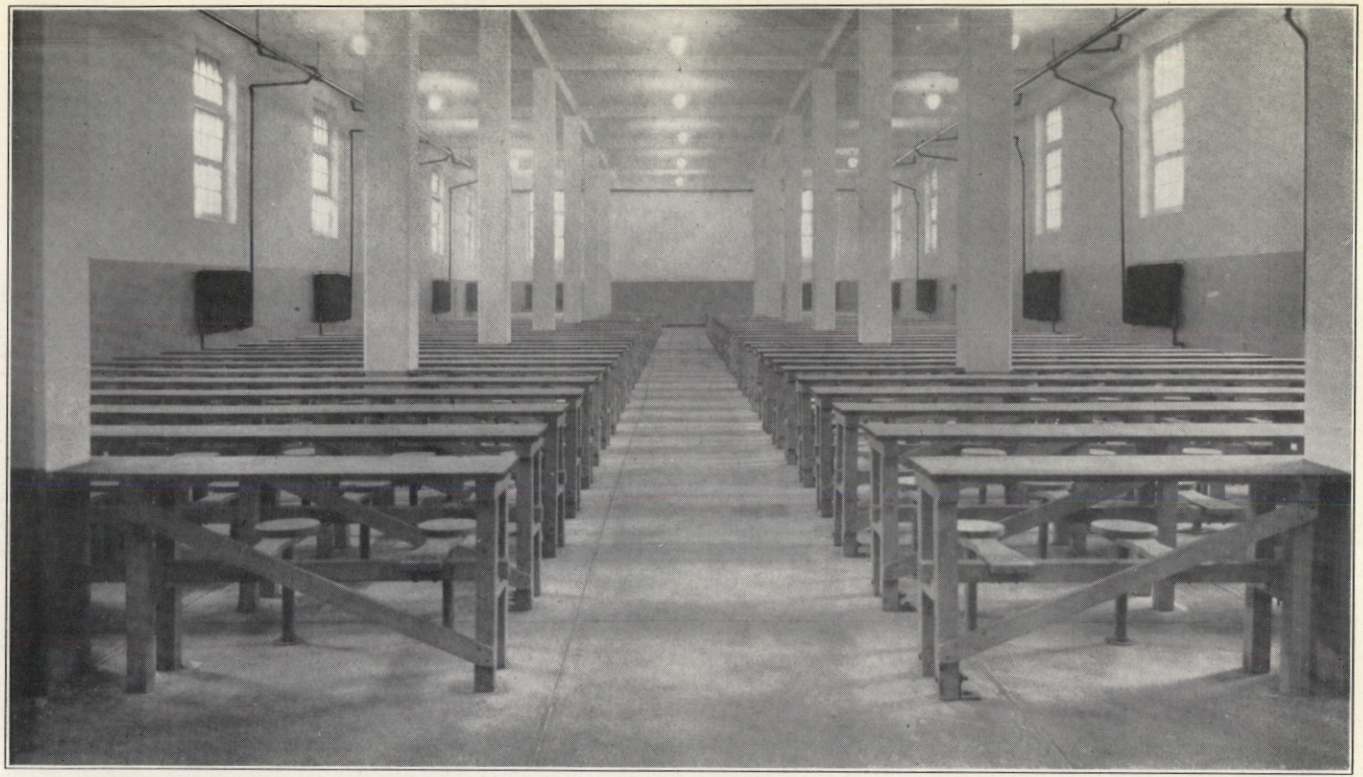
Another special appropriation provided for metal ceilings for the store room, the cooling room and the runway of the cookhouse. 5416 square feet of stamped metal ceiling and the necessary lumber and paints were received for this purpose in November and the work was speedily completed. There was enough material left over to also cover the ceiling of the bake house. The walls and ceilings of these places were then scraped and painted.

The remaining three special appropriations were for the following purposes:

Repairs to the main roof, including gutters, skylights, ventilators and rain conductors.

Painting the interior of Wing Seven, including walls, ceilings and the iron grill work. This was commenced in December and finished during the latter part of March.

Reconstructing the heating system of Wing Seven. The radiators in this Wing, which had been attached to the walls, were brought



DINING HALL

down to rest on concrete blocks on the floor. All the steam lines were overhauled and necessary repairs and replacements made.

Among the numerous jobs done for the Current Repairs Account I will mention the following: The barn has been thoroughly repaired and painted; the garage has been painted and a shower bath installed for the men working there.

The office of the Yardmaster has been improved by a new floor, by repairs to the heating facilities and by necessary painting.

In December the duty of disbursing motor oils and gasoline was transferred from this department to the Yardmaster. For this reason a new oil house was built between Wing Two and the Laundry to be used for storing turpentine, linseed oil and other inflammable materials used in the Repair Department.

During the winter various needed improvements were made in the office adjoining the Center. The screen partition was taken out and the whole office thoroughly cleaned, repaired and painted. At the same time the ceiling, walls and doors of the center were painted.

The room formerly used by the locksmith and the electricians has been remodeled and fitted up as a machine shop. A seven and one-half horse power motor has been installed there to run a drill press, lathe and polishing wheels.

A tool room has been built in the plumbing shop, where tools used by the mechanics are kept and checked out each day.

In the carpenter shop a considerable amount of new work has been done, such as tables, stools and toilet seats for use in the wings, coffins and coffin shipping boxes, and window screens and doors for the warden's and doctor's residences and the barber shop.

In the tinsmith shop fourteen new water coolers have been made for different parts of the institution; also tin cups, dippers and ladles for use in the wings, and stew cans, baking pans, scoops and other utensils for use in the commissary department.

The following are the more important jobs done by the painters, besides the work done on the improvements covered by the special appropriations: Warden's and Doctor's residences, the fences in front of the prison, the iron bars in the windows of Wing Seven and the Front House, the roof of the Tag Shop, the water tower and tank in the yard, the neck of Wing One, the runway between the cook-house and South Hall and the woodwork in shops and hallway of the Repair Department.

Aside from the different kinds of new work and improvements enumerated above, a considerable number of repair jobs were done each day in the shops of this Department for various parts of the institution.

Respectfully submitted,

JOSEPH THIEL,
Superintendent of Repair Department.

NEW JERSEY STATE PRISON.

Chaplain and Library.

HON. JAMES H. MULHERON, Principal Keeper,
NEW JERSEY STATE PRISON.

Respected Sir:

My second annual report as Chaplain and Librarian covers a field of activities that baffles statistics. The varied labor done cannot take on a form of figures. The visits made, the interviews granted, the correspondence carried on, and the outside work done for prisoners and their families cannot be put on a mathematical basis.

I have found great delight in my labor of love for members of our Prison family. My chief aim has been to try to lift up prisoners by living helpfully in their midst.

The discipline of the Institution in my judgment is materially aided by promoting the spirit of good cheer, and I have endeavored as far as possible to make my work bend in this direction.

Realizing that there is some capacity of good in every man, my study has been how to reach that good and make it a controlling force in life. This I have sincerely tried to do by various methods, by impartial sociability, by personal conversation with prisoners, by answering all requested interviews as soon as possible, by lending from my personal library, upon request, religious books and other publications; by appeals to responsive people for donations of reading matter; by making religious services attractive, and thus promotive of a larger measure of good, and by being in personal touch with released prisoners.

This is the second year of the institution of a Bible Class which is under the supervision of the Rev. Alden L. Bennett of the Volunteers of America, who is the Chief Secretary to Mrs. Maud Ballington Booth. The class has an enrollment membership of one hundred and thirty. It is a popular agency of good.

As Librarian I am pleased to report the library is better equipped than ever before. The modern system of electric lighting has been installed. The ceiling has been enameled white. The main and gallery floors have been given several coats of oil to eliminate dust.

The number of books now in the library is six thousand one hundred and fifty, and new books are being frequently added by the contributions of generous friends, and by purchase. We received from

all sources this year, about six hundred and fifty. During the year we have sent to the different road camps and farm approximately one thousand volumes, the same being duplicates. There has been an increase in our library of books adapted to the reading needs of foreigners.

The hospital and isolation departments have been liberally supplied with reading matter, by gifts of the friends of the inmates.

All books are being reclassified and a complete revised catalogue is now being prepared for printing.

Great interest is being taken by readers in works of popular fiction, and also in arts and sciences. I am pleased to report that eighty per cent of the members of our prison family are on the library reading list, and trust that when our catalogue is printed and distributed there will be a larger increase in the number of readers.

I feel under obligations to the inmate assistants in the Library for their effective service.

Respectfully submitted,

CHAS. H. ELDER,
Chaplain.

NEW JERSEY STATE PRISON.

Chaplain and Library.

HON. JAMES H. MULHERON, Principal Keeper,
N. J. STATE PRISON.

Dear Sir:

In submitting this my third annual report, I am under the influence of a growing sense of responsibility in ministering to the manifold needs of our prison family, composed of different sexes, races, schools of thought, and religious beliefs. I have had only one ambition in the discharge of my multiform duties, and that has been, to faithfully interpret God to the prisoners in terms of helpful service. This work has been diversified, but always with a high motive of helpfulness to a clearer knowledge of God. This principle of doing good to all confined within Institutional walls has grown to be a masterful passion.

While I see men and women clothed in prison garb, I also see that these same men and women have souls, and to the labor of trying to reach and to help these souls, I have constantly endeavored to render undivided service. I have no statistical record of many sided activities, personal and general to present. These figures I leave with God, who has ever been before my mind as a compelling factor in these varied labors of love. I am in frequent, almost constant contact with those in this *City of Bolts and Bars*, to whom I minister in the name of Christ, trying by varied methods to inspire to higher ideals of life, and to become, through divine aid, masters of themselves in the big battlefields of life.

The Bible Class held on Sunday afternoons, under the direction of the Volunteers of America is a factor for good in instructing in Bible knowledge.

My office as librarian has brought me over against some interesting facts concerning the wide range of usefulness of our circulated library books. The work of distribution has been ably looked after by the Assistant Librarian and his staff of efficient helpers. Our Institutional family look upon the Library as one of their greatest privileges, as will be shown by the following figures.

The Library contains 6,688 volumes, covering every necessary department of reading.

Circulation for the year, 47,564 volumes in fourteen different languages.

The number of inmates receiving books averages eighty per cent.

The number of 262 new books has been added to the Library this year.

Up-to-date magazines to the number of 322 have been bound in the Library, and are now in circulation.

4,680 volumns have been repaired. 410 books have been sent to the Prison Farm. Books to the number of 250 have been sent to the Hospital for general use.

All new inmates are liberally supplied with reading matter, which has largely been furnished by friends. The Hospital and Isolation department are taken care of in a like manner. This reading matter, once being used, is taken to the incinerator to be burned. We have a complete catalogue of all books in their respective classes which is now in the hands of inmates.

Owing to the increase of our circulation, and also of the new books being added to the Library from time to time, we will be obliged to have larger quarters in the near future, to enable us to handle the circulation of books in a proper way.

We wish to express the gratitude due Miss Sarah Askew, of the State Library, and Mr. Howard L. Hughes of our City Library for services rendered to our Library.

Respectfully submitted,

CHAS. H. ELDER,
Chaplain.

NEW JERSEY STATE PRISON.

HON. JAMES H. MULHERON, Principal Keeper,
N. J. STATE PRISON.

Dear Sir:

After having been called last year by my superior the Right Reverend Thomas J. Walsh, Bishop of Trenton, to take charge of the State Prison Chaplaincy as Moral Instructor for Catholics, it affords us great pleasure to make the first annual report of our experience and modest work.

The fatal date of August 19, 1919, marks the simultaneous electrocution of three prisoners condemned to death. Their in-God-like confidence towards us and their reconciled and happy deaths are impressions never to be obliterated from our memory.

The appreciation of every act of sympathy shown to the unfortunate inmates and the chivalrous courtesies of the Principal Keeper, of the Deputies, and of our fellow co-workers has provided abundant material to us for encouragement, emulation and cheerful enterprise.

Our duties include the censoring of the mail in four different foreign languages.

Our main obligations as Moral Instructor are preeminently discharged in preaching and the Holy Sacrmaent of Penance. Being of the same birth of the two hundred odd Italian inmates, we availed ourselves of this opportunity to inaugurate a weekly lecture in our native idiom, with inestimable results. Confessions have been heard every Saturday, and it is in administration of this Sacrament that our moral satisfaction has oftentimes approached the degree of unutterable joy.

It is at the reception of this Sacrament in which the errant seeks forgiveness from his God, opens his heart to God's delegate, accuses himself of his guilt, promises atonement and amendment, that the most wonders or moral reform are wrought. Christmas, Easter, and other Catholic Holy Days have witnessed tears of sincere repentence shed by the prodigal sons of the Institution.

The epidemic of grippe which made its appearance this year at the Prison put us in contact with the work of the Hospital Department, and we cannot therefore close this report without giving due praise to Dr. J. W. Crane, the Physician in charge, and his helpers, through whose efforts only two cases of the several scores affected were lost.

Respectfully submitted,

REV. LOUIS GUZZARDI,
Catholic Chaplain.

NEW JERSEY STATE PRISON.

Hon. James H. Mulheron, Principal Keeper,
N. J. State Prison.

Dear Sir:

This second year of discharging our duties in the Institution though apparently not much different in the routine work of the previous year has been, notwithstanding, fraught with more spiritual and moral results.

The number of communicants during the Church solemnities, has this year broken all records since the Institution came to existence. We can only count very few now of our faith, who are still adverse or indifferent to their Church duties.

To make the work more efficient we have organized a Holy Name Society among the Catholic inmates. This well known society in the United States, through its monthly meetings and Communion, while keeping alive Christian faith, foments, among its members, a true brotherly love and strives to banish from among them any blaspheme and profane utterance.

To such a generous patronage, as you have bestowed upon us from the beginning to the present day, nothing more can be adequate, but a perpetual feeling of appreciation and gratefulness, which only death can obilterate.

Respectfully submitted,

Rev. Louis Guzzardi,
Catholic Chaplain.

NEW JERSEY STATE PRISON

HON. JAMES H. MULHERON, Principal Keeper,
N. J. STATE PRISON.

Dear Sir:

It is a matter of great satisfaction to me to be able to state in my report to you that I feel highly encouraged by the results that have come forth from my efforts during the past year. As the result of my work the religious feeling of the men under my charge has evidently deepened. A concrete evidence of this fact is to be found in the increased study of the Bible among my men and in their eager desire for religious instruction.

One phase of my work in which I took special interest was that of observing all religious holidays in a manner approaching the traditional as closely as is possible within the prison walls. I have found this a great aid in exerting religious influence upon the men as well as increasing their contentment.

One of the great rewards of my work I find in the sincere attachment to me of the men in my charge. I have had gratifying proof of this in the number of discharged prisoners who have sought my advice and guidance outside of the prison walls.

Respectfully submitted,

JOS. KONVITZ,
Chaplain for Jewish Inmates.

NEW JERSEY STATE PRISON.

HON. JAMES H. MULHERON, Principal Keeper,
N. J. STATE PRISON.

Dear Sir:

Supplementing my report of June 25, 1920, I have the honor to report that during the period commencing with that date I have continued to perform my duties as Chaplain to the Jewish Inmates of the New Jersey State Prison with the full consciousness of the serious nature of my responsibilities.

I have maintained my efforts to deepen the religious feelings of the men under my charge. I have provided them with religious books and have encouraged them to observe the Jewish Festivals as far as Prison rules will admit.

Thanks to the cooperation of kind friends of this city, kosher food was provided for the Jewish Prisoners for the festivals of Rosh Hashonna, Yom Kippur and Passover. On the night of the last mentioned Festival a ceremonial feast of Passover was partaken by the prisoners with the assistance of the General Secretary of the Y. M. H. A Community House of this City, who officiated. I have been happy to observe that as a result of all these efforts the prisoners under my care have shown an unmistakable growth of their religious sentiments.

During the month of January 1921 it was my unpleasant duty to give comfort and religious consolation to the first prisoner of the Jewish Faith to be condemned to death in the State of New Jersey. I was with him during the last hours of his life conducting him to the chair on February 1st of this year. Altho stubborn and rebellious in nature, he went to his death composed in his spirit and without resistance.

Respectfully submitted,

JOS. KONVITZ,
Chaplain to Jewish Inmates.

NEW JERSEY STATE PRISON.

HON. JAMES H. MULHERON, Principal Keeper,
N. J. STATE PRISON.

Dear Sir:

In presenting my report for the year, June 30th, 1919, to June 30th, 1920, as colored chaplain in charge of colored inmates confined in the N. J. State Prison, I am much encouraged from the results obtained from my efforts this year, especially for the manner in which the men and women received my instruction.

I did not always follow the trend of religious talk, but gave them lectures at stated times upon how to become better citizens and observe the laws of our State and Country. Believing that kindness is one of the potent factors in the accomplishments for good, I have endeavored to be a friend to men and women within our institution irrespective of creed or color. Believing that the work for the prisoners should not cease when they leave our institution, I have given my aid to the parole officer, Mr McLaughlin, in securing positions for the released, visiting them in their homes, urging them to make the fight for better citizenship.

Aside from this I have tried to bring the outside world in touch with conditions which confront men and women who go to Prison. This has been done through lectures in towns where there are large populations. This has had its effect for good, considering that from a population of a hundred thousand colored people in our State, we have less than three hundred confined in our prison.

Respectfully submitted,

H. C. VAN PELT,
Colored Chaplain.

NEW JERSEY STATE PRISON.

HON. JAMES H. MULHERON, Principal Keeper,
N. J. STATE PRISON.

Dear Sir:

The results of my work during the past year, have convinced me, that religion and moral instruction, when sincerely administered constitute an invaluable influence for good within the prison walls.

There is a large number of colored inmates who have been unfortunate enough to find their way into the prison, and their regular attendance on Saturdays, when we hold our chapel service for them, is encouraging.

I am deeply grateful for the way they receive their instruction from me. It is pleasing to note the eagerness with which the colored men have grasped the advantages which the school in the prison offers. I have discovered a great desire on the part of the colored inmates, to read good books and they are making good use of the Library.

One most effective part of my work has been keeping in touch with these men after their release, and assisting the Parole Officer, Mr. McLaughlin, in securing employment for them.

I believe that this has proved quite profitable owing to the small number of returns in proportion to the large number of men who have entered the prison in the last three years.

Respectfully submitted,

H. C. VAN PELT,
Colored Chaplain.

NEW JERSEY STATE PRISON.

HON. JAMES H. MULHERON, Principal Keeper,
N. J. STATE PRISON.

Dear Sir:

I present to you the following Report, showing in detail the transactions of this Office during the fiscal year 1920, covering the period July 1st, 1919 to June 30th 1920. As you are already aware, there has been installed by Mr. Herbert R. Sands, through the Department of Institutions and Agencies, during the past year an accounting system, which I wish to say is working out very satisfactorily, although there is a great amount of detail involved we are at all times in control of all material, supplies and accounts.

This Report is divided into two parts, one setting forth the Appropriations and Expenditures of the State Prison and the other showing the operations of the several State Use Industries.

The total net amount appropriated by the legislature of the State of New Jersey for the fiscal year 1920 for Maintenance, Salaries and Wages and Miscellaneous Items for the State Prison was $374,077.29; but due to the increased cost of supplies and operating materials it became necessary to make application to the State House Commission for Emergency Allotments; also the transfer of moneys from a number of Accounts where the sums appropriated were more than sufficient for the purposes intended to Accounts in which the sums appropriated were insufficient.

The several Appropriations, together with the additional amounts allotted from the Emergency Fund and the sums transferred are as follows:

SALARIES AND WAGES

Accounts X–18–A to X–18–M

	Gross	Net	Available
Appropriation	$194,590.00	$159,181.00	
Emergency Allotment		10,400.00	
Transferred to Account X–18–PP		3,300.00	
			$166,281.00

MATERIALS AND SUPPLIES

FOOD

Account X–18–N	Gross	Net	Amount Available
Appropriation	$145,000.00	$118,615.58	
Transferred to Account X–18–P		3,000.00	
Transferred to Account X–18–O		3,000.00	
Transferred to Account X–18–Q		2,000.00	
Transferred to Account X–18–R		2,000.00	
			$108,615.58

CLOTHING

Account X–18–O			
Appropriation	$24,000.00	$19,631.49	
Emergency Allotment		600.00	
Transferred from X–18–N		3,000.00	
			23,231.49

FUEL–LIGHT–POWER

Account X–18–P			
Appropriation	$25,000.00	$20,449.65	
Emergency Allotment		6,500.00	
Transferred from Account X–18–N		3,000.00	
			$ 29,949.65

HOUSEHOLD SUPPLIES

Account X–18–Q			
Appropriation	$7,500.00	$ 6,134.05	
Transferred from Account X–18–N		2,000.00	
Transferred from Account X–18–W		1,000.00	
			9,134.05

FARM–STABLE–GROUNDS

Account X–18–R			
Appropriation	$10,000.00	$ 8,181.55	
Emergency Allotment		4,500.00	
Transferred from Account X–18–N		2,000.00	
			14,681.55

INDUSTRIAL SHOPS

Account X–18–S			
Appropriation	$ 5,000.00	$ 4,090.78	
Transferred to Account X–18–V		1,000.00	
			3,090.78

SCHOOL SUPPLIES

Account X–18–T			
Appropriation	$2,000.00	$ 1,636.31	
Transferred to Account X–18–H		500.00	
			$ 1,136.31

MEDICAL–SURGICAL SUPPLIES

Account X–18–U			
Appropriation	$4,000.00	$ 3,272.62	
Emergency Allotment		1,500.00	
			4,772.62

PRINTING—OFFICE SUPPLIES

Account X–18–V	Gross	Net	Available
Appropriation	$1,500.00	$ 1,229.35	
Transferred from Account X–18–S		1,000.00	
Transferred from Account X–18–W		600.00	
			2,829.35

TOBACCO

Account X–18–W			
Appropriation	$4,500.00	$ 3,679.58	
Transferred to Account X–18–Q		1,000.00	
Transferred to Account X–18–V		600.00	
Transferred to Account X–18–FF		300.00	
			1,779.58

WATER TAX

Account X–18–X			
Appropriation	$3,000.00	$ 2,454.47	
Emergency Allotment		1,000.00	
			3,454.47

BUREAU OF IDENTIFICATION

Account X–18–Y			
Appropriation	$500.00	$ 406.96	
Transferred from Account X–18–JJ		400.00	
Transferred from Account X–18–LL		200.00	
			1,006.96

LIBRARY

Account X–18–Z			
Appropriation	$400.00	$ 328.11	
Transferred from Account X–18–JJ		100.00	
			428.11

CURRENT REPAIRS

Account X–18–AA			
Appropriation	$13,000.00	$10,623.25	10,623.25

MISCELLANEOUS ITEMS

TRAVELING EXPENSES

Account X–18–BB			
Appropriation	$1,000.00	$ 818.44	818.44

TRANSPORTATION OF PRISONERS

Account X–18–CC			
Appropriation	$1,500.00	$ 1,227.66	
Emergency Allotment		500.00	
			1,727.66

POSTAGE

Account X–18–DD			
Appropriation	$800.00	$ 654.71	654.71

TELEPHONE AND TELEGRAPH

Account X–18–EE

	Gross	Net	
Appropriation	$600.00	$ 490.97	
Emergency Allotment		200.00	
			690.97

INSURANCE

Account X–18–FF

Appropriation	$1,700.00	$ 1,391.16	
Transferred from Account X–18–W		300.00	
			1,691.16

MEDICAL–SURGICAL FEES

Account X–18–GG

Appropriation	$600.00	$ 490.97	
Emergency Allotment		400.00	
			890.97

FREIGHT AND CARTAGE

Account X–18–HH

Appropriation	$1,000.00	$ 818.44	
Emergency Allotment		1,000.00	
Transferred from Account X–18–T		500.00	
			2,318.44

APPRAISEMENT

Account X–18–II

Appropriation	$200.00	$ 163.74	163.74

ELECTROCUTION PLANT

Account X–18–JJ

Appropriation	$2,000.00	$ 1,636.64	
Transferred to Account X–18–Y		400.00	
Transferred to Account X–18–Z		100.00	
			1,136.64

PAYMENT TO DISCHARGED INMATES

Account X–18–KK

Appropriation	$3,000.00	$ 2,455.08	2,455.08

AMUSEMENT

Account X–18–LL

Appropriation	$1,000.00	$ 818.44	
Transferred to Account X–18–V		200.00	
			618.44

AWARDS FOR DAMAGES SUSTAINED NEAR STATE PRISON FARM, ON ACCOUNT OF FIRE

Account X–18–MM

Appropriation	$3,116.50	$ 3,116.50	3,116.50

EXPENSES INCURRED BY COMMISSION ON AWARDS
Chapter 172 P. L. 1918.

Account X–18–NN			
Appropriation	$70.79	70.79	70.79

PAYMENTS TO INMATES

Account X–18–PP			
Appropriation	$ Nil.		
Transferred from Account X–18–M		$ 3,300.00	3,300.00
TOTAL NET APPROPRIATIONS AND EMERGENCY ALLOTMENTS AVAILABLE			$400,677.29

MISCELLANEOUS RECEIPTS CREDITED TO MAINTENANCE ACCOUNT PURSUANT TO CHAPTER 41 LAWS OF 1908, as follows:

Received for Support of U. S. Prisoners	$ 239.08	
Received from Earnings in 1920	141.45	
Received from State Highway Department	48,793.44	
Received from Sale of Rags, Scrap Steel, etc.	317.21	
Average Interest on Deposits	53.10	
Received from Sale of Wood	51.25	
Received from Sale of Barrels and Egg Crates	77.27	
Received from Sale of Flour Bags, Burlap, etc.	256.36	
Received from Sale of Paper	100.85	
Received from Sale of Livestock	342.50	
Received from Sale of Automobile	175.00	
Received from Sale of Sweet Potatoes	102.00	
Received from P. R. R. and L. V. R. R. in settlement for claims—loss of merchandise, etc	27.51	
Received for Sale of Stone	18.00	
Miscellaneous Receipts	5.43	
Sale of Material to State Purchase Fund	8,466.83	
Refund Petty Cash Expenses	250.00	
Inmates Wage at Camps and Detail No. One at twenty-five cents per day	7,244.94	
		$ 66,662.22
Paid to State Treasurer	$59,417.28	
Paid to Principal Keeper for Inmates Wage at Road Camps and Detail No. One at twenty-five cents per day	7,244.94	
		$ 66,662.22

The disbursements for Salaries and Wages, Materials and Supplies, Miscellaneous Items amounted to $509,933.58, while the net appropriations and emergency allotments amounted to $400,677.29.

We were required to earn $82,500.00 in order to make available the total aggregate amount appropriated ($456,577.29) and you will note that our receipts amounted to $66,662.22, therefore we find a net deficit of $24,281.30, as shown in the following statement:

EXPENDITURES

SALARIES AND WAGES		
Salaries and Wages of Officers and other Employes	$187,647.54	
Bonus paid to Officers and other Employes	18,172.77	
		$205,820.31

MATERIALS AND SUPPLIES		
Food	$133,935.69	
Food Accounts Payable	7,262.62	
Clothing	26,322.26	
Clothing Accounts Payable	1,373.83	
Fuel–Light–Power	31,279.70	
Fuel–Light–Power Accounts Payable	7,255.17	
Household Supplies	10,082.65	
Household Supplies Accounts Payable	253.02	
Farm–Stable–Grounds	15,361.37	
Farm–Stable–Grounds Accounts Payable	578.21	
Industrial Shops	3,913.90	
Industrial Shops Accounts Payable	1,174.92	
School Supplies	1,155.02	
Medical–Surgical Supplies	5,616.24	
Printing–Office Supplies	3,283.04	
Printing–Office Supplies Accounts Payable	951.72	
Tobacco	2,391.74	
Water Tax	1,838.22	
Water Tax Accounts Payable	3,363.18	
Bureau of Identification	801.31	
Library	709.42	
Current Repairs	13,879.38	
Current Repairs Accounts Payable	183.23	
		$272,965.83
MISCELLANEOUS		
Traveling Expenses	$ 672.73	
Transportation of Prisoners to and from Farm and Road Camps to Prison	1,500.00	
Postage	792.00	
Telephone and Telegraph	599.48	
Telephone and Telegraph Accounts Payable	241.46	
Insurance	1,924.30	
Medical Surgical Fees	598.55	
Freight and Cartage	1,189.30	
Freight and Cartage Accounts Payable	2,309.17	
Appraisement	200.00	
Electrocution Plant	679.69	
Electrocution Plant Accounts Payable	8.01	

N.J. STATE LIBRARY
P.O. BOX 520
TRENTON, NJ 08625-0520

Payment to Discharged Inmates	2,000.00	
Amusements	701.92	
Awards for damages sustained near State Prison Farm, Leesburg, N. J., by Fire	3,116.50	
Expenses incurred by Commission on Awards	70.79	
Inmates Wage at Two and One-half cents per day	2,779.15	
Inmates Wage at Farm, twenty-five cents per day	4,519.45	
Inmates Wage at Road Camps, Detail No. 1	7,244.94	
		31,147.44
		$509,933.58

EXPENDITURES

Materials, Supplies, Salaries Wages, and Miscellaneous Items (Actual)	$484,979.05
Accounts Payable	24,954.53
	$509,933.58

RECEIPTS

Salaries and Wages	$166,281.00	
Materials and Supplies	214,742.75	
From special appropriation made by act of Legislature for Bonus	18,172.77	
Miscellaneous Items	19,653.54	
Earnings	66,662.22	
Accounts Receivable	140.00	
		485,652.28
Net Deficit		$ 24.281.30

The Total Amount Expended For Prison Maintenance, Salaries and Wages, and Miscellaneous Items, are shown in their respective accounts below:

PRISON

SALARIES AND WAGES

SALARIES AND WAGES		
Salaries and Wages of Officers and other Employes	$144,498.77	
Bonus paid to Officers and other Employes by special act of Legislature	14,889.02	
		$159,387.79
MATERIALS AND SUPPLIES		
Food	$103,269.88	
Food Accounts Payable	3,853.53	
Clothing	25,573.66	
Clothing Accounts Payable	1,373.83	
Fuel–Light–Power	30,495.03	
Fuel–Light–Power Accounts Payable	6,669.27	

Household Supplies	9,225.95	
Household Supplies Accounts Payable	81.03	
Farm–Stable–Grounds	3,894.67	
Farm–Stable–Grounds Accounts Payable	276.28	
Industrial Shops	3,913.90	
Industrial Shops Accounts Payable	1,174.92	
School Supplies	1,155.02	
Medical–Surgical Supplies	5,616.24	
Printing–Office Supplies	3,283.04	
Printing–Office Supplies Accounts Payable	951.72	
Tobacco	1,650.82	
Water Tax	1,838.22	
Water Tax Accounts Payable	3,363.18	
Bureau of Identification	801.31	
Library	709.42	
Current Repairs	13,778.51	
Current Repairs Accounts Payable	122.50	
		223,071.93

MISCELLANEOUS ITEMS

Traveling Expenses	$ 672.73	
Transportation of Prisoners to and from Farm and Road Camps to Prison	1,500.00	
Postage	792.00	
Telephone and Telegraph	474.48	
Telephone and Telegraph Accounts Payable	189.21	
Insurance	1,924.30	
Medical–Surgical Fees	348.55	
Freight–Cartage	1,189.30	
Freight–Cartage Accounts Payable	2,309.17	
Appraisement	200.00	
Electrocution Plant	679.69	
Electrocution Plant Accounts Payable	8.01	
Payment to Discharged Inmates	2,000.00	
Amusements	701.92	
Inmates Wage at two and one-half cents per day	2,779.15	
		$ 15,768.51
		$398,228.23

Average number of Men at Prison for 366 Days	751
Cost per Capita for Maintenance, without deducting receipts for 366 Days	$530.26
Cost per Capita, per diem	1.4488
Cost per Capita for Food, without deducting receipts for 366 Days	162.61
Cost per Capita, per diem	.4443
Food purchased for Prison	$107,123.41
Food products raised at Farm and consumed at Prison	5,000.00
	112,123.41

The Total Expenditures For Materials and Supplies, Salaries and Wages and Miscellaneous Items, at the State Prison Farm are as follows:

FARM

SALARIES–WAGES		
Salaries of Officers and other Employes	$18,705.74	
Bonus paid to Officers and other Employes by special act of Legislature	1,268.75	
		$ 19,974.49
MATERIALS AND SUPPLIES		
Food	$11,235.27	
Clothing	341.00	
Fuel–Light–Power	416.41	
Household Supplies	206.00	
Farm–Stable–Grounds	11,466.70	
Farm–Stable–Grounds Accounts Payable	210.20	
Tobacco	418.79	
Current Repairs	100.87	
Current Repairs Accounts Payable	7.00	
		$ 24,402.24
MISCELLANEOUS ITEMS		
Telephone and Telegraph	$ 125.00	
Telephone and Telegraph Accounts Payable	52.25	
Inmates Wage at twenty-five cents per day	4,519.45	
Awards for damages sustained near State Prison Farm account of Fire	3,116.50	
Expense Commission on Awards	70.79	
		7,883.99
		$ 52,260.72

The New Jersey State Prison Farm produced during the year articles valued at prices quoted by Farm Supervisor, would have amounted to $24,529.89. The following list shows the articles raised, consumed, sold, furnished to prison, on hand.

Item	Consumed	Furnished to Prison	Sold in Open Market	For Canning	Fed to Stock	Stored	Loss	Total	Value
String Beans, bushels	7½							7½	$11.25
Beets, bushels	12	125		5			145	287	138.70
Corn Stalks, shocks					196			196	267.00
Cabbage, pounds	1512	7900						9412	321.66
Cucumbers, bushels	9½				148			157½	209.56
Sweet Corn, dozen	2825	125						2950	133.93
Carrots, bushels	46	101					34	181	181.63
Field Corn, bushels					1082½	802½		1885	2208.38
Eggs, dozen	76							76	46.70
Hay, tons					14	12	20½	46½	1185.00
Ice, pounds	14490							14490	37.82
Lettuce, bushels	6½							6½	6.50
Lumber, feet	5127							5127	384.57
Manure, tons	477							477	954.00
Milk, pounds	39828				5360			45188	2453.05
Water Melons, each	1020				1045			2065	413.20
Musk Melons, each	2241	750			240			3231	193.04
Green Onions, bunches	74							74	4.44
Ripe Onions, bushels	100	130						230	908.00
Oats, bushels					50			50	39.50
Potatoes, bushels	2629	1200			299	350	773	5251	7263.99
Sweet Potatoes, bushels	178	202	180		3			563	865.10
Green Peas, bushels				278				278	815.40
Peppers, bushels	2			16				18	17.50
Parsnips, bushels	8½		100				24	132½	239.80
Fresh Pork, pounds	4429	9413						13743	2674.46
Radishes, bunches	410							410	13.70
Oat Straw, tons					1			1	14.00
Squash, bushels	41				91			132	146.00
Swiss Chard, bushels	39	50		8				97	94.20
Lima Beans, (Ground) bushels	26			123				149	394.86
Lima Beans, (Dry) bushels	41½							41½	172.80
Lima Beans, (Shelled) pounds	150							150	30.00
Lima Beans, (Seed) pounds					59			59	14.75
Tomatoes, bushels	32			187				219	458.56
Turnips, bushels	18	100					26	144	116.94
Fire Wood, loads	240							240	720.00
Dressed Poultry, pounds	90							90	32.40
Calves, each			5					5	145.00
Pigs, each			11					11	87.50
Bulls, each			1					1	115.00
									$24529.89
					Produced during year 1919				14863.39
					Gain over last year				$9666.50

Average number of Men at Farm for 366 Days	84	
Cost per capita for Maintenance, without deducting receipts for 366 Days	$622.15	
Cost per capita, per diem	1.6998	
Cost per capita for Food, without deducting receipts for 366 Days	$228.53	
Cost per capita, per diem	.62439	
Food purchased for Farm	$11,235.27	
Food raised and consumed at Farm	7,961.02	
Total	$19,196.29	

The Total Expenses For Materials and Supplies, Salaries and Wages and Miscellaneous Items at the various Camps, are as follows:

PRISON ROAD CAMP No. 2-A

Monmouth Junction, N. J.

EXPENDITURES		
Salaries and Wages	7,169.69	
Bonus to Officers	1,007.50	
Inmates Wage at twenty-five cents per day	1,084.88	
Food	$4,860.53	
Clothing	407.60	
Fuel-Light-Power	112.50	
Medical-Surgical Fees	250.00	
Household Supplies	272.38	
Tobacco	124.44	
		$ 15,289.52
RECEIPTS		
Earnings of Labor Employed on Road		8,774.25
Expenditures in excess of Revenue		$ 6,515.27
Average number of Men at Camp—92-Days	67	
Cost per capita for Maintenance, without deducting receipts	$228.20	
Cost per capita per diem	2.4804	
Cost per capita for Food, without deducting receipts for 92 Days	72.54	
Cost per capita, per diem	.7885	

PRISON ROAD CAMP No. 5

Budd Lake, N. J.

EXPENDITURES		
Salaries of Officers	$2,170.82	
Inmates Wage at twenty-five cents per day	442.95	
Food	2,000.00	
Food Accounts Payable	2,426.18	
Household Supplies Accounts Payable	135.99	
Fuel-Light-Power Accounts Payable	302.96	
Farm-Stable-Grounds Accounts Payable	64.69	
Current Repairs Accounts Payable	53.73	
		$ 7,597.32

RECEIPTS

Earnings of Labor Employed on Roads		3,942.60
Expenditures in excess of Revenue		$ 3,654.72
Average number of Men at Camp for 69 Days	38	
Cost per capita for Maintenance, without deducting receipts for 69 Days	$ 199.929	
Cost per capita, per diem	2.8975	
Cost per capita for Food, without deducting receipts for 69 Days	166.472	
Cost per capita, per diem	1.6880	

PRISON ROAD CAMP No. 2 B

West Portal, N. J.

Salaries of Officers	$12,349.23	
Bonus to Officers	882.50	
Inmates Wage at twenty-five cents per day	3,624.92	
Food	12,570.01	
Food Accounts Payable	982.91	
Household Supplies	378.32	
Household Supplies Accounts Payable	36.00	
Fuel–Light–Power	255.76	
Fuel–Light–Power Accounts Payable	282.94	
Tobacco	197.69	
Farm–Stable–Grounds Accounts Payable	27.03	
		$ 31,587.31

RECEIPTS

Earnings of Labor Employed on Road		25,058.40
Expenditures in excess of Revenue		$ 6,528.91
Average number of Men at Camp for 265 Days	83	
Cost per capita for Maintenance, without deducting receipts for 265 Days	$380.569	
Cost per capita, per diem	1.4361	
Cost per capita for Food, without deducting receipts...	163.287	
Cost per capita, per diem	.61618	

PRISON DETAIL No. 1

RECEIPTS

Earnings of Labor employed on Road		$ 18,263.12

EXPENDITURES

Salaries of Officers	$ 2,753.29	
Bonus to Officers	125.00	
Inmates Wage at twenty-five cents per day	2,092.19	
Maintenance for Inmates at 1.4488 per diem for 8369 Inmate Days	12,125.00	
Maintenance for Officers at .4443 per diem for 940 Officers' Days	417.64	
		17,513.12
Receipts in excess of Expenditures		$ 750.00

In conclusion I am pleased to report that we have had entire co-operation from the various Departments and Employees, whose duty it has been to receive materials and supplies and eventually to disburse same on requisition, which has helped very materially to keep our expenses down to a minimum.

Respectfully submitted,

J. P. MCCORMACK,
Fiscal Agent.

STATE USE SYSTEM

This Department is operated in the manufacturing of materials and supplies which are furnished to the various State Institutions; and we believe that any analysis of the following statement will show that they have experienced a very successful year.

	Materials and Supplies	Freight and Cartage	Repairs	Equipment	Overhead	Employees' Salaries	Inmates' Wages	Total Expenditures	Allotment	Total Sales	Total Receipts	Accounts Receivable	Receipts in Excess of Expenditures	Expenditures in Excess of Receipts	Materials and Supplies on Hand	Manufactured Stock on Hand	Plus Excess of Receipts Materials and Supplies and Manufactured Goods	Less Excess of Expenditures	Machinery	Equipment	Open Orders	Open Requisitions	Depreciation of Machinery and Equipment	Net Earnings	Net Loss
Allotment									$38798.21				$38798.21				$38798.21								
Auto Tag Industry	$31084.27	$2553.36	$224.05	$1540.32	$1527.73	$3434.79	$1015.60	$41380.12		$73141.83	$60431.58	$12710.25	19051.46		$11257.99	$2625.00	32934.45		$38722.40	$3746.16	$13861.51		$4246.86	$36030.05	
Baking Industry	9664.35	235.96		4.75	750.01		461.80	11116.87		19497.22	19497.22		8380.35		165.93		8546.28							8546.28	
Trucking	697.80		732.38	88.20	223.12	1335.48		3076.98		4000.07	2000.04	2000.03		$1076.94				$1076.94		2413.82	27.75		482.76	1378.10	
Concrete Post Industry	2378.37	34.83		10.75			229.05	2653.00		2407.60	2311.60	96.00		341.40	846.35		504.95			490.50			49.05	650.00	
Printing Industry	9785.35	25.07	62.59	1636.30	250.01	570.83	522.50	12852.65		14434.46	13547.21	887.25	694.56		4104.25	321.75	5120.56		2104.98	3541.01	2685.14		564.60	3887.27	
Shoe Manufacturing Industry	26421.32	113.46	97.13	597.99	742.73	2694.84	518.75	31186.22		585.00	585.00			30601.22	13484.02	17840.80	723.60		2035.00	1818.75			385.38	1108.98	
Shoe Repair Industry	9342.37	44.24	17.58		250.00		412.00	11862.97		10446.79	8711.03	1735.76		3151.94	3284.34		132.40		361.00	280.33	8.75		64.13	1923.54	
Wood Working Industry	39.00						6.95	45.95		385.00	360.00	25.00	314.05		65.33		379.38							404.38	
Hosiery & Underwear Industry										127.06	127.06		127.06				127.06							127.06	
Machine Shop							12.65	12.65						12.65				12.65							$12.65
Government Shoe Repair					180.00			180.00						180.00				180.00							180.00
Administration	23.10			360.00	918.44	2008.47	36.10	3346.11						3346.11	5.10			3341.01		1275.85					3212.43
Open Requisitions																						$545.60		545.60	
Miscellaneous	257.50							257.50		257.50		257.50													
	$89693.43	$3006.92	$1133.73	$4340.25	$4842.04	$11739.25	$3215.40	$117971.02	$38798.21	$125282.53	$107828.24	$17454.29	$67365.69	$38710.26	$33213.31	$20787.55	$87266.89	$4610.60	$43223.38	$13566.42	$16583.15	$545.60	$5921.26	$54607.26	$3405.08

RECAPITULATION

ASSETS

Allotment from Account X–1–BB		$38798.21
Receipts, Cash and Warrants		107828.24
Accounts Receivable		17454.29
INVENTORIES		
Machinery	$43223.38	
Equipment	13566.42	
Materials and Supplies	33213.31	
Manufactured Stock	20787.65	
		110790.66
Open Requisitions		545.60
		$275417.00

LIABILITIES

Materials and Supplies	89693.43
Freight and Cartage	3006.92
Repairs	1133.73
Equipment	4340.25
Overhead	4842.04
Salaries of Employees	11739.25
Wages of Inmates	3215.40
Machinery and Equipment	50868.44
Open Orders	16583.15
Reimbursement to Account X–18–BB	38798.21
Net Earnings	51196.18
	$275417.00

NEW JERSEY STATE PRISON.

Office of Fiscal Agent.

HON. JAMES H. MULHERON, Principal Keeper,
N. J. STATE PRISON.

Dear Sir:

The customary annual report showing the financial transactions of the State Prison and State Use Industries operated therein, during fiscal year 1921, covering the period July 1st, 1920 to June 30th, 1921, is herewith presented.

The gross amount of money appropriated for Salaries and Wages, Maintenance, Additions and Improvements was $589,050.00, of this sum the Inmates were expected to earn from road building and miscellaneous receipts $75,000.00.

The net amount appropriated being $514,050.00, that earned $39,136.24, emergency allotments allowed $6,000.00, with transfers to and from the various accounts, making the net sum of $559,186.24 available for the above purposes and distributed as herein set forth.

SALARIES AND WAGES

	Gross Approp.	Net App. Receipts. Em'g'cy Allot. and Transfers	Amount Available
Account X–18–A			
Principal Keeper	$ 5,000.00	4,326.72	
Receipts credited to this account		673.28	
			$ 5,000.00
Account X–18–B			
Officers and Employees	234,000.00	202,486.13	
Receipts credited to this account		16,022.02	
Credit from Account X–18–C		2,318.75	
Credit from Account X–18–D		410.25	
Credit from Account X–18–F		400.00	
			221,637.15
Account X–18–C			
Wages for Inmates, State Priso			
Farm at $0.25 per day	11,000.00	9,518.75	
Transferred to Account X–18–D		—1,000.00	
Credited to Account X–18–B		—2,318.75	
			6,200.00
Account X–18–D			
Wages for inmates, State Prison	6,000.00	5,192.10	
Receipts credited to this account		807.90	
Transferred from Account X–18–C		1,000.00	
Credited to Account X–18–B		— 410.25	
			6,589.75
	$256,000.00		$239,426.90

MATERIALS AND SUPPLIES

FOOD

Account X–18–E			
Appropriation	$143,000.00	$123,736.25	
Receipts credited to this account		2,764.63	
Credited from Account X–18–F		500.00	
Transferred to Account X–18–G		—3,000.00	
Transferred to Account X–18–N		—1,000.00	
			123,000.88

CLOTHING

Account X–18–F			
Appropriation	30,000.00	25,960.50	
Receipts crredited to this account		4,039.50	
Transferred from Account X–18–H		1,000.00	
Emergency Allotment		3,000.00	
Credited to Account X–18–B		— 400.00	
Credited to Account X–18–E		— 500.00	
			33,100.00

FUEL, LIGHT, POWER

Account X–18–G			
Appropriation	40,000.00	34,614.25	
Receipts credited to this account		5,385.75	
Transferred from Account X–18–E		3,000.00	
Transferred from Account X–18–BB		1,000.00	
Transferred to Account X–18–I		—1,000.00	
			43,000.00
	$213,000.00		$199,100.88

HOUSEHOLD

Account X–18–H			
Appropriation	15,000.00	12,980.25	
Receipts credited to this account		2,019.75	
Transferred to Account X–18–N		—1,000.00	
Transferred to Account X–18–F		—1,000.00	
			13,000.00

FARM–STABLE–GROUNDS

Account X–18–I			
Appropriation	2,000.00	1,730.25	
Receipts credited to this account		269.75	
Transferred from Account X–18–G		1,000.00	
			3,000.00

FARM–STABLE–GROUNDS

Account X–18–J			
Appropriation	14,000.00	12,116.12	
Receipts credited to this account		1,424.67	
			13,540.79

INDUSTRIAL SHOPS

Account X–18–K			
Appropriation	5,000.00	4,327.25	
Receipts credited to this account		672.75	
			5,000.00

MATERIALS AND SUPPLIES (Continued)

SCHOOL SUPPLIES

Acccount X–18–L			
Appropriation	2,000.00	1,730.75	
Transferred to Account X–18–Y		— 250.00	
Transferred to Account X–18–W		— 250.00	
Transferred to Account X–18–FF		— 50.00	
			1,180.75

MEDICAL–SURGICAL SUPPLIES

Account X–18–M			
Appropriation	10,000.00	8,653.75	
Receipts credited to this account		1,178.75	
			9,832.50

PRINTING–OFFICE SUPPLIES

Account X–18–N			
Appropriation	2,000.00	1,730.75	
Transferred from Account X–18–E		1,000.00	
Transferred from Account X–18–H		1,000.00	
			3,730.75

TOBACCO

Account X–18–O			
Appropriation	3,500.00	3,029.00	
Receipts credited to this account		471.00	
			3,500.00

WATER TAX

Account X–18–P			
Appropriation	3,000.00	2,596.50	
Receipts credited to this account		403.50	
Emergency Allotment		3,000.00	
			6,000.00
	$269,500.00		257,885.67

BUREAU OF INDENTIFICATION

Account X–18–Q			
Appropriation	500.00	432.72	
			432.72

LIBRARY

Account X–18–R			
Appropriation	600.00	519.23	
Receipts credited to this account		80.77	600.00
	$270,600.00		$258,918.39

CURRENT REPAIRS

CURRENT REPAIRS

Acount X–18–S			
Appropriation	14,000.00	12,116.13	
Receipts credited to this account		1,795.71	
Transferred from Account X–18–T		175.00	
	$14,000.00		$14,086.84

MISCELLANEOUS

TRAVELING EXPENSES

Account X–18–T			
Appropriation	1,500.00	1,299.25	
Transferred to Account X–18–S		— 175.00	
			1,124.25

TRANSPORTATION PRISONERS

Account X–18–U			
Appropriation	1,600.00	1,384.75	
			1,384.75

POSTAGE

Account X–18–V			
Appropriation	800.00	692.75	
Receipts credited to this account		107.25	
			800.00

TELEPHONE-TELEGRAPH

Account X–18–W			
Appropriation	600.00	519.23	
Receipts credited to this account		80.77	
Transferred from Account X–18–L		250.00	
			850.00

INSURANCE

Account X–18–X			
Appropriation	2,500.00	2,164.00	
Receipts credited to this account		336.00	
			2,500.00

MEDICAL-SURGICAL FEES

Account X–18–Y			
Appropriation	600.00	519.22	
Receipts credited to this Account		80.78	
Transferred from Account X–18–L		250.00	
			850.00
	$7,600.00		$7,509.00

FREIGHT-CARTAGE

Account X–18–Z			
Appropriation	2,000.00	1,730.75	
Receipts credited to this account		269.25	
			2,000.00

APPRAISEMENT

Account X–18–AA			
Appropriation	200.00	173.07	
Receipts credited to this account		26.93	
			200.00

MISCELLANEOUS (Continued)

ELECTROCUTION PLANT

Account X–18–BB			
Appropriation	2,000.00	1,730.75	
Receipts credited to this account		84.61	
Transferred to Account X–18–G		—1,000.00	
			815.36

PAYMENTS TO DISCHARGED INMATES

Account X–18–CC			
Appropriation	2,500.00	2,164.00	
			2,164.00

AMUSEMENTS

Account X–18–DD			
Appropriation	1,000.00	865.75	
Receipts credited to this account		134.25	
			1,000.00

RETURNING RUNAWAYS

Account X–18–EE			
Appropriation	1,000.00	865.75	
			865.75

FUNERAL EXPENSES

Account X–18–FF			
Appropriation	50.00	43.33	
Receipts credited to this account		6.67	
Transferred from Account X–18–L		50.00	
			100.00
x	$16,350.00		$14,654.11

ADDITIONS AND IMPROVEMENTS

RECONSTRUCTION WING 3

Account X–18–GG			
Appropriation	$7,000.00	7,000.00	7,000.00

EQUIPMENT OF DINING HALL

Account X–18–HH			
Appropriation	7,000.00	7,000.00	7,000.00

FARM TRACTOR

Account X–18–II			
Appropriation	1,300.00	1,300.00	1,300.00

SLICING MACHINE

Account X–18–JJ			
Appropriation	350.00	350.00	350.00
	$15,650.00		$15,650.00

ADDITIONS AND IMPROVEMENTS (Continued)

PLATFORM SCALE			
Account X–18–KK			
Appropriation	$1,000.00	1,000.00	1,000.00
SAFE CABINET			
Account X–18–LL			
Appropriation	450.00	450.00	450.00
PAINTING MATERIALS WING 7			
Account X–18–MM			
Appropriation	1,000.00	1,000.00	1,000.00
SEWERAGE, LIGHT FOR TOWERS			
Account X–18–NN			
Appropriation	1,500.00	1,500.00	1,500.00
HEATING SYSTEM WING SEVEN			
Account X–18–OO			
Appropriation	1,000.00	1,000.00	1,000.00
ELECTRIC LIGHTS FOR YARDS			
Account X–18–PP			
Apropriation	5,000.00	5,000.00	5,000.00
CEILINGS FOR COOKHOUSE			
Account X–18–QQ			
Appropriation	1,000.00	1,000.00	1,000.00
REPAIRS TO GUTTERS–ROOFS			
Account X–18–RR			
Appropriation	1,000.00	1,000.00	1,000.00
CESSPOOL–TOILETS FOR FARM			
Account X–18–SS			
Appropriation	2,000.00	2,000.00	2,000.00
TOILETS FOR HOSPITAL WARDS			
Account X–18–TT			
Appropriation	1,000.00	1,000.00	1,000.00
REPAIRS TO BOILERS			
Account X–18–UU			
Appropriation	1,500.00	1,500.00	1,500.00
	$32,100.00		$ 32,100.00

The Cash Receipts for the Fiscal Year 1921, Received for Inmate Labor Employed on Road Building, Labor Supervision, Sale of Vegetables Raised at the State Prison Farm, and from Miscellaneous Sources, Credited to State Prison Maintenance Account Pursuant to Chapter 153, Laws 1918, are as follows:

For Inmate Labor employed by State Highway Department, State Purchasing Department and supervising labor at Colony for Feeble Minded, Woodbine, N. J..	$ 40,092.35	
Less Inmates Bonus at twenty-five cents per day deducted from receipts and credited to their account.	4,660.35	$ 35,432.00
From Sale of Vegetables raised at State Prison Farm and furnished to State Institutions		2,723.54
From Sale of Hogs and Calves raised at State Prison Farm		385.50
Earnings of Barbers and Tailors (Inmate Labor) during Fiscal Year 1921		115.54
Received from miscellaneous sources, sale of scrap, iron, bones, rags, etc.		479.66
		$ 39,136.24

The expenditures for Salaries and Wages, Operating Materials and Supplies, Miscellaneous and Additions-and-Improvements at the N. J. State Prison, State Prison Farm and State Prison Road Camps during the Fiscal Year 1921, are as follows:

EXPENDITURES

SALARIES AND WAGES

Principal Keeper	$ 5,000.00	
Officers and Employees	221,629.93	
Wages of Inmates—State Prison Farm	6,200.00	
Wages of Inmates—State Prison, other than State Use	6,589.75	
		$239,419.68

MATERIALS AND SUPPLIES

Food	$121,393.66	
Accounts Payable	1,573.45	
Clothing	30,372.69	
Accounts Payable	2,415.28	
Fuel, Light, Power	42,667.58	
Accounts Payable	81.30	
Household	12,932.11	
Accounts Payable	38.18	
Farm, Stable, Grounds–Prison	2,867.04	
Accounts Payable	131.23	
Farm, Stable, Grounds, Farm	13,312.80	
Accounts Payable	156.62	
Industrial Shops	4,879.61	
School Supplies	997.02	
Medical, Surgical Supplies	9,003.51	
Accounts Payable	439.30	
Printing, Office Supplies	2,056.13	
Accounts payable	1,606.95	

MATERIALS AND SUPPLIES (Continued)

Tobacco	3,497.90	
Water Tax	2,989.26	
Accounts Payable	3,000.62	
Bureau of Identification	297.23	
Library	509.15	
Accounts Payable	66.90	
		$257,285.52

CURRENT REPAIRS

Current Repairs	13,536.50	
Accounts Payable	433.35	
		13,969.85

MISCELLANEOUS

Traveling Expenses	382.33	
Accounts Payable	56.80	
Transportation of Prisoners	1,209.88	
Postage	792.62	
Telephone and Telegraph	774.54	
Accounts Payable	32.95	
Insurance	2,499.38	
Medical, Surgical Fees	846.05	
Freight and Cartage	1,939.24	
Accounts Payable	44.93	
Appraisement	200.00	
Electrocution Plant	809.24	
Payments to Discharged Inmates	1,580.00	
Amusements	955.50	
Returning Runaways	730.00	
Funeral Expenses	97.00	
		$ 12,950.46

ADDITIONS AND IMPROVEMENTS

Reconstruction of Wing No. Three	5,901.82	
Accounts Payable	1,053.23	
Equipment for Dining Hall	1,284.74	
Accounts Payable	5,629.16	
Farm Tractor	1,281.21	
Slicing Machine	350.00	
Platform Scale	977.99	

ADDITIONS AND IMPROVEMENTS (Continued)

Safe Cabinet	426.75	
Painting Materials for Wing Seven	981.67	
Sewerage, Light, Heat for Towers	1,474.14	
Heating System, Wing Seven	418.48	
Accounts Payable	570.32	
Electric Lights for Yards–Wings	4,731.82	
Accounts Payable	148.84	
Ceilings for Storeroom, Cookhouse	974.16	
Repairs to Roof, Gutters	796.47	
Accounts Payable	134.26	
Cesspool and Toilets for Farm	244.63	
Accounts Payable	1,752.31	
Toilets for Hospital Wards	999.72	
Repairs to Boilers	1,421.26	
Accounts Payable	53.12	
		31,606.10

NUMBER OF INMATES 1020

Net Appropriation Earnings, Emg. Allot.	Expenditures	Appropriation Titles	Cost Per Inmate Per Diem	Per Annum
		Maintenance		
$239,426.90	$239,419.68	Salaries—Wages	.64308	234.725
258,918.39	257,285.52	Materials—Supplies	.69106	252.240
14,086.84	13,969.85	Current Repairs	.03754	13.695
14,654.11	12,950.46	Miscellaneous	.03478	12.698
527,086.24	523,625.51	Total Maintenance Cost	1.40646	513.358
32,100.00	31,606.10	Additions—Improvements	.08489	30.986
559,186.24	555,231.61	Total Cost	1.49135	544.344

The expenditures for Salaries-and-Wages, Materials and Supplies, Miscellaneous Items, Additions and Improvements at the New Jersey State Prison, are shown below:

NEW JERSEY STATE PRISON

SALARIES–WAGES

Principal Keeper	$ 5,000.00	
Officers and Employees	179,780.87	
Inmates Wage, other than State Use	6,589.75	
		$191,370.62

MATERIALS–SUPPLIES

Food	92,968.00	
Accounts Payable	1,573.45	

MATERIALS AND SUPPLIES (Continued)

Clothing	26,046.14	
Accounts Payable	2.415.28	
Fuel, Light, Power	40,608.29	
Accounts Payable	81.30	
Household Supplies	11,641.31	
Accounts Payable	38.18	
Farm, Stable, Grounds	2,867.04	
Accounts Payable	131.23	
Industrial Shops	4,879.61	
School Supplies	997.02	
Medical, Surgical Supplies	8,978.04	
Accounts Payable	439.30	
Printing, Office Supplies	1,896.41	
Accounts Payable	1,606.95	
Tobacco	2,744.04	
Water Tax	2,989.26	
Accounts Payable	3,000.62	
Bureau of Identification	297.23	
Library	451.59	
Accounts Payable	66.90	
		$206,717.19

CURRENT REPAIRS

Current Repairs	$ 13,536.50	
Accounts Payable	433.35	
		$ 13,969.85

MISCELLANEOUS

Traveling Expenses	370.45	
Accounts Payable	56.80	
Transportation of Prisoners	1,209.88	
Postage	693.30	
Telephone—Telegraph	617.09	
Accounts Payable	32.95	
Insurance	1,934.51	
Medical, Surgical Fees	490.50	
Freight, Cartage	1,636.67	
Accounts Payable	44.93	
Appraisement	200.00	

MISCELLANEOUS (Coninued)

Electrocution Plant	809.24	
Payments to Discharged Inmates	1,580.00	
Amusements	955.50	
Returning Runaways	730.00	
Funeral Expenses	72.00	
		11,433.82

ADDITIONS AND IMPROVEMENTS

Reconstruction of Wing Three	5,901.82	
Accounts Payable	1,053.23	
Equipment of Dining Hall	1,284.74	
Accounts Payable	5,629.16	
Slicing Machine	350.00	
Platform Scale	977.99	
Safe Cabinet	426.75	
Painting Material for Wing Seven	981.67	
Sewerage, Light, Heat for Towers	1,474.14	
Heating System for Wing Seven	418.48	
Accounts Payable	570.32	
Electric Lights for Yards, Wings	4,731.82	
Accounts Payable	148.84	
Ceilings for Cookhouse, Storeroom	974.16	
Repairs to Roof and Gutters	796.47	
Accounts Payable	134.26	
Toilets for Hospital Wards	999.72	
Repairs to Boilers	1,421.26	
Accounts Payable	53.12	
		$ 28,327.95

Number of Inmates 871

Expenditures	Appropriation Titles	Cost per Inmate Per Diem	Per Annum
	Maintenance		
$191,370.62	Salaries—Wages	.60195	219.7136
206,717.19	Materials—Supplies	.65022	237.3331
13,969.85	Current Repairs	.04394	16.0388
11,433.82	Miscellaneous	.03596	13.1272
$423,491.48	Total Maintenance	1.33207	486.2127
28,327.95	Additions—Improvements	.08910	32.5234
$451,819.43	Total Cost	1.42117	518.7361

FOOD PER CAPITA

Expenditures for Food at Prison	$ 94,541.45	
Value of Food raised at Farm and furnished to Prison	9,224.20	
Total value of Food consumed	$103,765.65	
Cost per annum, per Inmate for Food	$119.1339	
Cost per diem, per Inmate for Food	.32639	

The N. J. State Prison Farm Expenditures for the Fiscal Year 1921, are as follows:

NEW JERSEY STATE PRISON FARM

SALARIES AND WAGES

Officers and Employees	$ 21,924.30	
Inmates Wage, at twenty-five cents per day	6,200.00	
		$ 28,124.30

MATERIALS—SUPPLIES

Food	11,370.04	
Clothing	2,605.88	
Fuel, Light, Power	660.36	
Household Supplies	509.66	
Farm, Stable, Grounds	13,312.80	
Accounts Payable	156.62	
Medical, Surgical Supplies	5.00	
Printing, Office Supplies	115.28	
Tobacco	426.96	
Library	57.56	
		29,220.16

MISCELLANEOUS

Postage	65.60	
Telephone and Telegraph	157.45	
Insurance	564.87	
Medical, Surgical Fees	133.55	
Freight and Cartage	302.57	
Funeral Expenses	25.00	
		1,249.04

ADDITIONS AND IMPROVEMENTS

Farm Tractor	$ 1,281.21	
Cesspool and Toilets, Farm	244.63	
Accounts Payable	1,752.31	
		$ 3,278.15

Number of Inmates 99

Expenditures	Appropriation Titles	Cost per Inmate Per Diem	Per Annum
	Maintenance		
$28,124.30	Salaries—Wages	.77831	284.0838
29,220.16	Materials—Supplies	.80863	295.1531
1,249.04	Miscellaneous	.03456	12.6165
$58,593.50	Total Maintenance	1.62150	591.8534
3,278.15	Additions—Improvements	.09071	33.1126
$61,871.65	Total Cost	1.71221	624.9660

FOOD PER CAPITA

Expenditures for Food at Prison Farm	$ 11,370.04
Value of Food raised and consumed at Prison Farm	9,334.99
Total value of Food consumed	$ 20,705.03
Cost per annum, per Inmate for Food	$209.1417
Cost per diem, per Inmate for Food	.57299

NEW JERSEY STATE PRISON FARM
CANNING INDUSTRY

Kind of Article	Unit	Consumed at Farm	Consumed at Prison	Sold	Stored	Total	Price	Amount
Beans, Lima, No. 2	Can	380	436			816	.333	$271.73
Beans, String, No. 10	Can	1626	921		238	2285	.7125	1628.06
Beets, No. 10	Can	52	53			105	.75	78.75
Corn, No. 2	Can	2480	1492		116	4088	.133	544.93
Peas, No. 10	Can	224	674		79	977	1.00	977.00
Tomatoes, No. 10	Can	713	4183	219	1254	7169	.5625	4032.56
Swiss Chard, No. 10	Can	283	178		239	806	.50	403.00
								$7936.03

Total Vegetables Raised at Farm	$35,225.95
Total Cannery Production	7,936.03
Total Value of Farm Production	$43,161.98

NEW JERSEY STATE PRISON FARM, LEESBURG, NEW JERSEY

In connection with this division of the State Prison, it is interesting to note from year to year the progress being made at that point. Additional wo being cleared which provides added land for cultivation on which there is raised vegetables, for their consumption, the State Prison and sale to other I tions. The following statement shows the activities of the Farm during the fiscal year 1921.

Kind of Article	Consumed at Farm	Consumed at Prison	Sold	Used for Canning	Stored	Total	Price	Am
Beans, Lima, baskets	53			84		137	$0.3395	$4
Beans, Lima, (Dried) pounds					1370	1370	.06	8
Beans, Pea (Dried) pounds					1886	1886	.066	12
Beans, String, baskets				562		562	.75	42
Bean Poles, each			2050			2050	.07	14
Beets, baskets	156	550	46	16	442	1201	.75	90
Cabbage, pounds	4607	7400	5250		700	17957	.02	35
Sauerkraut, pounds					2100	2100	.04	8
Calves, each			9			9	30.09	27
Carrots, bushels	145	104	8			257	1.65	42
Carrots, bunches	14					14	.05	
Chicken, pounds	10					10	.35	
Corn, Field, bushels					1478	1478	1.15	169
Corn, Sweet, ears	14982			11796		26778	.025	69
Corn, Sweet, bushels	59				46	100	1.25	12
Corn, 3rd Grade, bushels					27	27	1.00	2
Corn, Shocks, each					807	807	.75	60
Eggs, dozen	68					68	.765	5
Egg Plant, baskets	25					25	.50	1
Hay, tons					74	74	25.00	185
Ice, pounds	23954					23954	.004	9
Lettuce, baskets	28					28	.50	1
Lumber, feet					22518	22518	.04	9
Manure, loads	376				4	380	3.00	152
Melons, Musk, each	540					540	.03	1
Milk, pounds	57379					57379	.0514	294
Onions, baskets	674	160				834	.70	58
Onions, bunches	432					432	.04	1
Onion Sets, baskets					66	66	1.50	9
Parsnips, bushels		30				30	1.50	4
Peas, baskets	20			6		26	1.00	2
Peppers, baskets				60		60	.40	2
Pork (Fresh), pounds	3370	6398				9788	.137	134
Potatoes, 1st Grade, bushels		1325			5363	6688	2.25	1504
Potatoes, 3rd Grade, bushels	45				94	139	.75	10
Potatoes, Sweet, 1st Grade, Baskets	301	250			482	1033	1.00	103
Potatoes, Sweet, 3rd Grade, baskets	38				6	44	.50	2
Radishes, bunches	25					25	.03	
Swiss Chard, baskets	14			360		374	.40	14
Tomatoes, baskets	23	60	3037	2475		5605	.50	280
Turnips, baskets	5	170	6		526	707	.50	35
Turnips, 2nd Grade, bushels					69	69	.75	5
Turnips, 3rd Grade, bushels					40	40	.70	2
Wood, Fire, loads					302	302	3.00	90
								$3522

The expenditures for Maintenance of Officers and Inmates at the State Prison Road Camps during the Fiscal Year 1921, are as follows:

PRISON ROAD CAMP No. 2-B

WEST PORTAL, N. J.

SALARIES AND WAGES

Officers and Employees	$ 7,933.41	$7,933.41

MATERIALS-SUPPLIES

Food	8,425.78	
Clothing	849.03	
Fuel, Light, Power	607.41	
Household Supplies	270.12	
Medical, Surgical Supplies	2.48	
Printing, Office Supplies	19.55	
Tobacco	185.05	
		10,359.42

MISCELLANEOUS

Traveling Expenses	1.20	
Postage	7.00	
Medical, Surgical Fees	40.25	
		48.45
		$18,341.28

Total cost of maintaining State Prison Road Camp No. 2-B, West Portal, N. J., for a period of 176 Days	$ 18,341.28
Earnings of Labor employed on Roads	16,364.04
Expenditures in excess of Revenue	$ 1,977.24

Number of Inmates 57 Number of Days 176

Expenditures	Appropriation Titles	Cost per Inmate Per Diem	Cost per Inmate Per 176 Days
	Maintenance		
$ 7,933.41	Salaries—Wages	.79081	139.1825
10,359.42	Materials—Supplies	1.03263	181.7428
48.45	Miscellaneous	.00482	.8484
$18,341.28	Total Maintenance	1,82826	321.7737

FOOD PER CAPITA

Expenditures for Food at Road Camp No. 2 B	$ 8,425.78
Cost per 176 Days, per Inmate for Food	$147.8267
Cost per diem, per Inmate for Food	.83989

PRISON ROAD CAMP No. 5

BUDD LAKE, N. J.

SALARIES-WAGES

Officers and Employees	$7,766.35	$7,766.35

MATERIALS–SUPPLIES

Food	8,629.84	
Clothing	871.64	
Fuel, Light, Power	791.52	
Household Supplies	511.02	
Medical, Surgical Supplies	17.99	
Printing, Office Supplies	24.89	
Tobacco	141.85	
		10,988.75

MISCELLANEOUS

Traveling Expenses	10.68	
Postage	26.72	
Medical, Surgical Fees	181.75	
		219.15
		$ 18,974.25

Total Cost of maintaining State Prison Road Camp No. 5, Budd Lake, N. J. for a period of 168 Days	$ 18.974.25
Earnings of Labor employed on Road	12,485.26
Expenditures in excess of Revenue	$ 6,488.99

Number of Inmates 50 — Number of Days 168

Expenditures	Appropriation Titles	Per Diem Cost per Inmate	Per 176 Days Cost per Inmate
	Maintenance		
$ 7,66.35	Salaries—Wages	.92456	155.3260
10,988.75	Materials—Supplies	1.30818	219.7742
.219.15	Miscellaneous	.02608	4.3814
$18,974.25		2.25882	379.4816

FOOD PER CAPITA

Expenditures for Food at Road Camp No. 5	$ 8,629.84
Cost per 168 Days per Inmate for Food	$172.5968
Cost per diem, per Inmate for Food	1.0273

PRISON DETAIL No. 1

RECEIPTS

Earnings of Labor employed on Roads	$ 10,141.75

EXPENDITURES

Salaries of Road Guards	$ 4,225.00	
Maintenance for Inmates at $1.33207 per day for 3869 Inmate Days	5,153.78	
Maintenance for Road Guards, at .32639 per day for 997 Officers Days	325.41	
		9,704.19
Revenue in excess of expenditures		$ 437.56

NEW JERSEY STATE PRISON
STATE USE INDUSTRIES

Through this Department, the Industrial division of the State Prison, there is manufactured and furnished to the various State Institutions and Departments, articles, materials and supplies of which a complete analysis is herewith set forth.

Recapitulation

STATE USE INDUSTRIES

FISCAL YEAR 1921

CR.

Allotments	$ 55,000.00
Receipts	224,212.02
Accounts Receivable	474.70
Machinery—Inventory	67,080.21
Equipment—Inventory	26,361.80
Material and Supplies	34,639.27
Manufactured Stock	76,075.10
Machine Shop—Trucking	4,475.31

DR.

Expenditures	180,755.38	
Allotment	55,000.00	
Machinery—Equipment	88,383.67	
Depreciation	5,058.34	
Accounts Receivable 1920	17,454.29	
Materials and Supplies 1920	33,213.31	
Manufactured Goods, 1920	20,787.55	
Earnings for Fiscal Year 1921	87,665.87	
	$488,318.41	$488,318.41

SCHEDULE "A"

STORES
June 30th, 1921

Automobile Tag	$ 3,990.42	
Baking	268.84	
Concrete Post	854.42	
Printing	5,828.65	
Shoe Manufacturing	71,555.98	
Shoe Repair	2,159.12	
Trucking	18.16	
Woodworking	340.60	
Machine Shop	216.80	
Tin Shop	687.44	
Store-Room	233.89	
Total		$ 86,154.32

SCHEDULE "B"

WORK IN PROGRESS
June 30th, 1921

Automobile Tag	$ 142.55	
Machine Shop	9.60	
Printing	32.99	
Shoe Manufacturing	512.41	
Shoe Repair	91.18	
Tin Shop	45.26	
Total		$ 833.99

Inventory Leased Machinery	Inventory Machinery 6-30-21	Inventory Equipment 6-30-21	Inventory Mat.&Sup. 6-30-21	Inventory Mfg. Stock 6-30-21	Depreciation Machinery Equipment	Total Inventory 6-30-21
.....	$38901.50	$3637.61	$3990.42	$21102.00	$2308.84	$65322.69
.....	2459.52	618.26	268.84	.....	184.80	3161.82
.....	.....	611.00	854.42	2142.00	61.10	3546.32
.....	11599.94	10102.48	5828.65	1191.05	1590.25	27131.87
5390.00	2346.25	1446.47	20040.93	51515.05	261.96	80476.74
.....	361.00	293.74	2159.12	.....	47.43	2766.43
.....	182.00	91.00	340.60	125.00	18.20	720.40
.....	2654.00	1041.54	216.80	.....	236.85	3675.49
.....	2427.00	2275.61	687.44	.....	348.91	5041.14
.....	.....	4353.05	18.16	.....	.....	4371.21
.....	.....	690.25	.....	.....	.....	690.25
.....	.....	687.25	233.89	.....	.....	921.14
.....	.....	513.54	.....	.....	.....	513.54
.....	759.00	.....	.....	.....	.....	759.00
$5390.00	$61690.21	$26361.80	$34639.27	$76075.10	$5058.34	$199098.04

SCHEDULE "C"

STATE USE BUILDINGS
June 30th, 1921

Automobile Tag	$ 8,122.50	
Printing	9,025.00	
Shoe Manufacturing	4,512.50	
Shoe Repair	2,256.24	
Baking	4,512.50	
Total		$ 28,428.74

SCHEDULE "D"

STATE USE EQUIPMENT
June 30th, 1921

Automobile Tag	$ 40,230.27	
Baking	2,892.98	
Concrete Post	549.90	
Printing	20,112.17	
Shoe Manufacturing	3,530.76	
Shoe Repair	607.31	
Woodworking	254.80	
Machine Shop	3,458.69	
Tin Shop	4,353.70	
Trucking	4,353.05	
Offices (Industrial and Accounting)	690.25	
Store-Room (Industrial	687.25	
Stored in cellar and store-room	1,272.54	
Total		$ 82,993.67

SCHEDULE "E"

ACCOUNT RECEIVABLE

Printing	$ 157.00	
Shoe Repair	317.70	
Total		$ 474.70
State Highway Dept. Printing	$ 148.25	
New Jersey State Treasurer Printing	8.75	
		$ 157.00
New Jersey State Prison Shoe Repair		317.70
		$ 474.70

SCHEDULE "F"

ASSETS AQUIRED OTHER THAN STATE USE FUNDS
June 30th, 1921

	Buildings	Equipment
Automobile Tag	$ 8122.50	$ 40,230.27
Baking	4512.50	2,892.98
Printing	9025.00	18,678.01
Shoe Manufacturing	4512.50	61,85.84
Shoe Repair	2256.24	607.31
Machine Shop		3,032.89
Tin Shop		4,353.70
Trucking		4,353.05
	$ 28,428.74	$ 80,334.05

Buildings	$28,428.74	
Equipment	80,334.05	
		$108,762.79

SCHEDULE "G"

SALES INCLUDING ACCOUNTS RECEIVABLE
Fiscal Year 1921

	June 30, 1920 Accounts Receivable	1921 Sales	1921 Earnings
Automobile Tag	12,710.25	100,507.59	
Baking		19,720.31	
Concrete Post and Sign	96.00	606.75	
Printing	887.25	36,308.35	
Shoe Manufacturing		34,854.95	
Shoe Repair	1,735.76	14,437.90	
Woodworking	25.00	191.00	
Machine Shop		255.58	965.95
Tin Shop			
Trucking	2,000.03	350.00	3,509.36
	$ 17,454.29	207,232.43	4,475.31

Accounts Receivable June 30th, 1920	$ 17,454.29
Sales during Fiscal year 1921	207,232.43
Earnings	4,475.31
Total Sales	229,162.03

SCHEDULE "H"

PROFIT AND LOSS
Fiscal Year 1921

	Loss	Profit
Automobile Tag		49,789.16
Baking		5,996.14
Concrete Post and Sign		1,079.41
Printing		16,742.80
Shoe Manufacturing		9,311.89
Shoe Repair		7,325.32
Woodworking	800.41	
Machine Shop	84.00	
Tin Shop	1,294.78	
Trucking		1,176.45
Industrial Accounting Offices and Industrial Store-room	1,576.11	
	$ 3,755.30	91,421.17

Profit	$ 91,421.17
Loss	3,755.30
Net Profit	$ 87,665.87

Respectfully Submitted,

J. P. MCCORMACK,
Fiscal Agent.

NEW JERSEY STATE PRISON.

Appendix

Rules and Regulations Applying to Conduct, Duties, and Assignments of Officers and Employees

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As Adopted by the Board of Managers of the New Jersey State Prison October 14, 1919.

Rules and Regulations Governing Employees

PART I

GENERAL RULES

1. Conditions of Service:

Officers and employees entering the service of the New Jersey State Prison are required to subscribe to an oath of office, thereby pledging their allegiance to the State of New Jersey and the New Jersey State Prison.

All Officers and employees must consider themselves subject to be called upon to assume duty at any time, and to perform any duty which may be assigned them by the Principal Keeper.

Officers of the Prison shall be assigned to an eight hour tour of active duty, and be allowed one day off duty every two weeks. They shall be premitted a vacation of fourteen days in each calendar year, after having successfully completed a year of service.

2. Personal Conduct and Courtesy:

Officers will be expected to bear constantly in mind the nature of this Institution into the service of which they have entered, the peculiarity of the duties they will have to perform, and the moral obligation they are understood to assume with reference to their own personal conduct, from the time they are engaged.

Each and every employee is specifically requested and required to be as courteous as possible, in contact with the public and with each other.

Any proper inquiry made to an employee of the Institution shall be answered civilly, and the inquirer shall be accorded the fullest possible information to any proper query or request. This rule applies to telephone conversations and to all personal contact with the public, and with fellow employees or other officers.

3. Bond Required:

Each Chief Deputy Officer, Prison Officer, Road Camp Officer, or Prison Farm Officer appointed with the authorization of the Board of Managers by the Principal Keeper, in accordance with the rules of the Civil Service Commission, shall furnish bond to the Principal Keeper in such sums as he shall require, not exceding two thousand dollars, and with such sureties as he shall approve.

4. Correct Address of Employees to be Filed with Principal Keeper:

Each and every employee is hereby instructed that his or her proper address shall be on file in the office of the Principal Keeper. Any change of address must be promptly reported by employees at the office of the Principal Keeper.

5. Acceptance of Gratuities Forbidden:

All employees are hereby notified that if any employee accepts

any money, or its equivalent, for favors granted by him to any person or persons, such employee will be at once dismissed from the service.

6. USE OF LIQUORS OR DRUGS OR TRAFFIC IN SAME PROHIBITED:

No spirituous or fermented liquors or drugs of any description shall, on any pretence whatever, be sold within the Prison, at the Prison Farm or Road Camps, or place where prisoners may be employed, nor shall any kind of spirituous or fermented liquor be brought into the Prison, Prison Farm, or Road Camps, or places where prisoners are employed.

7. CONTRABAND:

Any employee who shall sell or bring into the Prison, Prison Farm, Road Camps, or place of detention of prisoners, any spirituous or fermented liquor or drugs, knife, club, revolver, or other weapons, or who shall bring into the Prison or place of detention of prisoners or take therefrom any contraband article, or any article whatsoever, forbidden by the Principal Keeper, shall be subject to instant dismissal and prosecution under Chapter 195, P. L. 1919.

8. MAILING OF LETTERS FOR PRISONERS:

Mailing of letters for any sentenced prisoner without the express permission of the Principal Keeper shall be sufficient cause for the dismissal of any employee so doing.

9. ABSENCE FROM DUTY:

Absence from duty without permission will be considered sufficient cause for suspension, awaiting action to be taken by the Board of Managers.

In the event of sickness or exceptional circumstances causing absence of any employee, such employee shall immediately communicate by telephone if possible with his superior officer. If unable to so communicate, he shall cause such communication to be made as soon as possible.

In the event of absence on account of personal illness or serious illness of a member of the immediate family, employee shall furnish certificate by a reliable physician.

10. UNIFORMS, INSIGNIA, OFFICIAL BADGES:

Officers shall while on active duty wear the regulation uniform prescribed by the Board of Managers. The Chief Officers shall see to it that subordinate employees adhere strictly to the prescribed uniform regulations, and that all uniforms when worn are clean and presentable. They shall require any employee not properly or presentably uniformed to remedy such condition, and shall report to the principal Keeper the dereliction of any employee in this respect.

Cloth for uniforms shall be purchased by the Board of Managers, and uniforms shall be tailored in the Prison Shop according to specifications adopted by the Board of Managers. Officers may pay for uniforms in monthly installments when so desired, amount to be paid monthly to be fixed by the Board of Managers.

Buttons, badges, and official designation of rank shall be selected by the Principal Keeper and purchased by the New Jersey State Prison.

Peaked uniform cap shall be worn, with official designation thereon, as prescribed by the Board of Managers.

Official badge supplied by the Principal Keeper is to be affixed to the left side of the uniform coat.

Black shoes shall be worn.

Matrons shall wear one-piece dress of white in summer; one-piece dress of navy blue in winter.

11. TELEPHONE CALLS:

Personal telephone calls at the expense of the State and during hours of duty are prohibited, except when expressly permitted by the Principal Keeper.

12. STATUTE LAWS, RULES, AND REGULATIONS:

It shall be the duty of all officers and employees to make themselves acquainted with the statute laws relating to the Prison, also with the rules and regulations of the Board of Managers of the Prison, and all general orders and bulletins promulgated by the Board of Managers and the Principal Keeper, and to strictly obey such orders and enforce strict obedience of them upon all who may come under their authority.

PART II

Duties of Principal Keeper

The Principal Keeper shall be the executive and administrative officer of the New Jersey State Prison, and shall be directly responsible to the Board of Managers. He shall, as soon as possible advise the Board of Managers of any suggestions from the State Board of Control of Institutions and Agencies, or the Commissioner. He will comply with the general orders, instructions, or suggestions of the Board of Managers, State Board of Control of Institutions and Agencies, and the Commissioner.

The duties of the Principal Keeper shall be to exercise general supervision and direction over the New Jersey State Prison at Trenton, the State Prison Farm at Leesburg, the Prison Road Camps, and all other camps or places of detention hereafter established for the employment of prisoners outside the walls of the New Jersey State Prison at Trenton, and over the officers, civilian employees, inmates, premises, property, and operation of the Prison, Prison Farm, Camps, and all places of detention of prisoners.

He will be held responsible for the conduct and proper performance of duty of his subordinates. In the event of absence, misconduct, or dereliction of duty of any of the employees under his control, he is required to make a prompt report thereof to the Board of Managers. He shall have power to immediately suspend any employee from duty, pending action by the the Board of Managers.

The Principal Keeper may, subject to the provisions of law, designate any Assistant Principal Keeper, Marshal, Prison Officer, Matron, or other employee under his control, to any particular assignment or

duty. Such Assistant Principal Keeper, Marshal, Prison Officer, Matron, or other employee, will be held responsible by the Principal Keeper for the proper execution of such an assignment.

The Principal Keeper is specifically charged with the following duties, which he may assign or delegate in part to an Assistant Principal Keeper, Marshal, Prison Officer, Matron, or other employee; but for the proper performance of which he is responsible to the Board of Managers:

1. Appointment, assignment and direction of Officers and Employees:
   - a Appointment of officers and employees subject to the rules of the Civil Service Commission and approval of the Board of Managers.
   - b Suspension of officers or employees for violation of rules or neglect of duty.
   - c Acceptance of resignations, subject to approval of Board of Managers.
   - d Assignment to positions.
   - e Organization of force, advancement, etc.
   - f Regulation of periods and hours of duty.
   - g Supervision of all officers and employees of the Prison.
   - h Furnishing of time and efficiency records.
   - i Responsibility for enforcing rules and regulations governing employees.

2. Custody and Care of Inmates:
   - a Receive all prisoners under sentence from proper officer.
   - b Cause each new prisoner to undergo routine of receptions, have records made, and prisoner examined and classified, in accordance with procedure adopted.
   - c Provide for safe keeping of personal property.
   - d Provide proper clothing and bedding.
   - e Assign inmates to work, school, or training department.
   - f Provide proper food.
   - g Segregate inmates according to mental and physical condition.
   - h Have custody of inmates' funds, and keep accounting system for same.
   - i Provide store for supplying prisoners' needs.
   - j Send out prisoners on writs and court orders.
   - k Parole and discharge prisoners in accordance with the action of the Court of Pardons and the Board of Managers, and laws governing same.
   - l Be responsible for proper operation of the Credit Marking System, by which prisoners earn commutation under Section 206, Chapter 147, P. L. 1918.
   - m Make recommendation for extra commutation with Chaplain, in accordance with Section 306, Chapter 147, P. L. 1918.
   - n Provide proper system of accounting for prisoners.
   - o Provide proper system for handling prisoners' mail.

3. Discipline:
   a Personally decide matters of dispute between inmates and officers.
   b Investigate charges and decide punishment for all offenses punishable by loss of grade standing.
   c Have inmates in solitary confinement visited by Physician.
   d Refrain from punishment by violence or methods of punishment prohibited by law.

4. Recreation, Amusements, and Religious Services:
   a Provide for outdoor exercise and games.
   b Regulate entertainments, lectures, etc., for inmates.
   c Make provision for Sunday school and church services for various denominations.
   d Direct regulation of Prison Library.

5. Visits:
   a Enforce rules of Board of Managers concerning visits.
   b Keep record of all visitors.
   c Suspend rules governing visitors only when unusual circumstances require it.

6. Escapes:
   a Immediately use every effort to make recapture.
   b Notify Board of Managers.
   c Cause Identification Officer to notify all authorities on mailing

7. Contraband:
   a Exercise right of search:
   b Arrange for prosecution of anyone bringing in contraband articles.

8. Care of Plant and Equipment:
   a Cause buildings and grounds to be kept in sanitary condition and constantly policed.
   b Provide for necessary repairs and replacements.
   c Keep up-to-date inventory.
   d Provide for daily inspection of bars, locks, and levers throughout the Prison.
   e Cause heating, lighting, plumbing, and power systems to be kept in good condition.
   f Bring to the attention of the Board of Managers any necessary construction work to be accomplished.

9. Organization, Supervision, and Direction of Prison Departments as enumerated, or which may hereafter be created:
   a Accounting Office.
   b Parole Section.
   d Identification Section.
   list and furnish description of escaped prisoner.
   c Education Section.
   d Cause reward fixed to be paid on return of escaped prisoner.

e Electrocution Chamber.
f Chapel.
g Library.
h Hospital and Pharmacy.
i Keeper's Residence.
j Resident Physician's Residence.
k Female Section.
l Garage and Stable.
m Trade Industries.
n Repair Department.
o State Use Industries.
p State Prison Farm.
q Prison Road Camps.
r Laundry.
s Commissary.
t Storerooms.
u Band.
v Barber Shop.
w Center.

10. Accounting:

a Provide for proper operation of the System of Accounting and Reporting of Expenditures.
b Approve all bills prepared by Fiscal Agent for submission to Comptroller for audit.
c Certify to payrolls.
d Prepare annual budget request under direction of Board of Managers.
e Have prepared monthly payrolls for inmates and cause wage payments made inmates to be promptly placed to their individual credit.
f Pay to each inmate on parole or discharge sum allowed by statute.
g Act as custodian for prisoners' funds.

11. Reports:

a Monthly report to Board of Managers.
b Annual Report.
c Special reports as required.

12. Operation of Prison in accordance with statutes and rules adopted:

a Shall be familiar with statute laws concerning Prison and responsible for their proper enforcement.
b Shall be responsible for proper enforcement of all rules, regulations, and general orders of the Board of Managers.
c Shall direct the proper operation of the Classification, Credit Marking, and Parole System.

1. REGULATION OF OFFICERS AND EMPLOYEES:

The Principal Keeper shall observe and enforce the provisions of the Civil Service Law, and all the rules and regulations of the Civil Service Commission.

He shall keep prescribed time and efficiency records covering the work of all employees of the Prison, as prescribed by the Civil Service Commission.

He shall make assignment of all employees and officers to such work and duty as may be necessary for the efficient and proper conduct of his institution.

He shall report in writing to the Board of Managers any material dereliction of duty or violation of the rules on the part of the officers or employees. He shall also record on the prescribed efficiency records any infraction of rules, dereliction of duty, inefficiency of any employee.

He shall search or exercise the right of search of employees for any suspected, forbidden, or contraband article.

He shall be responsible for the proper performance of assigned duties of every officer and employee of the Institution.

2. CUSTODY AND CARE OF INMATES:

He shall be responsible for the proper and accurate registration, record taking, photographing, finger-printing, physical and mental examination, and classification of every prisoner committed to the State Prison.

He shall see that prisoners in his custody are properly clothed, bathed, receive the required attention of the barbers, are cared for by the physicians, and are properly fed so that they are in fit condition to perform any assignment allotted them.

He shall see that the cells and dormitories of the Prison, Prison Farm, Road Camps and other places of detention of prisoners are kept clean and sanitary, and that beds and bedding are kept clean and in a proper condition.

He shall see that the meals served inmates are in accordance with the prescribed standards adopted by the Board of Managers, which shall be according to sample dietaries and ration tables furnished by the Commissioner of the Department of Institutions and Agencies.

In assignment to cells and duty, he shall segregate, insofar as is possible, inmates suffering from contagious diseases, the morally depraved and degenerate inmates.

He shall cause inmates to be especially examined by the physician before assigning them to kitchen, table, or hospital duty.

He shall assign to work all prisoners physically able to perform work, subject to the limitations of existing conditions.

The working day of prisoners shall consist of eight hours, with half holiday on Saturday, and holiday on Sunday and legal holidays, except where it is necessary in case of an emergency to keep prisoners employed on a job longer than eight hours or on holidays.

The double-squad method of work shall not be permitted during any eight hour period, except when the Principal Keeper finds it advisable. The members of any work gang shall not be changed during an eight hour period except when absolutely necessary.

The Principal Keeper shall be responsible for the proper care and delivery of clothing and personal property and money or valuables of inmates committed to his care.

He shall cause to be throroughly searched for contraband all inmates on admission.

He shall be held responsible for the discharge or parole of any inmate in his custody at the time when such inmate should legally be released.

He shall supervise the operation of a Store for the supplying of the wants of prisoners, and shall see that such store is properly operated in accordance with rules promulgated by the Board of Managers.

He shall cause to be kept an accounting system showing the receipts and expenditures of all funds in the personal or wage accounts of prisoners.

3. DISCIPLINE:

He shall not punish any inmate by violence or by any method prohibited by law.

When an inmate is punished by solitary confinement, such inmate shall be examined by a Physician at least twice daily and a report of such examination made to the Principal Keeper.

He shall make a full written report to the Board of Managers concerning the occurrence of any assault between prisoners, or prisoners and employees. When such assault has been of sufficient violence, the case shall be brought before the Mercer County Grand Jury.

4. RECREATION, AMUSEMENTS AND RELIGIOUS SERVICES:

He shall cooperate with the Chaplains of various denominations who administer to the inmates, and provide them with facilities for work.

He shall make proper provision for holding religious services, Sunday school, and religious instruction.

He shall be resonsible for the moral training of inmates.

He shall supervise the Prison Library and direct the Chaplain in charge of the Library.

He shall permit all inmates to exercise daily in the open air, and regulate the games to be permitted prisoners in the Yard or at the Camps and Farm.

5. VISITS:

He shall keep a book of record of all visitors to the Institution, and whom they visit, and shall only permit visits to inmates in accordance with the rules of the Board of Managers.

When an occasion requires that an inmate of the Institution should be visited at a time other than the regular visiting hours, or when an occasion arises wherein the enforcement of rules regulating visits would entail injustice or hardship to an inmate, the Principal Keeper

may temporarily suspend such rule in that particular case, and shall make an official record when such rule is suspended.

6. ESCAPES:

He shall immediately, upon the escape or suspected escape of any inmate, use every facility toward recapturing the escaped inmate, and shall thereafter make a full report of all circumstances in the case to the Board of Managers.

He shall particularly endeavor to find the officer in whose custody the inmate was at the time of his escape, and hold him directly responsible.

7. CONTRABAND:

He shall search or exercise the right to search for contraband articles, and provide for prosecution under Chapter 196, P. L. 1919, of any one violating the law.

8. CARE OF PLANT AND EQUIPMENT:

He shall commence no new construction work at his institution unless an estimate and statement of the work contemplated has been first approved by the Board of Managers.

He shall be responsible for all equipment, supplies and materials delivered to his institution, and shall see that no such property is used or consumed without prescribed stores-requisition or his written approval.

He shall cause to be kept an accurate account of all property, materials and supplies, and a record of disposition and use of same.

9. ORGANIZATION, ETC.:

He shall require the head of each department or sub-division of Prison activity to report to him through the superior officer of such head of department, if there be such superior officer, and to take no orders except those coming through such superior officer or directly from the Principal Keeper.

He shall hold the head of each department or sub-division of Prison activity resposible for the proper operation of his department or subdivision, in accordance with the rules of the Board of Managers and the orders of the Principal Keepr.

10. ACCOUNTING:

He shall cause to be kept a proper system of accounts of all receipts and expenditures of the Prison, Prison Farm, Road Camps, and other places of detention of prisoners, and shall submit to the Board of Managers at each regular meeting a financial report covering the receipts and expenditures chargeable to each account as set forth in the appropriations act.

He shall cause to be kept a cost accounting system covering the cost of operation of the several departments and activities under his control, and the per capita cost of maintenance of the inmate.

When requested by the Board of Managers. he shall prepare in accordance with the rules and regulations of the State House Commis-

sion and the State Board of Control of Institutions and Agencies a budget estimate showing the yearly requirements to properly and efficiently conduct the Prison.

He shall prepare or cause to be prepared monthly payrolls according to the wage scale and rules adopted by the State Civil Service Commission, and cause same to be passed to payment in the proper manner.

When checks for wages due prisoners are received, he shall cause same to be properly distributed among the accounts of prisoners, and notify each prisoner of the amount placed to his credit.

He shall certify to all payrolls for wages due employees, together with a member of the Board of Managers.

11. PROPER OPERATION OF PRISON:

He shall be responsible for the compliance with all legal requirements controlling the comitment and discharge of inmates to and from the State Prison, and those dealing with the administration of the Prison.

He shall be responsible for the care and custody of all original records of his institution.

12. FIRE DRILLS AND REGULATIONS:

He shall provide safety devices and see that fire drills are held frequently, and shall be responsible for the proper upkeep of all fire fighting equipment.

He shall instruct his employees how to act in case of any fire, panic, or unusual disturbance.

He shall keep a current record of fire drills, fire equipment, and inspections made.

PART III

Duties of Physicians

VISITING PHYSICIAN:

The Visiting Physician shall visit the Prison at least once a day and personally examine all sick and complaining prisoners, and prescribe such medical treatment as their cases may require.

Upon the request of the Principal Keeper or Chief Deputy, he shall report to the Prison as soon as possible.

He shall be responsible to the Board of Managers and to the Principal Keeper for the proper management of the Hospital, and for all medical and surgical work in the Prison.

He shall exercise general supervision over the Hospital and the work of the Resident Physician.

He shall examine the cells, wings, shops, and all parts of the Prison, for the purpose of ascertaining whether they are kept in a proper state of cleanliness and ventilation, and shall make a report to the Principal Keeper of any unsanitary condition.

He shall examine into the quality and state of the provisions delivered for the use of the Commissary Department, and whenever

he shall have reason to believe that any of such provisions are prejudicial to the health of the prisoners, he shall immediately make a report thereof to the Principal Keeper in writing.

He shall have charge of the Hospital, shall attend at all times to the wants of prisoners who are sick, whether in the Hospital or in the cells, shall prescribe the diet of sick inmates, whether in the Hospital or in their sells or elsewhere, and his directions in relation thereto shall be followed by the Principal Keeper.

He shall keep or cause to be kept a daily record of all admissions to the Hospital, with a statement of the condition and the treatment and prescriptions administered in each case.

He shall report monthly to the Principal Keeper the number of prisoners received in the Hospital during the preceding month, the number of prisoners discharged, their conditions when discharged, the time they shall have remained in hte Hospital, the number of deaths, stating the cause of such deaths. He shall also include in this report the number of sick prisoners not received in the Hospital, for whom he shall have prescribed during the last preceding month.

He shall make an annual report to the Principal Keeper at such time as it may be required, for the year ending with the last day of the preceding fiscal year, containing a condensed statement of his monthly reports, and all such other matters as may be required.

RESIDENT PHYSICIAN:

The Resident Physician of the Prison shall be the chief sanitary officer of the institution, and as such will be held responsible for reporting to the Principal Keeper of any unsanitary condition existing at the Prison.

The Resident Psysician, under direction of the Visiting Psysician, shall attend and prescribe for the sick at all times, and shall exercise general supervision and control over the Hospital, and shall supervise and direct the work of all Hospital employees.

He shall be responsible for carrying into effect all orders and directions of the Visiting Physician.

He shall make a thorough physical examination of all prisoners received at the Prison, and make a record of same.

He shall be responsible for the proper care and use of the drugs, medicines and appliances used in the dispensary and Hospital.

He shall examine carefully twice daily all inmates under confinement for punishment.

He shall make examinations and reports in accordance with the requirements of the parole rules and regulations, and procedure promulgated and adopted by the Board of Managers.

Visiting and Resident Physicians shall classify inmates according to their physical conditions, and recommend proper segregation of those prisoners suffering form contagious diseases and those with antisocial tendencies.

PART IV

Duties of Chaplain

The Prison Chaplain shall personally interview each new prisoner as admitted, and make and keep such records as are prescribed by the Board of Managers.

He shall devote his time to the religious instruction and moral and mental improvement of prisoners.

He shall co-operate with the Moral Instructors of various denominations who serve the Prison.

He shall have charge of the Prison Library under the direction of the Principal Keeper, and be responsible for its operation under the most approved methods.

He shall make such reports as are required of him by the Principal Keeper or Board of Managers.

PART V

ORGANIZATION

General Duties of Ranking Officers

1. ORGANIZATION:

The Principal Keeper shall designate the following Officers and present to such Officers a written assignment of duties as hereinafter specified:

1. One Assistant Principal Keeper, known as Chief Deputy to the Principal Keeper.
2. One Marshal.
3. Seven Lieutenants of Prison Officers:
   - a Three for Center Keepers, each to have an eight-hour tour of duty.
   - b One for Chief Deputy, State Prison Farm at Leesburg.
   - c One for Chief Deputy, each Road Camp (two).
   - d One to have charge of the Bureau of Identification.
4. Five Sergeants:
   - a One to assist each Center Keeper (three).
   - b One to be Doorkeeper.
   - c One to be in charge of the Entrance Gate.

2. GENERAL DUTIES:

The duties of the Assistant Principal Keeper, Marshal, Lieutenants or Prison Officers, Sergeants, shall be to exercise general supervision and direction over the work to which each has been assigned by the Principal Keeper. Each shall be held responsible for the proper conduct of his work and for the safety and welfare of the inmates committed to his charge. Each shall be held responsible for the conduct

of his subordinates and shall conform to the rules and regulations prescribed by the Board of Managers of the Prison and to all orders and instructions of the Principal Keeper now in force and hereinafter promulgated. In the event of absence, misconduct, or dereliction of duty of any of the employees assigned to his control, the Officer in charge is required to make a prompt report to the Principal Keeper. Keeper.

3. UNIFORM:

Each ranking Officer shall while on active duty wear the prescribed regulation uniform, and he shall also see that subordinate employees adhere strictly to the prescribed uniform regulations, and shall report to the Principal Keeper the dereliction of employees in this respect.

PART VI

Duties of Assistant Principal Keeper Known as Chief Deputy to the Principal Keeper

1. TO ACT AS PRINCIPAL KEEPER IN THE ABSENCE OF PRINCIPAL KEEPER:

In addition to the duties hereinafter stated, the Assistant Principal Keeper, known as Chief Deputy to the Principal Keeper, when assigned by the Principal Keeper to act for him, shall be responsible for the proper discipline of the Prison, the safe keeping of the inmates, the general supervision of the Prison, Prison Farm, Road Camps, and other places of detention of prisoners, and shall perform all of the duties of the Principal Keeper, but shall not have the power to appoint or dismiss employees or materially change assignment of Officers without permission from the Principal Keeper and the Board of Managers.

2. SPECIFIC DUTIES:

Under the direction of the Principal Keeper, he shall assign to duty and supervise the Prison officers. With the approval of the Principal Keeper he shall make assignments of such Prison officers to such work and duty as may be necessary for the proper and efficient conduct of the work and performance of the duties to which he has been assigned by the Principal Keeper, and shall be responsible for the conduct of his subordinates.

He shall be held responsible for the proper and efficient conduct of the Office in Center, and the keeping of records of said Office.

He shall direct the following:

1. Assignment and supervision of Officers including:
   - a Assignment to periods of duty.
   - b Responsibility for carrying out of rules and regulations governing employees.
   - c Keeping time and efficiency records.

2. Supervision of Prisoners, including:
   a Receiving and discharging of prisoners.
   b Care of inmates' personal property.
   c Search of inmates for contraband.
   d Sending out prisoners on writs and Court orders.
   e Care and distribution of inmates' clothing.
   f Care, preparation, and distribution of food.
   g Bathing of prisoners.
3. Discipline of inmates:
   a Disciplinary measures.
   b Punishments.
4. Assignment of inmates:
   a Assignment of inmates to cells and segregation according to classification by physician and as a result of mental examination.
   b Assignment of inmates to work in kitchen, Hospital, and general house work of Prison.
   c Assignment of inmates to assist administrative officers.
   d Assignment of inmates to Industrial Department.
   e Assignment of inmates to outside work.
5. Recreation and Amusements.
6. Enforcement of rules governing visits to inmates.
7. Care of Plant and Equipment:
   a Sanitary condition of Prison.
   b Cleanliness of beds and bedding.
   c Fixtures and records of fixtures.
8. Oversight and Supervision of:
   a Bathhouse.
   b Band.
   c Barber Shop.
   d Center.
   e Chapel.
   f Hospital.
   g Laundry.
   h Kitchen.
   i Mess Hall.
   j Post Office.
   k Prisoners' Store.
   l Storehouse.

3. ENFORCEMENT OF RULES AND REGULATIONS:

The Chief Deputy to the Principal Keeper shall be held responsible for the enforcement of the rules and regulations and of orders given by the Board of Managers and the Principal Keeper.

He shall have charge of the proper guarding and discipline of the Prison, and matters in connection with guarding and discipline shall all be referred to him by subordinate officers.

He shall frequently visit the yards, Hospital, kitchen, halls, cells, and other departments of the Prison.

He shall assign Prison Officers to guard the Prison and prisoners and shall be held responsible for the proper performance of duty of those under his control.

He shall be held responsible for the keeping of contraband out of the Prison, and shall search or exercise the right of search of inmates, employees, or any part of the Prison for any suspected, forbidden or contraband article, under the direction of the Principal Keeper.

4. PRISONERS:

He shall receive from the hands of the Sheriff or other proper officer under the direction of the Principal Keeper every prisoner sentenced to imprisonment in the State Prison, also all prisoners committed under authority of the United States. He shall make or cause to be made the proper record of the commitment, and shall see that the prisoner is bathed, examined by the Resident Physician, and given Prison clothing.

He shall give to each new prisoner a copy of the Rules and Regulations for inmates of the Prison. He shall then have him brought to the Bureau of Identification to have photograph and finger prints made and record taken.

He shall see to it that each new prisoner is kept in quarantine for the required period under the prescribed regulations.

He shall see that the prisoner is examined by the Physician, Head Teacher, Psychiatrist, Psychologist, Chaplain, Parole Agent within thirty days after his admission.

He shall assign inmates to cells and provide for segregation according to physical and mental classification.

He shall select inmates for assignment to school, trade training and industries in accordance with their classification and at the direction of the Principal Keeper.

He shall be responsible for the proper operation of the Credit Marking System.

5. CHECK AND COUNT OF INMATES:

He shall supervise the operation of the system for counting and checking inmates.

He shall take or cause to be taken the count of inmates whenever they are taken from their cells to the shops or other parts of the Prison, and shall check or cause to be counted and checked the inmates when they are returned to their cells. He shall not permit the Officers to leave their posts in the Prison or in the Towers until the count is correct.

If the count is not correct, or a prisoner is found to be missing he shall immediately order a general search to be made and notify the Principal Keeper.

6. COMPLAINTS AND CHARGES:

He shall investigate the charges of officers against prisoners immediately, and shall give a private hearing to the prisoner upon the charges. He shall then submit a written report in the matter to the Principal Keeper.

He shall invesitgate or cause to be investigated the complaints of inmates against officers, and shall submit a report on the matter to the Principal Keeper.

7. PRISONERS UNDER PUNISHMENT:

He shall see that every prisoner under punishment is visited at least twice a day by the Resident Physician.

8. EQUIPMENT:

He shall inspect the uniforms and equipment of the officers. He shall frequently inspect all the guns and equipment not in daily use, and shall see that everything is in repair and ready for service.

He shall examine or cause to be examined daily the bars, locks and levers in and about the entire Prison, and see to it that they are always in good condition. He shall immediately report in writing to the Principal Keeper any dereliction of duty on the part of officers or employees to properly observe and report defective equipment, or attempts to cut or saw bars or make locks and levers ineffective on the part of prisoners.

He shall inspect and supervise the storeroom, kitchen, and hospital of the Prison, and shall be responsible for the proper use and accounting of all Prison property except that used in the Industrial and Repair and construction department.

9. REPORTS:

At the end of each month he shall make a monthly report to the Principal Keeper.

He shall make written report to the Principal Keeper of any irregular or extraordinary condition or any other matter which is in his judgment improper.

PART VII

Duties of Marshal

The Marshal shall assist and be subordinate to the Assistant Principal Keeper, known as Chief Deputy to the Principal Keeper.

Under the direction of the Chief Deputy to the Principal Keeper, he shall maintain discipline in the Prison, and be responsible for its sanitary condition. He shall promptly report to the Chief Deputy any violation of the rules and regulations, or dereliction of duty on the part of any subordinate Officer which comes to his attention.

He shall observe all the rules and regulations promulgated by the Board of Managers and the Principal Keeper, and shall perform such duties as are from time to time assigned to him by the Chief Deputy to the Principal Keeper.

In the absence of the Chief Deputy to the Principal Keeper or by his direction, he shall take charge of the Watch Desk, and shall perform the duties of the Chief Deputy, while in charge.

SPECIFIC DUTIES

1. RECORDS:

The Marshal, under the direction of the Chief Deputy to the Principal Keeper, shall keep a record of the names and numbers of the inmates in the Institution, the number and location of each inmate's cell, the number of the shop or place in which each is employed or located.

He shall keep a daily record of all assignments to duty of inmates, transfers, changes and reassignments of inmates, and submit daily to the Principal Keeper a report of assignments.

2. COUNT:

Under the direction of the Chief Deputy to the Principal Keeper, he shall receive and check the counts made by the Prison Officers. He shall check the counts of the Officers of the Shops when inmates are returned to their cells and shall check and compare the counts of Shop and work gang Officers with the count and report of the Hall Prison Officers. He must certify to the count as correct to the Center Keeper before Tower Officers and Prison Officers may be permitted to leave their posts.

3. BLOTTER:

He shall under the direction of the Chief Deputy to the Principal Keeper, keep a daily blotter, and shall record therein the arrival and departure of all Prison Officers, assignment of Officers, names of Officer on leave, names of Officers on sick leave. He shall also register the arrival and departure of the Physician, and all persons other than employees who visit and inspect the Prison.

He shall enter the Count Reports, giving the time, number of inmates, and name of Officer.

He shall enter all requests of inmates to see the Prison Physician, and shall notify the Physician of such requests upon his arrival. He shall keep a record of all inmates sent to the Hospital or treated by the Physician.

4. INSPECTION:

He shall frequently inspect all parts of the Prison, wings, cells, cook-house, Hospital, Laundry, Shops, Towers, cellars, Death House, Yard, corridors, etc. He shall report to the Chief Deputy the condition of every part of the Prison, as to its cleanliness, condition of equipment, lighting, plumbing, etc.

He shall promptly report any dereliction of duty on the part of Officers that comes to his notice, and bring to the attention of the Chief Deputy any matter of discipline that may arise.

He shall condemn articles of clothing or equipment to be replaced on requisition.

He shall inspect and oversee Storeroom and Kitchen.

5. COMMISSARY AND STORES:

He shall be held responsible for the proper care, distribution, and use of all Prison property, except that used in the industrial, vocational, and repair shops of the Prison. Under the direction of the Chief Deputy he shall weigh or cause to be weighed all materials, food-stuffs, equipment and supplies delivered to the Institution, and shall see that no materials and supplies are accepted that do not conform to the standard specifications of the Purchasing Agent.

By the direction of the Chief Deputy to the Principal Keeper, he shall supervise the Storekeeper and Commissary Officers of the Prison.

6. MONTHLY REPORT:

Through the Chief Deputy to the Principal Keeper, he shall submit a monthly report to the Principal Keeper.

PART VIII

Duties of Center Keepers

There shall be three Center Keepers, each to exercise general supervision and direction over the Prison during his tour of duty under the direction of the Assistant Principal Keeper known as Chief Deputy.

The periods of duty shall be:

6:30 A. M. to 2:30 P. M. .....Shift No. 1
2:30 P. M. to 10:30 P. M. .....Shift No. 2
10:30 P. M. to 6:30 A. M. .....Shift No. 3

Each Center Keeper shall conform to the prescribed procedure, rules, and regulations promulgated by the Board of Managers, and to all general orders and directions issued by the Principal Keeper, now in force and as hereinafter promulgated.

Each Center Keeper shall be held responsible for the conduct of the subordinate Officers assigned to the shift over which he has charge. In the event of his absence, misconduct, or dereliction of duty of any employee assigned to his control, he is required to make a prompt report thereon to the Principal Keeper.

Each Center Keeper shall be directly responsible for the proper conduct of the Prison during his tour of duty, and for the safety and welfare of the inmates committed to his charge.

SPECIFIC DUTIES

1. ASSIGNMENT OF OFFICERS:

Each Center Keeper shall upon assuming duty call the roll for Officers assigned to the shift of which he is in charge, and as each Officer reports, assign him to his post of duty, and check his name on the Daily Center Report.

He shall make known to his assembled Officers any special orders of the Principal Keeper or Chief Deputy concerning any unusual occurrence or extraordinary precautions to be taken.

Under the direction of the Chief Deputy, each Center Keeper shall instruct his Officers how to act in case of fire, panic, or unusual circumstances.

2. SUPERVISION OF OFFICERS:

He shall exercise full authority and jurisdiction over all civilian and uniformed Officers of the Prison during his tour of duty.

Each Center Keeper shall require his Officers to ring in to the Center as soon as they arrive at the post of duty to which they are assigned. Officers to be relieved shall not be permitted to leave the Prison until all posts are covered and the required signal has been received from each new Officer on duty.

Each Center Keeper on duty during the night periods shall make a record of the time of signal from each station. If the signal is not received within the time designated for each Officer to signal the Watch Desk, he shall signal the Officer who failed to signal, and if the officer does not immediately reply, he shall immediately send an officer to the post to investigate. He shall enter the failure on his report, and make special report to the Principal Keeper. If the Officer failed through negligence to give the proper signal, the Center Keeper shall forward charges of neglect of duty to the Principal Keeper against the Officer who neglected to give the signal.

3. CHARGE OF CENTER:

Each Center Keeper shall be in charge of the Watch Desk under direction of the Chief Deputy and Marshal, and shall not leave the Watch Desk during his tour of duty without assigning an Officer to take charge.

He shall not permit any Officer, inmate or outside person to enter or leave the Center without legitimate reason.

4. COUNT OF INMATES:

Upon assuming charge of the Prison, at the beginning of each tour of duty, the Center Keeper shall receive from the Officer whom he relieves the census report. He shall cause a count to be made at the time designated during his period of duty and compare and check the count obtained with the report of the Center Keeper preceding him. He shall indorse the Census Report so obtained and present same to the Center Keeper who relieves him.

If there should occur a discrepancy between his count and that of the Center Keeper preceding him, he shall immediately notify the Principal Keeper, and cause a search to be made.

5. SUPERVISION OF INMATES:

Each Center Keeper shall promptly notify the Resident Physician of the condition of any inmate who needs immediate medical attention, by reason of sudden illness or accident.

Each Center Keeper shall be responsible for the proper operation of that part of the Prison schedule which is being worked out during his period of duty. He shall direct proper Officers to take out the men

assigned to Shops, School, or details of work, requiring each Officer to report at the Desk the number of men he has out and their location.

6. DISCIPLINE:

In the absence of the Chief Deputy and Marshal, the Center Keeper shall receive all reports of Officers against prisoners and prisoners against officers, and temporarily settle such matters until the arrival of the proper Officer.

7. REPORTS:

He shall record all unusual or extraordinary occurrences which occur during his tour of duty in the blotter.

He shall immediately report to the Principal Keeper or Acting Principal Keeper any unusual or extraordinary occurrences.

PART IX

Duties of Identification Officer

The Identification Officer shall be responsible for the proper organization and administration of the Bureau of Identification.

He shall wear the uniform prescribed by the Board of Managers, and shall conform to the prescribed rules and regulations of the Board and general orders and directions issued by the Principal Keeper.

SPECIFIC DUTIES

1. EXAMINATION AND CLASSIFICATION OF PRISONERS ON ADMISSION:

The Identification Officer shall receive each inmate as soon as practicable after his admission. He shall enter a full description of the inmate in the book kept for that purpose. He shall photograph him, and take his finger prints.

He shall forward finger prints to the Bureaus of Criminal Identification maintain by the United States Department of Justice at Leavenworth and at Albany, New York.

He shall exchange records with institutions where prisoners have served previous sentences, and with institutions to which prisoners who have served terms at this Prison may be committed subsequent to their release from here.

He shall classify and file properly all finger prints and records of prisoners. He shall keep a book with pictures of prisoners arranged according to numbers, and shall keep a mounted copy of picture with description on file.

2. INFORMATION CONCERNING IDENTIFICATION OF PRISONERS:

He shall furnish at the direction of the Principal Keeper any information requested by proper authorities concerning any prisoner who is an inmate of the Prison or who may have been released from the Prison.

3. ESCAPES:

Immediately upon been advised of the escape of a prisoner, he shall have prepared pictures of inmate with printed description attached and mail same to the authorities listed on the mailing list.

The mailing list shall include all Chiefs of Police and Constables of every section of New Jersey, Sheriffs' and Prosecutors' Offices of every county the State, Probation Officers of counties and cities, all public, private and railroad detective agencies in the Eastern States. It shall be constantly revised and kept up-to-date.

He shall get in immediate and direct touch with the authorities of the locality from which the prisoner was committed to the Prison and notify them of the escape.

He shall communicate with authorities where it is suspected for any reason that the escaped prisoner may take refuge.

4. RETURN OF ESCAPED PRISONERS:

When directed by the Principal Keeper, he shall return to the Prison escaped prisoners who have been located and are being held awaiting identification.

5. REPORTS:

He shall submit to the Principal Keeper a monthly report summarizing his work for each month.

He shall furnish such information and statistics as may be required at any time when requested.

PART X

Duties of Sergeants of Prison Officers

Sergeants of Prison Officers shall exercise general supervision and direction over Prison Officers, inmates, premises and property, in accordance with written and oral instructions of their superior Officers.

Sergeants shall while on active duty at the institution wear the prescribed regulation uniform, and shall see that subordinate employees adhere strictly to the prescribed uniform regulations. They shall see that the uniforms of the Officers are when worn clean and presentable, and shall report to their superior officers the dereliction of any employee in this respect.

They shall be held responsible for the enforcement of all rules and regulations promulgated by the Board of Managers, and all verbal or written orders of their superior officers which govern the work of their assignments.

They shall be held responsible for the proper care and guarding of all inmates under their charge, and shall be held responsible for the cleanliness and proper care of such part of the Prison or other place to which they have been assigned.

When designated by the Principal Keeper, Assistant Principal Keeper, or Lieutenant Prison Officer for any particular assignment to

duty they will be held responsible for the proper execution of such assignment.

When assigned as an acting Lieutenant Officer, they shall assume all the duties prescribed under the assignment for such Officer, and will be held responsible for the proper performance of the duties of such position.

PART XI

Duties of Doorkeeper

SPECIFIC DUTIES

1. REGULATION OF VISITS:

The Officer in charge of the door shall have charge of the Visitors' Record Book and shall write therein the names and residences of all visitors, the names of the prisoners they visit or desire to visit.

He shall be held responsible for the enforcement of the rules and regulations governing visits to inmates, and for all general rules and orders promulgated by the Principal Keeper.

2. EXAMINATIONS OF PACKAGES ADDRESSED TO INMATES:

The Doorkeeper shall examine or cause to be examined all parcels or packages addressed to inmates. Every parcel or article brought in or taken out from the Prison is to be examined for contraband.

3. CENSORING OF MAIL:

He shall receive and censor all letters, periodicals and other mail matter addressed to prisoners, and all mail sent by prisoners.

4. HANDLING OF CASH OF INMATES:

He shall receive all money or stamps coming to inmates through the mail or left by relatives or visitors to be deposited to the accounts of prisoners.

At the end of each day's business, he shall turn over to the Principal Keeper all such money received during the day with such receipts listed on the form prescribed.

PART XII

Duties of Gatekeeper

1. YARD GATE:

The gatekeeper shall personally open and close the Yard Gate. He shall not allow any person to enter or depart by this Gate except to deliver supplies unless by permission of the Principal Keeper.

2. CONTRABANDS

He shall carefully search for contraband every vehicle entering or leaving the Prison Yard. He shall carefully watch persons deliver-

ing materials and supplies to the Prison, and shall prevent intercourse between such persons and any inmate. He shall be held responsible for the proper searching of all carts or other vehicles entering or leaving the Prison, and for the proper surveillance of any authorized person entering the Prison Yard, to prevent the smuggling of contraband into or out from the Prison.

3. PLATFORM SCALE:

He shall operate the Platform Scale, and shall record in books kept for the purpose such data as is required concerning materials and supplies weighed on the scale, and make reports to the Central Accounting Office.

PART XIII

General Duties of Prison Officers, Matrons and Other Custodial Employees

1. UNIFORMS:

All custodial employees of the Prison shall while on active duty wear the regulation uniform prescribed by the Board of Managers, and shall be responsible for the cleanliness of their uniforms and present a proper personal appearance while on duty.

2. RESPONSIBILITY FOR PRISONERS:

Any employee charged by verbal or written assignment with the custody of any inmates, group of inmates, or of any part of the physical premises or property of the Institution, shall be held personally responsible for the custody of such inmates, and for the proper maintenance of such premises or property.

3. INSPECTION OF CELLS AND PREMISES:

Any employee assigned to the charge of any cell, section of cells, dormitory, Hospital or other part of the Prison, shall inspect same at least twice during each period of duty, and shall be held responsible for the cleanliness and proper care of such place of assignment.

4. RESPONSIBILITY FOR INMATES' APPEARANCE:

Any Officer or employee charged with the direct custody of any inmate or number of inmates shall be responsible for the cleanliness and proper appearance of the person and clothing of such inmate.

5. REPORTS TO SUPERIOR OFFICERS:

Any Officer or other custodial employee shall report to his or her immediate superior or to the Principal Keeper or his Deputy in writing any discovery of contraband, assault, fight, or any disturbance of institution discipline, or any unusual or extraordinary condition or incident.

6. ABSENCE FROM ASSIGNMENT:

Any Officer or other custodial employee charged with the custody of inmates shall not absent himself or herself while on duty at his or her particular assignment or post, except by permission of his or her superior Officer, nor shall any Officer or employee leave the Prison during working hours without permission of the Principal Keeper or his delegated representative.

7. GIFTS FORBIDDEN:

No employee shall receive a gift from any inmate, no matter what its nature, nor shall any employee give anything whatsoever to any inmate as a gift, except with the express permission of the Principal Keeper.

8. FAVORS FORBIDDEN:

No employee shall buy or sell anything to an inmate, or extend any favors of diet, of clothing, or of any other nature not common to all or in strict accordance with the rules of the Institution.

9. CHANGE IN ASSIGNMENTS FORBIDDEN:

No Officer or employee shall transfer any inmate from any cell or to any particular assignment of labor, or to any particular location without the permission of his or her superior Officer.

10. USE OF VIOLENCE:

No employee shall be permitted to strike any prisoner, or use any form of violence, except where absolutely necessary in self-defense, in case of riot, or for the protection of another employee, or the safeguarding of the State's property, or to prevent an escape.

In any case where an employee is forced to resort to violence, he shall immediately make report to his or her superior Officer, whose duty it shall be to investigate the case and make written report to the Principal Keeper.

11. CONVERSATION WHILE ON DUTY:

Employees shall refrain from unbecoming language or boisterous conversation or discussion while on duty, and shall hold no conversation with prisoners except such as may be necessary for the proper performance of official duties.

12. OBSERVATION OF PHYSICAL AND MENTAL CONDITION OF PRISONERS:

Employees shall be watchful at all times of prisoners for observation as to their mental and physical condition.

Employees shall report to their superior Officer any inmate whose mental condition would seem to call for investigation or examination.

Officers shall report to their superior Officer the names and locations of inmates who apparently require medical treatment.

Employees having custody of prisoners shall notify Officers relieving them when any inmate apparently requires special observation because of illness or other cause.

13. CUSTODY AND CARE OF KEYS:

No Officer having the custody of any keys for Prison locks shall permit an inmate to handle or carry same.

No inmate shall be permitted to lock or unlock the cells or any Prison gate.

Keys shall be carried on the person of Officers, who shall deliver them to the Desk Officer when directed to do so by the superior Officer in command. No keys should be left in locks or hanging in sight of prisoners.

14. CARRYING OF WEAPONS:

The Centre Keepers, who are responsible for the proper guarding of the Prison, shall designate the Officers who shall be armed while on duty with the approval of the Principal Keeper.

The regulation revolver shall be carried by such Officers.

The Centre Keeper may require Officers to deposit revolvers in the gun cabinet before going off duty.

Each Officer shall be held responsible for the proper care of his equipment.

15. ASSIGNMENT:

Prison Officers shall report for duty to the Desk Officer of the Prison fifteen minutes before the designated hour to begin tour of duty. They shall report in full uniform, salute the Desk Officer and receive his assignment to post for the tour.

PART XIV

Duties of Day Officers

1. They shall immediately after reaching their post of duty examine the cells and premises and take a correct count of the number of inmates on the tier, in the shop or at the place of assignment, they shall check the count and make sure that everything is in good order.

2. When a prisoner is released from a cell, the Officer in whose charge he is, shall see that he is accompanied to center by an Officer of the Prison.

3. Prison Officers assigned to Hall duty shall count and check all inmates who enter or leave the Hall, and shall immediately report any changes in their count to the Desk Officer.

Prison Officers are always personally responsible for the inmates assigned to their direct custody. They should count the inmates at frequent intervals.

Should an Officer have reason to believe an inmate in his charge is in hiding or has escaped, he shall immediately notify the Desk Officer.

4. Officers will not be permitted to leave the Prison at the close of their periods of duty until they are informed by the Desk Officer that

all prisoners have been checked and accounted for and that they are relieved from duty.

5. No Officer shall leave his post unless relieved by another Officer, or permission to do so is given him by his superior Officer.

6. Officers in charge of Halls, corridors, or any part of the Prison shall admit no visitors without a written permit from the Principal Keeper or his designated Officer.

7. Officers assigned to the searching of prisoners shall search every prisoner before placing him in a cell whenever directed to do so by a superior Officer.

8. Prison Officers shall be responsible for the proper serving of food to the prisoners in their charge as provided by the Prison schedules.

9. Should an Officer be assigned to take a prisoner to court or elsewhere, he should use every care and precaution to prevent the escape of the prisoner.

He must under no circumstances visit any place except such as may be designated by the Principal Keeper.

10. Should an Officer be assigned to such duty, he must immediately at the conclusion of the business requiring the prisoner's presence, return with him and report to the Principal Keeper; or should the prisoner be remanded by the Court, he must immediately make report to that effect.

11. Day Officers when directed to do so by the Chief Deputy or Marshal shall requisition materials and supplies for the use of prisoners in their custody in accordance with the procedure in operation.

Rules on Requisition, Mail and Store Orders

12. Hall Officers shall be responsible for the issuance of clothing and equipment to inmates assigned to their charge.

Requisitions for clothing and equipment shall be made by the Hall Officer on duty on the first Shift—6:30 to 2:30.

Before requisitions will be approved by the Fiscal Agent, clothing or equipment to be replaced must first be condemned by the proper Officer, and condemned slip attached to the requisition.

Requisitions for supplies will be approved only when quantities are in accordance with those prescribed.

13. Hall Prison Officers shall personally sign all orders for transfers or expenditures of money or store orders made out by prisoners in their charge.

14. They shall be personally responsible for the proper delivery of all packages and parcels consigned to prisoners in their charge.

15. Letters written by prisoners must be on the stationery provided for that purpose, and have the stamp of the Officer in charge of the Hall.

All incoming and outgoing mail will be censored by an Officer appointed to that duty by the Principal Keeper, and must be properly stamped and sealed by him.

All mail addressed to prisoners will be delivered to the Prison Officer in charge of the Hall to which prisoner is assigned, and must be delivered to the prisoner to whom it is addressed by the Officer. Prisoners shall not be permitted to handle mail addressed to other prisoners.

PART XV

Duties of Night Officers

1. The Night Officers when reporting at their posts of duty shall make a careful inspection and examination of all outside doors and gates, to halls and corridors to see that they are locked and secure.

2. Officers shall count the numbers of prisoners under their charge at the post assigned them, check and see if their count agrees with the count given by the Officer on the post whom they are relieving.

They shall then examine all locks and doors and immediately report to the Center if everything is all right.

The Officer going on duty shall not relieve the Officer on post until he has made his count and checked same. Relieving the Officer shall be prima facia evidence that the part of the Prison assigned to his custody was all right when he relieved the Officer on post.

3. If a prisoner is taken suddenly ill and requires medical attention, the Officer in whose custody such prisoner is shall notify the Center Keeper, who shall immediately summon the Physician.

4. Particular attention and frequent visits must be made to the cells of prisoners who require extra watch for sickness or for any other reason.

5. All cells are to be kept locked, and if it is found necessary to open the cell of a prisoner, two Officers must be at the cell together when the door is opened.

6. Night Officers are expected to give their undivided attention to their duties. Playing cards or dice, etc., while on duty is forbidden.

7. Officers are required to constantly patrol such portions of the Prison as are included in their posts, and signal the Centre Desk at such intervals as may be designated by the Principal Keeper.

8. Officers are required to watch and guard every part or portion of the Prison to which they may be assigned to prevent sawing of bars and tampering with the locks of cells.

When a Night Officer takes his post of duty he must be satisfied from his inspection of the cells of the tiers to which he is assigned that the interior walls and surroundings of the cells are in good condition.

If an Officer has any reason to suspect that an attempt has been made by a prisoner who occupies a cell to escape by means of removing any portion of the wall, etc., he shall immediately report the case to the Center Keeper, who shall direct a thorough examination of the interior of the cell.

PART XVI

Duties of Tower Officers

1. Prison Officers assigned to duty on the Towers shall properly patrol their posts, shall use every means to prevent inmates from escaping, and shall immediately notify the Desk Officer of the Prison if any unusual or extraordinary circumstance should occur.

They must immediately notify the Desk Officer of any suspicious action on the part of any inmate in the Yard, outside of the Prison wall, or working on the grounds inside the Prison.

They shall notify the Desk Officer of any loitering by persons outside the Prison wall, or of any suspicious actions or appearance of any person outside the Prison wall.

2. They shall signal the Desk Officer at such intervals as may be directed by the Principal Keeper. They shall be held responsible for the care of the signal devices in the Towers, and shall report immediately to the Desk Officer any defect in the signal system.

They shall provide themselves with the equipment designated by the Principal Keeper, and shall be held responsible for the proper care and use of said equipment.

3. The Night Tower Keepers shall constantly patrol and report immediately any unusual or suspicious incident or occurrence.

They shall constantly watch both inside and outside of the Prison wall, and shall report any suspicious person loitering near the Prison.

4. They shall use every precaution to prevent escapes of inmates, and shall immediately notify the Desk Officer of any escape or attempt at escape.

5. The Officer assigned to the searchlight tower shall constantly patrol, and shall by the use of the searchlight carefully examine every part of the Prison Yard, within the walls, along the walls, and directly outside the walls.

He shall immediately report to the Desk Officer any unusual or suspicious circumstances that may come to his attention.

He shall be responsible for the proper operation and care of the searchlight and equipment.

6. Inmates shall not be permitted to enter the towers or stairs leading to the towers unless by special permisson of the Principal Keeper, and at his direction.

Any inmate entering a tower or stairs leading to a tower shall be accompanied by a Prison Officer other than the regularly assigned Officer on duty on the Tower.

PART XVII

Duties of the Storekeeper

The Storekeeper shall have charge of the storerooms and stock rooms, except the stock of the Repair Department, and shall be responsible for the conduct of prisoners and employees in said storerooms and stock rooms.

He shall be directly responsible to the Principal Keeper, and under the general supervision and direction of the Chief Deputy and Marshal.

He shall be responsible as a Prison Officer for the proper custody of the inmates assigned to his charge.

He shall keep an accurate record and account of all stock on hand, materials, supplies and equipment received, and all issue of materials made by him.

He shall keep a daily inventory of all materials, supplies, and equipment, showing daily receipt and issue and stock on hand.

He shall see that all materials received are in accordance with the specifications adopted by the Purchasing Commission, and the requirements of the Institution.

He shall report daily to the Central Accounting Office the quantity and condition of all materials and supplies received, together with such recommendations as he deems necessary.

He shall distribute materials and supplies on approved requisitions.

He shall make requisition on the Central Accounting Office for materials and supplies to keep his stock up.

He shall submit such statements and reports as may be required by the Principal Keeper and Central Accounting Office.

PART XVIII

Duties of the Commissary Officers

Commissary Officers are responsible for the proper care and custody of inmates assigned to their Department.

They shall requisition supplies in accordance with the procedure prescribed by the Central Accounting Office.

They shall prepare meals in accordance with dietaries adopted by the Board of Managers, and arrange for the proper serving of such meals.

They shall make such reports and statements as may be required by the Principal Keeper or Central Accounting Office.

They shall be held responsible for the equipment and condition of the Commissary Department

They shall receive all perishable foodstuffs and take care of such supplies in the refrigerating plant, and report on the condition of the supplies on delivery.

PART XIX

Duties of the Engineman in Charge

The Power Plant shall be operated by the Engineman in charge, who shall be responsible to the Principal Keeper for the efficient, economical and proper operation of the Plant.

He shall immediately report any condition prejudicial to the proper operation of the Plant.

He shall be responsible for the proper care and custody of the inmates assigned to his Department.

PART XX

Duties of Auto Truck Driver

He shall report to the Center for assignments.

He shall haul supplies, coal, etc., as directed.

He shall be responsible for any inmates assigned to his charge.

When assigned by the Principal Keeper, he shall report to the superintendent of industries and be assigned by him to make deliveries of State use products.

PART XXI

Duties of Supervisor of Repairs

The Supervisor of Repairs shall plan and direct all repair and construction work and replacement of light, heat, plumbing, and power fixtures, under the direction of the Principal Keeper, who shall be advised by the State Architect.

SPECIFIC DUTIES

1. REQUISITION FOR INMATES:

He shall make requisition on the Principal Keeper for the inmates to be employed under his supervision, and shall make recommendations concerning the type and character of men requisitioned for.

2. REQUISITION FOR SUPPLIES:

He shall make requisition for all materials and supplies for use in repair and construction work, and replacement of light, heat, and plumbing fixtures.

3. ACCOUNTS:

He shall keep or cause to be kept a system of accounts concerning materials received and used, and an inventory of the equipment of his

Department, in accordance with the requirements of the Central Accounting Office.

4. TIME SHEETS AND CREDIT MARKING:

He shall prepare and keep Monthly Time Sheets for inmates working under his direction, and submit them in the form required.

He shall give each inmate assigned to him for work his daily credit earnings for "Effort" and "Work" in accordance with his grade.

5. REPORTS:

He shall make a monthly report to the Principal Keeper summarizing his work and acomplishments.

He shall report to the Principal Keeper any unusual or extraordinary circumstances or occurrences immediately.

He shall report to the Chief Deputy any matter of discipline which may arise concerning inmates or Officers assigned to his direction.

PART XXII

Duties of Superintendent of Industries

The Superintendent of Industries shall have direction over the Industrial Department under the supervision of the Principal Keeper.

He shall be held responsible by the Principal Keeper for the proper operation of the Industrial and Vocational Shops, and the administration of the Instructors in the various Shops.

He shall be held responsible for the proper maintenance and care of all machinery, tools, and equipment of the Industrial and Vocational Shops.

SPECIFIC DUTIES

1. REQUISITION OFFICERS AND INSTRUCTORS:

He shall make requisition on the Principal Keeper for Officers and Instructors to be assigned to the various Industrial and Vocational Shops.

2. REQUISITION INMATES:

He shall make requisition on the Principal Keeper for inmates to be employed in each Industrial and Vocational Shop, and shall make recommendations concerning the type and character of the men requisitioned for.

3. REQUISITION SUPPLIES AND MATERIALS:

He shall make out, or cause to be made out, and approve all requisitions for materials, supplies, and equipment for the Industrial and Vocational Shops.

4. QUOTATIONS:

He shall prepare quotations for articles manufactured in the Department when requested.

5. ACCOUNTS:

He shall keep or cause to kept a system of accounts concerning materials received, used, and manufactured in accordance with the requirements of the Central Accounting Office.

He shall keep up-to-date inventories of machinery and equipment, materials on hand, and manufactured articles in stock, in accordance with the requirements of the Central Accounting Office.

6. ORDERS:

He shall promptly fill all approved orders for State Use articles.

7. TIME SHEETS AND CREDIT MARKING:

He shall prepare or cause to be prepared Monthly Time Sheets for all inmates working at various assignments in his Department in the form required.

He shall direct the Officers and Instructors in the daily marking of Credit Cards.

8. REPORTS:

He shall report to the Central Accounting Office on the prescribed form all work completed and goods delivered in accordance with orders received.

He shall submit a monthly report to the Principal Keeper summarizing the work of the Department.

He shall immediately report to the Principal Keeper any unusual circumstances or occurrences.

He shall report to the Chief Deputy any matter of discipline concerning Officers or inmates which arises in his Department, and submit the matter to him for settlement.

PART XXIII

Duties of Instructors in Shops

Instructors in the shops shall receive assignments from the Principal Keeper, and be directed by the Prison Superintendent of Industries.

PART XXIV

Duties of Teachers

Teachers shall receive assignments form the Principal Keeper, and be subject to the rules and regulations as carried out by the Chief Deputy.

PART XXV

Duties of Fiscal Agent

The Fiscal Agent shall be the Chief Officer of the bookkeeping and accounting division of the Prison, and shall be held responsible for the

proper conduct of the employees in said division. The Fiscal Agent, accountant, bookkeepers, and clerical force assigned to said offices shall be directly responsible to the Principal Keeper.

The Fiscal Agent shall be directly responsible for the proper operation of the System of Accounting and Reporting of Expenditures installed by the Department of Institutions and Agencies.

He shall keep the Principal Keeper informed as to the conditions of the several accounts, and shall prepare a trial balance each month, showing expenditures, receipts and balance in each of the several accounts, together with his report and recommendations in the matter.

Duties of Prison Clerk

1. ADMISSION OF INMATES:

Upon the receipt of a prisoner at the Prison from the Sheriff or other proper Officer, or transfer of a prisoner coming within the custody of the Prison, the Prison Clerk shall examine the commitment or other legal form before giving a receipt for said prisoner, and shall determine that the sentence and commitment are in accordance with the provisions of law, and that all provisions of law relating to sentence and commitment to the Prison have been complied with.

Whenever in the judgment of the Prison Clerk the sentence or commitment papers or other legal forms are faulty or the provisions or law have not been fully complied with, he shall immediately report the matter to the Principal Keeper, and he shall not receive the prisoner until the provisions of law have been complied with.

The Clerk shall then give to the authorized Officer a receipt for the prisoner after he has determined that all the provisions of law relating to sentence and commitment have been fully complied with.

The Principal Keeper shall immediately inform the committing Court should he have reported to him by the Clerk any discrepancy or irregularity in the commitments and other legal forms accompanying a prisoner on admission.

2. SEARCHING OF PRISONERS:

All prisoners received by the Clerk shall be thoroughly searched. All money, jewelry, and personal possessions shall be taken from the prisoner, and the Clerk shall give him a receipt for all articles taken.

All articles and money taken from inmates on admission shall be listed on the form prescribed. Personal property shall be deposited in the Office of the Prison Clerk for safe keeping, and money turned over to the Principal Keeper.

3. REGISTRATION OF PRISONERS:

Upon receipt of any prisoner under commitment or other legal form a prescibed registration card shall be made out for such prisoner. Upon this card the history and conditions of the commitment shall be correctly and legibly recorded in ink. The information recorded shall be in strict accordance with the information on the commitment or

other legal form. Registration cards shall be filed alphabetically in files provided for that purpose until such time as the prisoner may be discharged. The registration card shall then be filed alphabetically in the "discharge" file.

Records of information as recorded on registration cards shall be entered in a book provided for the purpose. Records of escape, removal by Court, parole, and discharge shall be made as they occur.

4. COMMITMENT:

Commitments and all other legal forms after having been carefully examined as provided above, shall then be filed in order, with a consecutive serial number, which number shall be noted on prisoners' registration card.

5. CENSUS RECORD:

A census record shall be kept at the Prison. The admission, discharge, transfer or escape of every prisoner coming within the custody of the Prison shall be recorded immediately thereon, so that the correct census of the Prison may be correctly shown on this record.

A copy of the census record for each month shall be sent to the office of the Department of Institutions and Agencies.

6. COMMUTATION:

The Prison Clerk shall figure the commutation to be allowed each inmate under section 306, Chapter 147, Laws of 1918, and shall report to the Principal Keeper those inmates entitled to commutation to be granted on the recommendation of the Principal Keeper and Moral Instructor.

7. CREDIT MARKING SYSTEM:

The Prison Clerk shall keep the ledger for the Credit Marking System. He shall check monthly the cards turned in by Officers and inmates, and make proper entries of the totals on same. He shall distribute new cards so that marking may be continued on the first of each month, in accordance with the procedure of the Credit Marking System.

8. PAROLE AND DISCHARGE:

He shall notify the Principal Keeper sufficiently in advance of the time at which each prisoner is eligible for consideration for parole by the Board of Managers, or for discharge.

9. REPORT:

He shall submit a monthly report of the population movement to the Principal Keeper.

He shall prepare reports and compile statistics when required by the Principal Keeper.