STATE OF NEW JERSEY

Regional Manual

STATE LAW ENFORCEMENT PLANNING AGENCY

January 1969

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SECTION I : STATE LAW ENFORCEMENT PLANNING AGENCY APPLICATION FOR FULL PLANNING GRANT

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Budget Bureau No. 43-S68011
Approval Expires 6-30-68

Form LEAA-2
(Ed. 9-16-68)

LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
U.S. DEPARTMENT OF JUSTICE
WASHINGTON, D.C.

APPLICATION FOR PLANNING GRANT

Application Is Hereby Made For A Grant To Establish And Operate A State Law Enforcement Planning Agency Under Title I, Part B, Of The Omnibus Crime Control And Safe Streets Act Of 1968 (Public Law 90-351, 82 Stat. 197) For Fiscal Year 1969

By

NEW JERSEY
(insert name of State)

1. State Law Enforcement Planning Agency (name, address, telephone number) State of New Jersey State Law Enforcement Planning Agency State House Trenton, New Jersey 08625 609-292-5448	4.a. Applicant's FY 1969 Allocation under Section 205 of the Act	571,150
	b. Total Planning Agency Budget per Attachment B	634,612
2. Planning Agency Administrator (name, address, telephone number) Mr. James A. Spady, Executive Director State Law Enforcement Planning Agency Room 108 State House Trenton, New Jersey 08625 609-292-5448	c. Total Grant Request for Planning Agency Activities [not to exceed "a" or 90% of "b"]	571,150
	d. Amount of Initial Funds Previously Awarded	114,230
	e. Balance of Grant Requested ["c" less "d"]	456,920
3. Financial Officer (name, title, agency, address, telephone number) Mr. Charles D. Brown, Fiscal Officer State Law Enforcement Planning Agency Room 108 State House Trenton, New Jersey 08625 609-292-5800	f. Balance of FY 1969 allocation, if any, Not requested at this Time ["a" less "c"]	

The undersigned represents, on behalf of the applicant State, that:

(a) The State Law Enforcement Planning Agency identified above is under the jurisdiction of the Governor of the State and has been created or designated by him as the State planning agency for the purposes of Title I of the Omnibus Crime Control and Safe Streets Act of 1968.

(b) The State planning agency will develop, in conformity with Section 303 of the Act, a comprehensive statewide plan for the improvement of law enforcement and the State will, within six months after award of a grant pursuant to this application, submit it through such agency to the Law Enforcement Assistance Administration for approval.

(c) Any grant awarded pursuant to this application shall be subject to and will be administered in conformity with the (i) Conditions Applicable to the Fiscal Administration of Grants under Part B, Title I, of P.L. 90-351, and (ii) General Conditions Applicable to Administration of Grants under Part B, Title I, of P.L. 90-351, as set forth in the Administration's Application Guide for State Planning Agency Grants (texts attached).

(d) The applicant State will have available and will expend from non-federal sources, as needed, adequate resources to defray at least 10 per cent of the total costs of the establishment and operation of the State planning agency during the annual grant period.

(e) At least 40 per cent of the total Federal funds granted to the applicant for State planning agency activities will be made available to units of general local government or combinations of such units to participate in formulation of the State's comprehensive law enforcement plan.

(f) Funds awarded pursuant to this application will be used to supplement and not to supplant State or local funds otherwise available for law enforcement planning and, to the extent practical, will be used to increase such funds.

(g) The State planning agency will comply with and will insure compliance by its subgrantees and contractors with Title VI of the Civil Rights Act of 1964 and all requirements imposed by or pursuant to regulations of the Department of Justice (28 C.F.R. Part 42) issued pursuant to that title, to the end that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance from the Department of Justice.

(h) This application consists of the following in addition to this form:
Attachment A - Description of Planning Operation
Attachment B - State Law Enforcement Planning Agency Budget for Fiscal Year 1969 (Form LEAA-3)

SUBMITTED ON BEHALF OF THE STATE BY:

Signature _____ Date _____

APPROVAL BY STATE GOVERNOR:

Signature _____ Date _____

Budget Bureau No. 43-S68010
Approval Expires 6-30-69

Form LEAA-3
(Rev. 10-21-68)

LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
U.S. DEPARTMENT OF JUSTICE
WASHINGTON, D.C.

STATE LAW ENFORCEMENT PLANNING AGENCY BUDGET FOR FISCAL YEAR 1969

1. Name and Address of Agency:

State of New Jersey
State Law Enforcement Planning Agency
State House
Trenton, New Jersey 08625

2. Budget:

Category	FY-69 Estimates	FY-70 Estimates
A. Personnel (Salaries & Employee Benefits)	252,500	450.000
B. Consultant Services	30,000	30,000
C. Travel	25,000	50,000
D. Amount to be Available to Units of Local Government	253,844	500,000
E. All Other Expenses	73,268	70,000
F. Total Annual Planning Agency Budget (A thru E)	634,612	1,100,000
G. Non-Allowable Costs Included in Budget	none	none
H. Net Allowable Costs Budgeted (F minus G)	634,612	1,100,000

APPLICATION FOR FULL PLANNING GRANT

ON BEHALF OF

STATE LAW ENFORCEMENT PLANNING AGENCY

STATE OF NEW JERSEY

Application for Grant to Establish
and Operate a State Law Enforcement
Planning Agency under Part B of
Title I of the Omnibus Crime Control
and Safe Streets Act of 1968
(P-L 90-351) for Fiscal Year 1969.

PART I

AGENCY ORGANIZATION

I. AGENCY ORGANIZATION

A. FORMATION OF STATE LAW ENFORCEMENT PLANNING AGENCY

In response to the Omnibus Crime Control and Safe Streets Act of 1968, and in conformity with the provisions contained therein, the State of New Jersey, on August 13, 1968, through Executive Order No. 45, issued by Governor Richard J. Hughes, formed the State Law Enforcement Planning Agency (SLEPA). The Agency is under the direct jurisdiction of the Governor, existing as part of his office, and is charged with the responsibility of developing a comprehensive state-wide plan for the improvement of law enforcement throughout the State; designing, developing and correlating programs and projects for the State and units and combinations of units of general local government for improvement in law enforcement; and establishing priorities for law enforcement throughout the State. The Agency will receive and administer allocated funds to achieve these objectives. Twice during each year, the Agency will summarize progress made in implementation of the Omnibus Crime Control and Safe Streets Act of 1968 in a written report to the Governor, legislature, courts, and chief executives of local government units within the State.

B. THE STATE LAW ENFORCEMENT PLANNING AGENCY GOVERNING BOARD

Executive Order No. 45 establishes a State Law Enforcement Planning Agency Governing Board consisting of a Chairman and eleven members. The Executive Director of the State Law Enforcement Planning Agency acts in accordance with policy directives of the Board in matters relating to law enforcement improvement activities. Composition of the State Law Enforcement Planning Agency's Governing Board is based upon the relevent law enforcement, general governmental, and other interests of State and local units of government and the general public. Where possible, members were selected who were the elected spokesmen of the various law enforcement and general governmental associations, so as to increase the representative character of the Governing Board.

The Attorney General of New Jersey, Arthur J. Sills, who is the State's chief legal officer and President of the National Association of Attorneys General is Chairman of the Governing Board. Other members and their areas of representation are as follows:

Henry Garton, Jr., Mayor, Vineland, New Jersey; President of New Jersey Conference of Mayors

Raymond Mass, Chief of Police, Shrewsbury, New Jersey; President New Jersey Chiefs' of Police Association

Paul N. Ylvisaker, Commissioner, New Jersey Department of Community Affairs

Lloyd W. McCorkle, Commissioner, New Jersey Department of Institutions and Agencies

Edwin B. Forsythe, President, New Jersey Senate

Albert S. Smith, Speaker, New Jersey General Assembly

Ralph Orisello, Sheriff, Union County

Edward B. McConnell, Administrative Director, New Jersey Courts

Arnold E. Brown, Attorney; Former New Jersey Assemblyman

David B. Kelly, Superintendent, New Jersey State Police

Guy W. Calissi, Bergen County Prosecutor; President of New Jersey Prosecutors Association

Some members of the Governing Board, because of their primary agency affiliations, reflect both State and local governmental interests. The Department of Community Affairs, for example, is a State agency engaged in planning to devise, stimulate and organize local, community centered programs, and therefore, its Commissioner is by design sensitive to the needs of the local community. Others, such as the Administrative Director of the Courts, have integrated administrative responsibilities for an aspect of law enforcement at all levels of government: state, county, and municipal.

The deliberations and procedures of the Board are in accordance with Roberts' Rules of Parliamentary Law. Regular meetings of the Board are held as called by the Board Chairman to reflect significant stages in the staff's work, but averaging at least once per month. Written notice calling all meetings is sent by the Executive Director of the State Law Enforcement Planning Agency to each member of the Board at least three days prior to the meeting. A majority of the membership of the Board constitutes a quorum and the votes necessary to transact business are a majority of the membership present. A record of the roll call vote is kept as part of the minutes. The meetings are recorded on magnetic tape. The Board will resolve itself into committees for sub-division of its work. The Committee of the Whole (constituting members of the Board present at a meeting, and at least a quorum) determines all matters concerning Board policy. In addition to standing committees for each of the subject matter areas of law enforcement, there will be standing committees on Finance and Budget, and on Legislation.

C. STATE COUNCIL AGAINST CRIME

The New Jersey Council Against Crime, a thirty-four member council created under Executive Order No 37 on January 4, 1968, to plan improved law enforcement and Crime Control measures, acts in an advisory, a consulting,

and a fact finding capacity to the State Law Enforcement Planning Agency. Executive Order No. 45 requires SLEPA, immediately after each of its progress reports, to consult the Council Against Crime for the advice and sense of the broader community which it represents as to the prospective work of the Agency. The Council includes representatives of the State's county governments, municipalities, organized legal profession, police chiefs, mayors, probation officials, and citizen groups. The following is a list of members of the Council Against Crime, and their area of representation:

Thomas W. Button, Past President, New Jersey Jaycees

Jameson W. Doig, Ph.D., Professor, Woodrow Wilson School, Princeton University

Honorable Jacob J. Duszynski, Freeholder Director, Hudson County

Honorable Millicent Fenwick, President, Morrow Association on Correction

Miss Regina M. Flynn, Superintendent, State Home for Girls

John J. Gibbons, Esquire, Past President, New Jersey State Bar Association

John J. Heffernan, President, New Jersey Patrolmen's Benevolent Association

Honorable Ralph G. James, Past President, New Jersey League of Municipalities, Mayor, Wildwood, New Jersey

Honorable Robert H. Jamison, Past President, New Jersey Sheriffs Association

Honorable Walter H. Jones, Attorney, (Member, The National Emergency Comm. and of the Bergen County Council, President's National Council on Crime and Delinquency)

Honorable Leo Kaplowitz, Prosecutor, Union County

David B. Kelly, Superintendent, New Jersey State Police

Honorable James W. Kelly, Jr., Mayor, East Orange; Past President, New Jersey Conference of Mayors

Herbert T. Kinch, Jr., Chief of Police, Rahway, New Jersey

Mrs. Robert Klein, President, League of Women Voters of New Jersey

Honorable Arthur S. Lane, Former Judge, U.S. District Court for the District of New Jersey; Chief Counsel - Johnson and Johnson

Dr. John P. Loftus, Dean, Seton Hall Law School

Charles LoPresti, Past President, New Jersey State Association of Chiefs of Police; Chief of Bergen County Police

Professor Jack A. Mark, Professor, Rutgers University; Holder of Police Training Chair at Rutgers

Honorable Edward B. McConnell, Administrative Director of the Courts

Honorable Lloyd W. McCorkle, Commissioner, New Jersey Department of Institutions and Agencies

Louis F. Neese, Director of Public Safety, City of Trenton

Robert S. Newman, President, Probation Association of New Jersey; Principal Probation Officer - Monmouth County

Samuel Perry, Executive, Sperry and Hutchinson Company; former Olympic Star; Councilman, Passaic, New Jersey

H. I. Romnes, Chairman of the Board, American Telephone and Telegraph

Arthur J. Sills, Attorney General of New Jersey

William F. Tompkins, Esquire, Attorney, Newark, New Jersey; former Assistant Attorney General of United States; former U.S. Attorney for the District of New Jersey

Bernard B. White, President, Morris White Fashions

Honorable Paul N. Ylvisaker, Commissioner, Department of Community Affairs

D. STAFF ORGANIZATION OF THE STATE LAW ENFORCEMENT PLANNING AGENCY

The Executive Director is responsible to the Governing Board for the carrying out of the policy directives of the Governing Board, to the Governor for all administrative matters, and to both for the implementation of Title I of the "Omnibus Crime Control and Safe Streets Act of 1968" in New Jersey. A Special Assistant to the Executive Director will function as Chief of Staff, under the Executive Director, and will carry out special assignments, such as the organization and administrative support of the eight regional planning agencies. An Office Manager and Internal Consultant is in charge of office personnel procedures and agency supportive services; and also participates in the planning process. A Planning and Program Coordinator assists the Executive Director in his

responsibility for bringing together the various components of the comprehensive plan, and overall coordination in the development and implementation of action grants. A Fiscal Manager will account for all funds received by the State, design all fiscal systems and procedures, and handle approved disbursements for State operations and Regional programs. The Fiscal Manager will also, with the Executive Director and the Planning and Program Coordinator, coordinate evaluation and review personnel who will continuously operate to ensure that maximum results are being achieved from sub-grant resources. A Federal Programs Liaison Officer will coordinate the State Law Enforcement Planning Agency's programs with other existing Federal programs (especially Model Cities Programs and Community Action Programs) to ensure maximum cooperation and commonality of efforts as required by Federal guidelines. A Research and Development Manager will design and implement research studies both on the State and Regional level that will determine where critical law enforcement needs exist, and will support the ongoing planning efforts of the various planning managers.

In addition to the foregoing support personnel, there are six planning managers for the various aspects of law enforcement. Each will develop, together with the appropriate support personnel already enumerated, a major component of the plan in the earlier stages, and will participate in the later stages, together with the support personnel, in putting together the comprehensive plan. A Community Relations Planning Manager will be responsible for creating programs that will build community action into the comprehensive plan, and that will provide ways of making law enforcement more effective through education, and through improved working relationships between law enforcement agencies and the public. A Police Planning Manager will plan for improvement of police effectiveness both on the State and local levels. A close examination by the Agency will be made of the organizational structure and management procedures of police agencies at all levels, as well as the needs of agencies in terms of equipment, facilities, and staff resources. A Rehabilitation Planning Manager will concentrate this effort toward analyzing existing programs to rehabilitate individuals who have been adjudged to be in violation of the law. Institutional and after care services in both State and County correctional facilities, as well as probation programs will be scrutinized to determine where additional resources may best be used. A Courts Planning Manager will analyze court procedures on State, County and local levels, with a view toward determining how to better bring about due process of law expeditiously while ensuring that the ends of justice are served. Relieving court congestion will play an important role in reaching court planning objectives. A Prosecution Planning Manager will analyze legal activities of the Prosecutor's office, of the Public Defender's office, and of private groups, in an effort to develop programs that facilitate the fair and expeditious handling of cases. A Juvenile Delinquency Planning Manager will focus attention on reviewing and proposing delinquency prevention and correction programs for the determination of where the effective use of additional financial resources will have the greatest and most lasting impact.

Each planning manager will have an assistant, except that the Research and Development Manager and the Juvenile Delinquency Planning Manager will each have two assistants, and the Police Planning Manager will have three (reflecting major sub-divisions of police planning, including organized crime; equipment and procedures; and recruitment and civil disorders). Five field representatives will do liaison work between the State Law Enforcement Planning Agency and units of local government and the regional agencies. Secretarial support services will be provided to the extent normal in New Jersey State Government.

The existence of the Juvenile Delinquency Planning Manager and his assistants, is tentatively predicated upon funding from the Juvenile Delinquency Prevention and Control Act of 1968. Should such funding not be forthcoming, it is tentatively contemplated that juvenile planning will be subsumed under the other five planning managers instead of remaining as a separate category.

All positions and salary ranges have been determined with the cooperation and approval of the New Jersey Separtment of Civil Service, although all Executive Department personnel are unclassified by law.

E. PRINCIPAL STAFF QUALIFICATIONS

1) The Executive Director is a lawyer with six years experience. He is also a graduate engineer with two years experience in equipment analogous to that used in law enforcement, and was an industrial manager for two additional years. Prior to appointment by Governor Hughes, he served on the Governor's executive office staff as an assistant to the Governor. He is listed in "Who's Who in the East", and has been active in a variety of professional, educational, and governmental affairs.

2) The Special Assistant is a lawyer by profession, and once served as administrative assistant to the chief operating officer of District of Colunbia Transit and Trans Caribbean Airways. He has been heavily involved in juvenile, education, and other community activities.

3) The Planning and Program Coordinator holds a masters degree, has been a legislative assistant to a U.S. Senator, and most recently worked on community law enforcement planning and technical services, and grant questions, in the New Jersey Department of Community Affairs.

4) The Office Manager and Internal Consultant, a college graduate, is a retired F.B.I. Agent of 22 years service, who was for many years the Senior Resident Agent in the Trenton F.B.I. office, and who for the past three years was the New Jersey Administrator for a national management organization. He was also Vice-Chairman of the Commission to Study the Causes and Prevention of Crime in New Jersey, by gubernatorial appointment.

5) The Fiscal Manager holds a college degree in accounting. In New Jersey State government since 1965, he has served in departmental executive

positions of a financial and budgetary nature. He has 25 years prior business experience of a financial nature, including 14 years from internal auditor through treasurer, corporate secretary, and vice-president of a significant sugar refining corporation.

6) The Federal Program Liaison Officer has not yet been retained. He will be fully qualified by education and experience in "Model Cities" or a "Community Action Program", to fulfill that role.

7) The Research and Development Manager has not yet been retained. He will be fully qualified by education and training to fulfill that role. Serving pro-tem in the research position, is the Assistant Community Relations Manager. He is a Ph.D. candidate in education and human relations, who served most recently as research assistant in the New Jersey Police Training Commission, and previously as research associate in the Commission to Study the Causes and Prevention of Crime in New Jersey.

8) The Police Planning Manager is a college graduate, with 15 years service as a police officer with the New Jersey State Police, the most recent three years having been a planner in the State Police Planning Bureau.

9) The Community Relations Planning Manager has not yet been retained. He will be fully qualified by education and experience to fulfill that role. The Assistant Community Relations Planning Manager, previously mentioned is pro-tem performing this role as well.

10) The Prosecution Planning Manager has not yet been retained. He will be fully qualified by education and experience to fulfill that role. The Special Assistant, a lawyer, is pro-tem covering this position.

11) The Rehabilitation Planning Manager holds a masters degree in public administration. Previously, he served for 15 years in the New Jersey Department of Institutions and Agencies, in a variety of correctional positions, including the most recent three years on the planning staff in the Division of Corrections.

12) The Courts Planning Manager has not yet been retained. He will be fully qualified by education and experience to fulfill that role. The Special Assistant, a lawyer, is pro-tem covering this position.

13) The Juvenile Delinquency Planning Manager has not yet been retained, pending clarification from the Department of Health, Education, and Welfare, as to plans for funding during fiscal 1969. His functions continue subsumed under the other staff headings in the meanwhile. When retained, he will posess the education and experience appropriate to that position.

PART II

FUND AVAILABILITY PLAN FOR LOCALITIES

II. FUND AVAILABILITY PLAN FOR LOCALITIES

A. REGIONALIZATION

The Governing Board of the State Law Enforcement Planning Agency has approved a plan for the regionalization of the State of New Jersey for the purpose of combining elements of local government to effectively and efficiently determine law enforcement needs at all levels of government, and to develop special project proposals to meet these needs. The eight regions were designated after analysis of (i) political subdivisions of the State; (ii) general needs and problems; (iii) existing similarities in crime patterns, law enforcement systems, budgetary expenditures; and (iv) the direction, scope and general type of law enforcement improvements currently needed and to be made in the future. The Regions are:

REGION I - Hudson-Essex Counties

REGION II - Bergen - Passaic Counties

REGION III - Mercer, Middlesex - Union Counties

REGION IV - Morris - Somerset Counties

REGION V - Sussex - Warren - Hunterdon Counties

REGION VI - Monmouth - Ocean Counties

REGION VII - Burlington - Camden - Gloucester Counties

REGION VIII - Salem - Cumberland - Atlantic - Cape May Counties

B. REGION PLANNING AGENCY

The process of creating eight Region Planning Agency Boards, each under a region chairman, has commenced. Each Board shall (i) provide regional and local components of the comprehensive State plan; studies, recommendations, analyses, and data to be used in formulating, revising, or expanding the State plan and (ii) assist in the identification of problems of law enforcement and encourage innovative planning proposals from local units and combinations of local units of government, and (iii) be responsible for ongoing planning.

The Region Planning Agency Board will assure adequate consultation with existing law enforcement agencies and other public and private agencies and organizations concerned with law enforcement within the region. Efforts will be made, in developing local proposals for the comprehensive State plan, to coordinate and integrate the different law enforcement interests in the region (police, corrections, courts, prosecution).

SLEPA will establish priorities for law enforcement planning as part of

the State comprehensive plan to assist the Region Planning Agency Boards in the development of regional and local components for planning. In some instances, SLEPA will select a certain region to develop a planning component related to specific geographic, social and economic characteristics of that region, which planning component will have applicability in other, similar regions, so that duplication of regional effort will be avoided.

Each of the Region Planning Agency Boards will have a Chairman appointed by the Governor, who will preferably be an individual currently holding neither an elective nor appointive post in government or law enforcement. The Region Chairman is responsible for appointing the members of his Board subject to the approval of SLEPA.

The Chairman shall call such meetings of the Region Planning Agency Board as is necessary, provide policy advice along with the other Board members for the operation of the Region Planning Agency, and meet regularly with appropriate members of the SLEPA staff on any matters relating to the work of the Agency.

The members of the Region Planning Agency Board, in addition to the Chairman, will include one representative each from the following functional areas of interest, chosen subject to the approval of SLEPA: general government, community relations, general planning, prosecution, education, and corrections. In addition, each Board shall include three representatives of citizen-consumers of law enforcement and one police representative from each county in the region (two to four). The balance of fifteen representatives shall be chosen at the discretion of the Chairman with the approval of SLEPA. Up to two additional representatives shall be selected from each class I municipality (over 100,000 population) as recommended by the major from any of the aforementioned functional areas of interest, with the exception of Newark which shall have up to four additional representatives from any of the aforementioned functional areas of interest as recommended by the mayor.

Each Region Planning Agency shall have an Administrator who will have responsibility for supervising the work program of the Agency. The Administrator shall be appointed by the Chairman subject to the approval of SLEPA. The Administrator, subject to the approval of the Region Planning Agency Board, shall organize a staff of adequate size and competencies to carry out the purpose of the Region Planning Agency. Wherever possible, existing personnel (e.g., police, corrections) shall be employed part time from the region itself, so that the staff also reflects regional views.

C. FUND AVAILABILITY TO UNITS OF LOCAL GOVERNMENT

Forty percent (40%) of the total 1969 planning monies available from the federal government to the New Jersey State Law Enforcement Planning Agency will be made available by SLEPA to the Regional Boards for facilitating their participation in the law enforcement planning process together with SLEPA. Since New Jersey will receive $571,150, a total of

$228,460 will be offered for local involvement. Each region will be eligible for up to a specified maximum share of the $228,460 total regional portion of the planning money, the share of each region being based on the population ratio of that region to that of the whole State. The regional share of matching money or services in lieu of money will be made available to regions by the State in ratio of $1 to every $9 in the grant. Funds for this purpose, $25,384, were provided by the New Jersey Legislature on November 26, 1968 through passage of Senate Bill 968. SLEPA guidelines for the formation and operation of the region planning agencies and the administration of funds made available for region use will be in effect and will be in conformity with federal guidelines outlining the provisions of the Omnibus Crime Control and Safe Street Act.

The sub-grant of planning monies to each of the eight regions and the matching funds to be provided by the State are as follows:

Region	Population	Federal Grant	Matching Fund	Total
I	1,569,150	50,580	5,620	56,200
II	1,359,250	43,800	4,867	48,667
III	1,444,560	46,580	5,176	51,756
IV	544,860	17,570	1,952	19,522
V	203,260	6,540	727	7,267
VI	597,850	19,280	2,142	21,422
VII	938,536	30,270	3,363	33,638
VIII	428,920	13,830	1,537	15,367
	7,086,380	228,450	25,384	253,834

D. REGIONAL CONFERENCES

Six regional conferences encompassing the areas included in all eight regions have been conducted to acquaint law enforcement, governmental and citizen groups with the provisions of the Omnibus Crime Control and Safe Streets Act, to explain the role of the State Law Enforcement Planning Agency and Regional Law Enforcement Planning Agencies in administering funds and developing programs, and to seek local views as to the areas where local officials feel additional resources would improve program effectiveness.

The first of these regional conferences was held for Region I (Hudson and Essex Counties) on November 13, 1968 at the Robert Treat Hotel, Newark. Two-hundred and seventy-five officials attended from the two county region including mayors, police chiefs, county jail officials, probation supervisors, state correctional staff, municipal and county government representatives, educators, and representatives from local citizens and community action groups. The program featured remarks

by Governor Richard J. Hughes; State Attorney General, and Chairman of the State Law Enforcement Planning Agency Governing Board, Arthur J. Sills; Edwin B. Forsythe, President of New Jersey Senate and member of the SLEPA governing board; Patrick V. Murphy, Administrator, Law Enforcement Assistance Administration, U.S. Department of Justice; Paul N. Ylvisaker, Commissioner, New Jersey Department of Community Affairs and member of the SLEPA governing board; and James A. Spady, Executive Director, State Law Enforcement Planning Agency. Panel sessions were led by officials in the areas of correction and rehabilitation; prosecution; police-community relations; and juvenile delinquency, for the purpose of eliciting the views and recommendations of those present. All remarks of regional officials were recorded for the SLEPA library of proposals and information and will provide raw data for initial planning. Programs modeled after the Region I Conference were held on November 14, 1968 at the Cherry Hill Inn, New Jersey for Region VII (Burlington, Camden, Gloucester Counties); on November 25th, 1968 at the Neptune Inn, Paramus, New Jersey for Region II (Bergen, Passaic Counties); on November 26, 1968 at the East Brunswick Inn, East Brunswick, New Jersey; for Region III (Mercer, Middlesex, Union Counties); on December 9, 1968 for Regions VI and VIII (Monmouth, Ocean, Salem, Cumberland, Atlantic and Cape May Counties) at the Smithville Inn, Absecan, New Jersey; and on December 11, 1968 for Regions IV and V (Morris, Somerset, Sussex, Warren and Hunterdon Counties) at the Governor Morris Hotel, Morristown, New Jersey. Approximately 1500 local and state officials and others attended the six conferences.

DESCRIPTION OF NEW JERSEY STATE POLICE

The State Police organized in 1921 is one of seven Divisions of the Department of Law and Public Safety and is headed by a Superintendent, supported by a Staff whose areas of responsibilities are divided into three major categories: Administration, Operations and Investigations. Through his staff, the Superintendent directs the activities of the five Police Commands. The organizational structure is designed to provide maximum efficiency in the performance of the diversified functions of the Division.

The functions of the State Police are as follows:

Traffic	- Traffic patrols, accident investigation and school safety patrols in rural areas. Enforcement including the use of radar, drunkometer, truck weighing and safety equipment checks.
Crime	- Investigation of crime by detection and scientific methods, including the following special units: narcotics, organized crime, central security, gambling, subversive, human relations, polygraph and auto theft.
General Police	- Policing and patroling rural areas and rendering assistance to local police in policing adjacent areas.
Special Activity	- Aid to police and government agencies in the enforcement of regulatory measures including Liquefied Petroleum Gas safety regulations. Licensing of private detectives and railroad police. Policing of State Capitol and State Office Buildings. Security at State Mental Institutions.
Emergency	- Protection of life and property and assistance at the scene of accidents and catastrophes. Coordination with the Division of Civil Defense in operating the State Control Center.
Technical Service	- State Bureau of Identification for fingerprints, photographs, criminal information and scientific laboratory services. State-wide police teletype service which is an integral part of the State Police communications system.

Uniform Crime Reporting System.
Civil Defense training for auxiliary police.
Underwater recovery service.
Firearms Investigation and Identification.
Laundry, dry cleaning and jewelers marks identification.
Cooperates with Department of Defense to prepare for disasters and develop civilian defense measures.

The New Jersey State Police has also two academies offering basic, advanced and specialized training: The State Police Academy, West Trenton and the New Jersey Police Academy, Sea Girt. In addition to training its own members of the State Police, the organization provides assistance to local police departments in their training programs and makes available basic in-service courses in training. In addition, members of other state agencies, such as the Department of Defense, are trained at these academies. By Executive Order of the Governor, a Riot and Civil Disturbance School was established in August, 1967, for training State Police, municipal police, and the New Jersey National Guard.

On January 1, 1967, the New Jersey Uniform Crime Reporting law became operational. It is operated by the New Jersey State Police,and all law enforcement agencies in the State must submit crime reports to the program. At present, 592 municipal, county, and state enforcement agencies report offenses committed in the various municipal jurisdictions.

On February 1, 1968, the New Jersey terminal to the National Crime Information Center, Washington, D.C., located at N.J. State Police Headquarters, West Trenton, New Jersey, became operational. To date, New Jersey police agencies have entered a total of 34,199 items of police information into the computerized system in Washington, D.C. As of November 22, 1968, inquires on all stored data numbered 20,788. As a result of these inquires positive identification data was furnished in 4,190 cases.

Communication to the New Jersey terminal by all agencies is accomplished by telephone, radio, teletype and dedicated lines to the New Jersey Turnpike, Garden State Parkway, and the Newark Police, which services the North Jersey metropolitan area. In addition, a dedicated line was installed recently from the New Jersey terminal to Freehold, which services all police agencies in Monmouth County. In the future, dedicated lines will be installed to all County communication centers.

The total appropriation for the State Police during the current fiscal year is $15,294,786. Total authorized strength is 1335 sworn officers and 302 civilians.

DESCRIPTION OF NEW JERSEY POLICE TRAINING COMMISSION

The New Jersey Police Training Commission was established in 1961.

The Commission's major activities may be classified under three broad headings, namely: (1) administration of a mandatory basic training program for all newly appointed county and municipal police officers; (2) administration of a voluntary in-service training program for veteran officers and (3) cooperation and consultation with universities and colleges in the establishment of degree programs for police personnel.

The staff consists of 22 employees, of whom 14 are classified as professional. The professional staff is composed of police and educational personnel, possessing diversified backgrounds and academic credentials, which include 6 graduate degrees, 3 baccalaureate degrees and 3 individuals working on their baccalaureate degrees. The Commission State Budget for the 1968-1969 fiscal year is $245,358.

During the Commission's last report year (1967-1968), a total of 1,172 law enforcement officers were enrolled in the 14 approved schools. From the Commission's inception until present, 6,194 have attended these schools. The Commission promulgates a standard curriculum of a minimum of 240 hours of instruction, certificates instructors used in the program and performs inspectional services to insure compliance with Commission regulations and procedures.

The Commission has established police libraries in each of the 21 counties, researches and publishes lesson guides for instructor use, furnishes audio-visual equipment to approved schools, conducts police instructor training courses, distributes give-away training materials, publishes a monthly training publication and assists in curricula development. The Commission operates two mobile training units. Each unit is equipped with an array of audio-visual equipment, including the Edex Multi-Media Teaching System, accommodates 30 trainees and is a completely self-contained unit. Since January 1967, when the units became operational, 1,634 police officers have attended courses in the units on Supervision.

Two year associate degree programs in Police Administration are now being offered at Atlantic County College, Bergen County College, Cumberland County College, Gloucester County College, Morris County College, Rider College (Lawrenceville and Willingboro), and Rutgers University (Camden, Jersey City, Newark, New Brunswick and Paterson). For the Fall 1968 term, approximately 600-700 individuals were enrolled in these programs. The Governor signed into law (September 1968) a college scholarship bill authorizing the Commission to award scholarships in the aggregate of $50,000. A state-wide competitive examination was recently held (October 1968) with approximately 560 officers competing for these scholarships.

The Commission currently operates two special projects, namely (1) a Police Curriculum Development project funded by the New Jersey Department of Community Affairs and (2) a Police Recruitment Project in the City of Newark for minority members of that community, also funded by the New Jersey Department of Community Affairs.

DESCRIPTION OF COUNTY SHERIFFS AND POLICE ACTIVITIES

The functions of New Jersey's county law enforcement agencies vary widely throughout the State. The operations of one sheriff's department may be limited entirely to civil areas and the administration of the County Jail, while other departments may be involved actively in criminal matters throughout their county. In addition, there is a wide variation in the activities of County police departments. Some are responsible for total law enforcement throughout the county, while others may have as their primary duty policing of county park lands. In 1967, the various county law enforcement agencies employed a total of 2,280 police employees. On the average 20% of all county police employees were civilians.

The 1967 expenditures for New Jersey's 21 counties for sheriff's offices were $3,875,870, and county police $2,477,509. The total breakdowns are as follows:

Atlantic	Sheriff's Office	$ 209,885
Bergen	" "	433,112
	County Police	1,096,387
Burlington	Sheriff's Office	158,250
Camden	" "	190,210
Cape May	" "	57,222
Cumberland	" "	47,104
Essex	" "	1,027,685
Gloucester	" "	70,760
Hudson	" "	365,390
	County Police	1,307,717
Hunterdon	Sheriff's Office	34,483
Mercer	" "	104,866
Middlesex	" "	137,473
Monmouth	Sheriff's Office	185,388
	County Police	73,404
Morris	Sheriff's Office	117,596
Ocean	" "	177,500
Passaic	" "	153,840
Salem	" "	52,122
Somerset	" "	119,000
Sussex	" "	29,817
Union	" "	176,695
Warren	" "	27,470

A list of County Police Agency Employees in 1967, including Prosecutor's and Sheriff's staffs, is as follows:

COUNTY	OFFICERS	CIVILIAN	TOTAL POLICE EMPLOYEES
Atlantic County	72	24	96
Bergen County	324	55	379
Burlington County	48	36	84

COUNTY	OFFICERS	CIVILIAN	TOTAL POLICE EMPLOYEES
Camden	144	20	164
Cape May	20	5	25
Cumberland	49	3	52
Essex	317	62	379
Gloucester	13	3	16
Hudson	209	59	268
Hunterdon	5	2	7
Mercer	54	-	54
Middlesex	140	37	177
Monmouth	11	26	37
Morris	53	6	59
Ocean	53	16	69
Passaic	74	44	118
Salem	20	2	22
Somerset	24	13	37
Sussex	5	2	7
Union	172	52	224
Warren	4	2	6
Total County Police Agency Employees	1,811	469	2,280

DESCRIPTION OF MUNICIPAL POLICE ACTIVITIES

The State of New Jersey has 21 counties that contain 567 incorporated municipalities with an aggregate estimated 1967 population of 7,086,746 (a 16.8% population increase since 1960.) New Jersey ranks eighth in population nationally and 46th in size, and is the most densely populated state in the country having 943.7 persons per square mile, despite the fact that about one-quarter of New Jersey is barren pineland. About two-thirds of the state's population is in a twenty mile corridor running between the Newark-New York area in the north, and the Camden-Philadelphia area in the south. The State has six major cities with populations over 100,000 (Camden 117,000; Elizabeth, 107,000; Jersey City, 276,100; Newark, 405,220; Paterson, 143,663; Trenton, 114,167); eleven municipalities with populations of 50,000 and over; and thirty-three with populations between 25,000 and 50,000, making a total of fifty municipalities with populations over 25,000.

Using the definition of an organized police department as one that has one or more policemen on a full time permanent basis, New Jersey has 427 organized municipal police departments, 103 special or non-organized municipal police departments and no local police departments in 37 municipalities.

New Jersey police systems generally operate without comprehensive regional functional communications or any pooling of technological resources and services. On a day by day basis, the larger of the departments are tied together by the Law Enforcement Teletype System operated by the New Jersey State Police which transmits state-wide and regional crime alerts as they are received. Many departments, however, are accessible only by telephone.

In 1967, the municipal police employees of New Jersey (including civilian personnel) increased to 13,499 from 12,849 in 1966. This represented a general 5% increase. The number of municipal police employees for every one thousand residents of New Jersey increased to 1.9 per thousand over the 1966 rate of 1.8 per thousand. Municipalities with over 100,000 population had the highest police employee rate for the year with an average ratio of 3.2 police employees for every one thousand residents. The remaining population groups had ratios ranging from 1.2 to 1.9 per thousand.

The 1967 police protection expenditures listed in the municipal budgets of New Jersey's six major cities were as follows: Camden, $2,617,647; Elizabeth, $2,745,974; Jersey City, $8,588,922; Newark, $15,541,148; Paterson, $3,259,141, and Trenton, $2,868,982.

OFFENSE DATA FOR THE STATE OF NEW JERSEY, 1967

The following chart portrays the offense data for the State of New Jersey in 1967:

OFFENSES	NUMBER OF ALL OFFENSES	NUMBER OF INDEX OFFENSES	RATE PER 100,000 INHABITANTS FOR INDEX OFFENSES	PERCENT DISTRIBUTION OF INDEX OFFENSES	PERCENT OF INDEX OFFENSES CLEARED
Murder	274	274	3.9	.2	72.6
Manslaughter	481	-	-	-	-
Forcible Rape	687	687	9.7	.5	60.6
Rape by Force	469	469	-	-	-
Assault to Rape-Attempts	218	218	-	-	-
Robbery	5,775	5,775	81.5	4.1	22.3
Armed-Any Weapon	3,036	3,036	-	-	-
Strong Arm-No Weapon	2,739	2,739	-	-	-
Assault	26,301	6,588	93.0	4.7	70.4
Gun	796	796	-	-	-
Knife or Cutting Instrument	2,221	2,221	-	-	-
Other Dangerous Weapon	1,236	1,236	-	-	-
Hands,Fists,Feet,etc.,Atrocious	2,335	2,335	-	-	-
Other Assaults, Not Atrocious	19,713	-	-	-	-
Breaking and Entering	60,603	60,603	855.1	43.4	13.6
Forcible Entry	47,992	47,992	-	-	-
Unlawful Entry-No Force	7,229	7,229	-	-	-
Attempted Forcible Entry	5,382	5,382	-	-	-
Larceny-Theft	88,975	35,786	504.9	25.7	9.6
$200 and over	9,907	9,907	-	-	-
$50 to $200	25,879	25,879	-	-	-
Under $50	53,189	-	-	-	-
Auto Theft	29,787	29,787	420.3	21.4	12.1
TOTAL FOR NEW JERSEY	212,883	139,500	1,968.3	-	15.7

A list for Municipal police employees in full-time police departments in 1967 follows:

MUNICIPALITY	TOTAL POLICE EMPLOYEES	POLICE OFFICERS	CIVILIANS
ATLANTIC COUNTY			
Absecon City	15	10	5
Atlantic City	225	190	35
Brigantine City	10	10	-
Egg Harbor City	6	6	-
Galloway Township	6	6	-
Hamilton Township	2	2	-
Hammonton Town	18	14	4
Linwood City	10	10	-
Longport Boro	9	9	-
Margate City	23	23	-
Mullica Township	1	1	-
Northfield City	14	13	1
Pleasantville City	33	31	2
Somers Point City	14	10	4
Ventnor City	27	26	1
TOTAL	413	361	52

MUNICIPALITY	TOTAL POLICE EMPLOYEES	POLICE OFFICERS	CIVILIANS
BERGEN COUNTY			
Allendale Boro	12	9	3
Alpine Boro	5	5	-
Bergenfield Boro	40	39	1
Bogota Boro	16	16	-
Carlstadt Boro	18	18	-
Cliffside Park	32	32	-
Closter Boro	14	14	-
Cresskill Boro	14	14	-
Demarest Boro	7	7	-
Dumont Boro	30	30	-
East Paterson	28	28	-
East Rutherford	22	22	-
Edgewater Boro	19	19	-
Emerson Boro	13	13	-
Englewood City	73	64	9
Englewood Cliffs	18	18	-
Fairlawn Boro	47	45	2

BERGEN COUNTY CONT'D

Fairview Boro	23	23	-
Fort Lee Boro	50	49	1
Franklin Lakes	7	7	-
Garfield City	50	48	2
Glen Rock Boro	23	23	-
Hackensack City	89	70	19
Harrington Park	6	6	-
Hasbrouck Heights	26	26	-
Haworth Boro	7	7	-
Hillsdale	20	19	1
Hohokus Boro	10	10	-
Leonia Boro	18	18	-
Little Ferry Boro	12	12	-
Lodi Boro	36	35	1
Lyndhurst Township	37	36	1
Mahwah Township	24	24	1
Maywood Boro	24	21	3
Midland Park Boro	9	9	-
Montvale Boro	12	12	-
Moonachie Boro	6	6	-
New Milford Boro	28	25	3
North Arlington	33	32	1
Northvale Boro	6	6	-
Norwood Boro	5	5	-
Oakland Boro	19	18	1
Old Tappan Boro	5	5	-
Oradell Boro	17	17	-
Palisades Park Boro	25	25	-
Paramus Boro	79	72	7
Park Ridge Boro	13	13	-
Ramsey Boro	19	19	-
Ridgefield Boro	26	26	-
Ridgefield Park	25	24	1
Ridgewood Township	45	41	4
River Edge Boro	19	19	-
River Vale Township	15	15	-
Rochelle Park	13	12	1
Rutherford Boro	41	40	1
Saddle River Boro	7	7	-
Saddle Brook	21	21	-
South Hackensack	13	13	-
Teaneck Township	77	71	6
Tenafly Boro	31	30	1
Teterboro Boro	2	2	-
Upper Saddle River	13	8	5
Waldwick Boro	15	15	-
Wallington Boro	17	17	-
Washington Township	14	14	-
Westwood Boro	22	22	-
Woodcliff Lake	10	10	-
Woodridge Boro	19	19	-

BERGEN COUNTY CONT'D

Wycoff Township	17	17	-
TOTAL	1,608	1,534	74

MUNICIPALITY	TOTAL POLICE EMPLOYEES	POLICE OFFICERS	CIVILIANS
BURLINGTON COUNTY			
Beverly City	5	1	4
Bordentown City	9	8	1
Burlington City	26	25	1
Burlington Township	12	12	-
Cinnaminson Township	19	16	3
Delanco Township	4	4	-
Delran Township	5	5	-
Edgewater Township	4	4	-
Evesham Township	11	9	2
Florence Township	13	10	3
Maple Shade Township	18	17	1
Medford Township	6	6	-
Medford Lakes	3	3	-
Moorestown Township	24	23	1
Mount Holly	22	18	4
Mount Laurel	14	10	4
North Hanover Township	1	1	-
Palmyra Boro	11	9	2
Pemberton Boro	1	1	-
Pemberton Township	21	17	4
Riverside Township	8	8	-
Riverton Boro	4	4	-
Willingboro Township	24	20	4
Wrightstown Boro	1	1	-
TOTAL	266	232	34

MUNICIPALITY	TOTAL POLICE EMPLOYEES	POLICE OFFICERS	CIVILIANS
CAMDEN COUNTY			
Audubon Boro	14	14	-
Audubon Park Boro	2	2	-
Barrington Boro	13	12	1
Bellmawr Boro	14	12	2
Berlin Boro	4	4	-
Brooklawn Boro	3	3	-
Camden City	254	229	25
Cherry Hill Township	68	59	9

CAMDEN COUNTY CONT'D

Clementon Boro	5	5	-
Collingswood Boro	26	21	5
Gloucester City	24	23	1
Gloucester Township	17	17	-
Haddon Township	20	20	-
Haddonfield Boro	26	24	2
Haddon Heights	16	16	-
Hi-Nella Boro	1	1	-
Laurel Springs Boro	1	1	-
Lawnside Boro	5	4	1
Lindenwold Boro	8	8	-
Magnolia Boro	5	5	-
Merchantville Boro	12	12	-
Mount Ephraim Boro	7	5	2
Oaklyn Boro	10	6	4
Pennsauken Township	45	39	6
Pine Hill Boro	5	5	-
Runnemede Boro	13	10	3
Somerdale Boro	5	5	-
Stratford Boro	7	7	-
Voorhees Township	5	5	-
Wood-Lynne Boro	4	4	-
TOTAL	639	578	61

MUNICIPALITY	TOTAL POLICE EMPLOYEES	POLICE OFFICERS	CIVILIANS
CAPE MAY COUNTY			
Avalon Boro	13	10	3
Cape May City	15	15	-
Lower Township	14	10	4
Middle Township	9	5	4
North Wildwood City	20	19	1
Ocean City	45	39	6
Sea Isle City	10	6	4
Stone Harbor Boro	13	8	5
West Cape May Boro	1	1	-
West Wildwood Boro	1	1	-
Wildwood City	27	25	2
Wildwood Crest Boro	15	14	1
Woodbine Boro	2	2	-
TOTAL	185	155	30

MUNICIPALITY	TOTAL POLICE EMPLOYEES	POLICE OFFICERS	CIVILIANS
CUMBERLAND COUNTY			
Bridgeton City	36	34	2
Lawrence Township	1	1	-
Millville City	25	25	-
Upper Deerfield	1	1	-
Vineland City	52	51	1
TOTAL	115	112	3

MUNICIPALITY	TOTAL POLICE EMPLOYEES	POLICE OFFICERS	CIVILIANS
ESSEX COUNTY			
Belleville Town	71	71	-
Bloomfield Town	109	106	3
Caldwell Boro	22	22	-
Cedar Grove Township	19	19	-
East Orange City	169	157	12
Essex Fells Boro	10	9	1
Fairfield Township	16	16	-
Glen Ridge Boro	23	23	-
Irvington Town	119	108	11
Livingston Township	43	42	1
Maplewood Township	57	56	1
Millburn Township	44	43	1
Montclair Town	101	94	7
Newark City	1,663	1,388	275
North Caldwell	9	9	-
Nutley Town	59	59	-
Orange City	83	83	-
Roseland Boro	10	10	-
South Orange	46	46	-
Verona Boro	24	23	1
West Caldwell	24	23	1
West Orange	92	89	3
TOTAL	2,813	2,496	317

MUNICIPALITY	TOTAL POLICE EMPLOYEES	POLICE OFFICERS	CIVILIANS
GLOUCESTER COUNTY			
Clayton Boro	5	4	1
Deptford Township	12	12	-
East Greenwich	1	1	-
Glassboro Boro	18	16	2

GLOUCESTER COUNTY CONT'D

Greenwich Township	11	7	4
Monroe Township	15	11	4
Paulsboro Boro	14	11	3
Pitman Boro	15	15	-
Swedesboro Boro	5	5	-
Washington Township	13	9	4
Wenonah Boro	3	3	-
West Deptford Township	14	14	-
Westville Boro	6	6	-
Woodbury City	26	24	2
TOTAL	158	138	20

MUNICIPALITY	TOTAL POLICE EMPLOYEES	POLICE OFFICERS	CIVILIANS
HUDSON COUNTY			
Bayonne City	220	176	44
East Newark Boro	8	8	-
Guttenberg Town	15	15	-
Harrison Township	65	63	2
Hoboken City	140	140	-
Jersey City	1,075	860	215
Kearny Town	119	118	1
North Bergen Township	112	102	10
Secaucus Town	29	28	1
Union City	104	93	11
Weehawken Township	47	43	4
West New York	84	84	-
TOTAL	2,018	1,730	288

MUNICIPALITY	TOTAL POLICE EMPLOYEES	POLICE OFFICERS	CIVILIANS
HUNTERDON COUNTY			
Califon Boro	1	1	-
Clinton Town	1	1	-
Clinton Township	2	2	-
Flemington Boro	6	6	-
Frenchtown Boro	1	1	-
High Bridge Boro	1	1	-
Holland Township	1	1	-
Lambertville City	5	5	-
Milford Boro	1	1	-
Readington Township	2	2	-
Tewksbury Township	1	1	-
TOTAL	22	22	-

MUNICIPALITY	TOTAL POLICE EMPLOYEES	POLICE OFFICERS	CIVILIANS
MERCER COUNTY			
East Windsor Township	12	8	4
Ewing Township	37	35	2
Hamilton Township	99	94	5
Hightstown Boro	7	7	-
Hopewell Boro	1	1	-
Lawrence Township	32	31	1
Pennington Boro	1	1	-
Princeton Boro	27	26	1
Princeton Township	25	24	1
Trenton City	311	278	33
TOTAL	552	505	47

MUNICIPALITY	TOTAL POLICE EMPLOYEES	POLICE OFFICERS	CIVILIANS
MIDDLESEX COUNTY			
Carteret Boro	40	40	-
Cranbury Township	2	2	-
Dunellen Boro	15	15	-
East Brunswick	36	34	2
Edison Township	93	89	4
Helmetta Boro	1	1	-
Highlands Park	25	24	1
Jamesburg Boro	4	4	-
Madison Township	54	53	1
Metuchen Boro	28	28	-
Middlesex Boro	18	18	-
Milltown Boro	6	6	-
New Brunswick	97	92	5
North Brunswick	18	18	-
Perth Amboy City	113	97	16
Piscataway Township	43	42	1
Sayreville Boro	41	40	1
South Amboy City	19	19	-
South Brunswick	20	19	1
South Plainfield	33	32	1
South River Boro	25	25	-
Spotswood Boro	8	7	1
Woodbridge Township	127	114	13
TOTAL	866	819	47

MUNICIPALITY	TOTAL POLICE EMPLOYEES	POLICE OFFICERS	CIVILIANS
MONMOUTH COUNTY			
Allenhurst Boro	9	7	2
Asbury Park City	48	48	-
Atlantic Highlands	11	11	-
Avon-By-The-Sea	8	8	-
Belmar Boro	19	19	-
Bradley Beach	13	13	-
Brielle Boro	16	11	5
Deal Boro	17	12	5
Eatontown Boro	19	14	5
Fair Haven Boro	9	8	1
Freehold Boro	20	20	-
Freehold Township	4	4	-
Highlands Boro	6	6	-
Holmdel Township	4	4	-
Interlaken Boro	4	4	-
Keansburg Boro	13	13	-
Keyport Boro	12	12	-
Little Silver	12	8	4
Long Branch City	50	47	3
Manasquan Boro	13	13	-
Matawan Boro	14	14	-
Matawan Township	29	28	1
Middletown Township	51	48	3
Monmouth Beach	5	5	-
Neptune Township	42	42	-
Neptune City Boro	12	12	-
New Shrewsbury	8	8	-
Ocean Township	29	29	-
Oceanport Boro	10	6	4
Hazlet Township	9	9	-
Red Bank Boro	35	34	1
Rumson Boro	14	14	-
Sea Bright Boro	7	7	-
Sea Girt Boro	10	7	3
Shrewsbury Boro	8	8	-
South Belmar Boro	4	4	-
Spring Lake Boro	14	12	2
Spring Lake Heights	9	8	1
Union Beach Boro	10	9	1
Wall Township	29	25	4
West Long Branch	10	9	1
TOTAL	666	620	46

MUNICIPALITY	TOTAL POLICE EMPLOYEES	POLICE OFFICERS	CIVILIANS
MORRIS COUNTY			
Boonton Town	18	17	1
Boonton Township	2	2	-
Butler Boro	8	8	-
Chatham Boro	18	18	-
Chatham Township	17	17	-
Chester Boro	2	2	-
Chester Township	3	3	-
Denville Township	24	23	1
Dover Town	27	25	2
East Hanover Township	12	12	-
Florham Park Boro	18	18	-
Hanover Township	23	22	1
Harding Township	5	5	-
Jefferson Township	19	19	-
Kinnelon Boro	7	7	-
Lincoln Park Boro	10	10	-
Madison Boro	30	29	1
Mendham Boro	4	4	-
Mendham Township	3	3	-
Mine Hill Township	4	4	-
Montville Township	17	16	1
Morris Township	30	29	1
Morris Plains	9	9	-
Morristown Town	38	37	1
Mountain Lakes	9	9	-
Mount Arlington	4	4	-
Mount Olive Township	6	6	-
Netcong Boro	3	3	-
Parsippany-Troy Hills Twp.	57	56	1
Passaic Township	14	14	-
Pequannock Township	16	16	-
Randolph Township	15	15	-
Riverdale Boro	5	5	-
Rockaway Boro	8	8	-
Rockaway Township	16	16	-
Roxbury Township	16	16	-
Washington Township	5	5	-
Wharton Boro	7	7	-
TOTAL	529	519	10

MUNICIPALITY	TOTAL POLICE EMPLOYEES	POLICE OFFICERS	CIVILIANS
OCEAN COUNTY			
Bay Head Boro	5	5	-
Beach Haven Boro	10	10	-
Beachwood Boro	6	6	-
Berkeley Township	8	7	1
Dover Township	62	58	4
Harvey Cedars	3	3	-
Island Heights	1	1	-
Jackson Township	19	18	1
Lacey Township	6	6	-
Lakehurst Boro	3	3	-
Lakewood Township	40	39	1
Lavallette Boro	8	8	-
Long Beach Township	17	17	-
Manchester Township	7	7	-
Mantoloking Boro	5	5	-
Ocean Township	4	4	-
Ocean Gate Boro	2	2	-
Pine Beach Boro	2	2	-
Plumsted Township	1	1	-
Point Pleasant	18	17	1
Point Pleasant Beach Boro	15	12	3
Seaside Heights	13	13	-
Seaside Park Boro	13	13	-
Ship Bottom Boro	8	8	-
Stafford Township	4	4	-
Surf City Boro	6	6	-
Tuckerton Boro	4	3	1
TOTAL	290	278	12

MUNICIPALITY	TOTAL POLICE EMPLOYEES	POLICE OFFICERS	CIVILIANS
PASSAIC COUNTY			
Bloomingdale	5	5	-
Clifton City	125	116	9
Haledon Boro	7	7	-
Hawthorne Boro	20	19	1
Little Falls	16	16	-
North Haledon	7	7	-
Passaic City	130	116	14
Paterson City	365	340	25
Pompton Lakes Boro	19	15	4
Prospect Park Boro	5	5	-
Ringwood Boro	11	10	1
Totowa Boro	17	17	-
Wanaque Boro	8	8	-
Wayne Township	65	61	4

PASSAIC COUNTY CONT'D

West Milford Township	21	21	-
West Paterson Boro	16	16	-
TOTAL	837	779	53

MUNICIPALITY	TOTAL POLICE EMPLOYEES	POLICE OFFICERS	CIVILIANS
SALEM COUNTY			
Penns Grove Boro	12	8	4
Pennsville Township	17	17	-
Salem City	16	16	-
Upper Penns Neck	13	10	3
Woodstown Boro	4	4	-
TOTAL	62	55	7

MUNICIPALITY	TOTAL POLICE EMPLOYEES	POLICE OFFICERS	CIVILIANS
SOMERSET COUNTY			
Bedminster Township	3	3	-
Bernards Township	9	9	-
Bernardsville	9	9	-
Bound Brook Boro	17	17	-
Bridgewater Township	29	27	2
Far Hills Boro	1	1	-
Franklin Township	29	28	1
Green Brook Township	6	6	-
Hillsborough	9	9	-
Manville Boro	16	16	-
North Plainfield	30	29	1
Peapack-Gladstone	3	3	-
Raritan Boro	11	11	-
Somerville Boro	27	27	-
South Bound Brook	8	8	-
Watchung Boro	13	13	-
TOTAL	220	216	4

MUNICIPALITY	TOTAL POLICE EMPLOYEES	POLICE OFFICERS	CIVILIANS
SUSSEX COUNTY			
Franklin Boro	4	4	-
Hardyston Township	2	1	1
Hopatcong Boro	6	6	-

SUSSEX COUNTY CONT'D

Newton Town	10	10	-
Ogdnesburg Boro	2	2	-
Sparta Township	17	17	-
Stanhope Boro	1	1	-
Sussex Boro	2	2	-
TOTAL	44	43	1

MUNICIPALITY	TOTAL POLICE EMPLOYEES	POLICE OFFICERS	CIVILIANS
UNION COUNTY			
Berkeley Heights	20	19	1
Clark Township	30	30	-
Cranford Township	44	43	1
Elizabeth City	286	269	17
Fanwood Boro	16	16	-
Garwood Boro	11	11	-
Hillside Township	67	66	1
Kenilworth Boro	20	20	-
Linden City	123	120	3
Mountainside Boro	16	16	-
New Providence	18	18	-
Plainfield City	85	76	9
Rahway City	63	61	2
Roselle Boro	42	41	1
Roselle Park Boro	25	25	-
Scotch Plains	29	28	1
Springfield Township	37	37	-
Summit City	43	42	1
Union Township	98	96	2
Westfield Town	56	53	3
Winfield Township	19	19	-
TOTAL	1,148	1,106	42

MUNICIPALITY	TOTAL POLICE EMPLOYEES	POLICE OFFICERS	CIVILIANS
WARREN COUNTY			
Alpha Boro	1	1	-
Belvidere Town	3	3	-
Hackettstown Town	12	8	4
Oxford Township	1	1	-
Phillipsburg Town	25	23	2
Washington Boro	6	6	-
TOTAL	48	42	6
STATE TOTAL	13,499	12,340	1,159

DESCRIPTION OF PROSECUTORS' ACTIVITIES

Attorney General Arthur J. Sills, who is head of the Department of Law and Public Safety, is New Jersey's chief legal officer. As Attorney General, he is responsible for the administration of the Divisions, Boards and Bureaus of the Department of Law and Public Safety whose Division of Law renders legal advice to all State departments, Agencies, and Officers, as well as county boards of Election, Taxation, and Sheriffs. This Division of Law includes the Criminal Investigation Section, Bureau of Claims, Bureau of Securities, Office of Consumer Protection, and the Escheats Section. It is the responsibility also of the Division of Law to handle all legal matters for State government including representation in the courts.

The Criminal Investigation Section acts as a coordinating body between the Attorney General and the 21 county prosecutors. In addition to conducting investigations, its members prosecute some cases at the request of the county prosecutors.

The Attorney General is authorized to administer the affairs of any of the 21 county prosecutors offices when there is a vacancy in the office of the county prosecutor; the county prosecutor requests the aid of the Attorney General or an Assignment Judge of the Superior Court requests assistance for the trial of homicide cases and other high criminal misdemeanors.

The County prosecutors are obliged to make annual reports to the Attorney General of the performance of their duties and the operation of their offices. They must also make any other such reports as the Attorney General from time to time may require.

New Jersey's 21 prosecutors are appointed by the Governor with the consent of the New Jersey State Senate, to terms of five years. The responsibility of county prosecutors' offices include criminal investigation, trial preparation, court presentation, and special probes. In addition to his investigative work and appearance at trials, the prosecutor is obliged to represent the State of New Jersey in cases where defendants appeal their convictions from the Superior or County court. He represents the State before the Superior Court (Appellate Division), and the New Jersey Supreme Court, and he must also represent the State in appeals taken from motor vehicle and disorderly conduct convictions in the Municipal Court. A number of cases are appealed also to the United States District Court, United States Circuit Court of Appeals, and the United States Supreme Court.

In 1967, New Jersey's 21 county prosecutors' offices expended a total of $5,742,676. The total breakdown is as follows:

Atlantic	$184,601	Mercer	$273,406
Bergen	510,314	Middlesex	375,830
Burlington	171,761	Monmouth	254,752
Camden	292,940	Morris	306,969
Cape May	79,605	Ocean	171,000
Cumberland	66,704	Passaic	590,465
Essex	1,048,096	Salem	38,186
Gloucester	99,240	Somerset	154,318
Hudson	481,214	Sussex	30,642
Hunterdon	37,700	Union	534,450
		Warren	40,480

DESCRIPTION OF PUBLIC DEFENDER PROGRAM

Effective on July 1, 1967, the State of New Jersey established the Office of the Public Defender to provide legal representation for any indigent defendant formally charged with an indictable offense. Under Chapter 43 of the Laws of 1967, there is provided also for the indigent defendant all necessary services and facilities of representation, including investigation and preparation.

The services are rendered primarily in the County Courts of New Jersey but, where entitled under law, are provided also in the State's Municipal Courts. In addition, convicted indigent defendants are represented by the Office of Public Defender in appeals and, as may be needed, in other post-conviction proceedings.

The Office of the Public Defender is administered by the New Jersey State Public Defender, who is appointed by the Governor with the advice and consent of the Senate for a term of five years. The Office consists of a Headquarters and 12 Regional Offices throughout the State.

The primary goal of the Office of Public Defender was set forth by the State Legislature as providing for the realization of the constitutional guarantees of counsel in criminal cases for indigent defendants by means of an established system and program so that no innocent person shall be convicted, and that the guilty shall be convicted only after a fair trial under due process of law.

The Headquarters section is composed of the Public Defender and two Deputy Public Defenders to assist in formulating overall policy and directing administration of the program. One Deputy Public Defender is responsible for inaugurating procedures for reimbursement as far as possible for the services rendered to the client, and also for staff training. The other Deputy Public Defender is charged with maintaining close liaison with each of the twelve regional Public Defender offices, who cover areas comparable to the vicinages of Superior Court Assignment Judges; supervision of case load, establishment and maintenance of volunteer attorney pools, and supervising the reporting to Headquarters of cases received and their disposition.

The Appeals section, which is supervised by a Deputy Public Defender, is located in the Headquarters section at Newark, New Jersey. It handles all matters of an appellate nature arising in the regional offices, and acts also as a clearing house to furnish data to all staff members on new court decisions and new statutory regulations.

A Deputy Public Defender is in charge of each of the twelve regional defender offices to provide for the representation of all indigent accuseds referred by the courts. It is expected that each regional office will handle between 110 to 125 indigent matters in a given fiscal year that require court appearances, as well as rendering professional advice, and appearance and representation in Municipal Court in indictable matters.

In addition to the staff attorneys, there is a Fiscal Section at State Headquarters and a total of 35 members on the field investigative staff.

The Office of the Public Defender has stated that whether the indigent accused is to be served by staff personnel, or trial pool counsel, it is the aim of this Office to insure that the legal representatives understand that they have a primary responsibility of rendering individual service and attention to the indigent as though privately retained by him and without regard to the use of public funds to provide such services.

In accordance with the terms of the Public Defender Act, the following schedule of fees has been established for trial pool attorneys:

PROCEEDINGS PRIOR TO TRIAL	
Arraignment on Municipal Court	$10.00
Presence on hourly basis in Municipal Court for arraignments	$15.00 per hour ($75.00 maximum, except for good cause shown)
Hearing on Probable Cause in Municipal Court	$25.00
TIME SPENT IN OUT-COURT PREPARATION (a) Client interviews; (b) Witness interviews; (c) Probation Office and Other; and (d) Legal Research, including preparation of pleadings and trial briefs.	$15.00 per hour ($75.00 maximum, except for good cause shown)

POST INDICTMENT
Where counsel is present at arraignment upon indictment for entry of Not Guilty plea and subsequently there is a retraction of same, entry of Guilty plea and sentence; fixed sum of $75.00, except where bail or release application required a court appearance, then $100.00. In addition, reimbursement will be made for time spent in out-of-court preparation as above.

PRE-TRIAL MOTIONS NOT REQUIRING TESTIMONY
$40.00 - One allowance only except for good cause shown.

MOTIONS REQUIRING TESTIMONEY
Allowances as for trial.

TRIALS
$100.00 per day (5½ hours) from the drawing of a jury.

HEARING ON VIOLATION OF PAROLE OR PROBATION (Indictable Offenses only)
$25.00 (all inclusive)

POST-CONVICTION RELIEF (Indictable Offenses only)
$10.00 per hour for preparation of brief with maximum of 10 hours.
Argument in trial court: $50.00

APPELLATE FEES
Oral Argument: $75.00. Time spent in legal research and preparation of brief, etc. $10.00 per hour with a maximum of 15 hours except for good cause shown.

Workloads: The Office of the Public Defender has made the following population projections for New Jersey:

1960 Census	1965 Est.	1970 Est.	1975 Est.
6,086,782	6,803,910	7,547,000	8,302,000

Originally, the number of Indigent Assignments during 1968 was estimated as 8,660. But, under the present trend of cases, it is expected that this year's figure might reach 10,000 Indigent Assignments.

The 1968 adjusted appropriation for the Office of the Public Defender totals $1,900,000. This total includes $976,799 for salaries; $90,000 for materials and supplies, and $557,800 for services other than personal. This latter total includes $400,000 for legal and investigative.

DESCRIPTION OF COURTS

The New Jersey Court system consists of a Supreme Court, Superior Court, 21 County Courts, 520 Municipal Courts, 21 County District Courts, 21 Juvenile and Domestic Relations Courts, and 21 Surrogate's Courts.

The Supreme Court consists of a Chief Justice and 6 Associates, who serve initial terms of 7 years with tenure on reappointment. By the New Jersey State Constitution, the Supreme Court is granted power to enact rules regulating the practices, procedure and administration of all the courts in the State. The Chief Justice is designated as the Administrative head of the entire court system and is assisted by an Administrative Director of the Courts. This court considers final appeal actions in constitutional questions, where dissent occurs in the Appellate Division, capital causes, certifications, and such other cases as provided by law. In the court year 1966-67, the last where statistics are currently available, the Supreme Court disposed of 131 appeals during the year and a total of 120 appeals were still pending. Of the appeals decided, 22 were murder cases and 16 others criminal matters. Negligence cases were the largest non-criminal category with 17 being heard by the Court. The time from judgment at trial level to decision on the appeal averages 10 months and 19 days. The longest time was 26 months and 16 days. The Court on the average delivered its decision within 1 month and 28 days after the argument.

The Superior Court consists of 78 judges with terms, tenure and retirement the same as the Supreme Court. It is divided into three divisions: Law, Appellate and Chancery. The Law Division has general jurisdiction in all causes, civil and criminal, and conducts proceedings in lieu of prerogative units, except review of state administrative agencies. The Appellate Division handles appeals from the Law and Chancery Division, County Courts, Juvenile and Domestic Relations Courts, State Administrative Agencies, and others as provided by law. Chancery Division responsibility includes general equity, matrimonial and probate matters.

In addition to the Superior Court Law Division representation in each of the State's twenty-one counties, there are twenty-one county courts with a total of 85 judges who serve a term of 5 years with tenure after 10 years and third appointment. The county courts have a Law Division with General Jurisdictions, civil and criminal within the county and Appellate jurisdiction from Municipal Courts and Division of Workmen's Compensation; and a Probate Division for contested probate matters. The county courts have no equity jurisdiction except as required to finally resolve matters in controversy.

In 1966-1967, Appellate Division - Superior Court disposed of 1,449 appeals, 905 of them after argument. Altogether, 494 appeals were dismissed prior to argument and 50 were certified by the Supreme Court. At the year's end, 30 appeals had been argued but had not been decided, 254 had been perfected and were ready for argument, and 707 were not yet perfected. The number of appeals over 9 months old at the end of the court year was 99. Chancery Division, General Equity - Superior Court disposed of 2,931 cases

in the court year period leaving 1,484 cases pending on August 31, 1967. In Chancery Division, Matrimonial, the Court disposed of 7,974 cases leaving 1,814 pending at the year's end. During the 1966-67 court year, the matrimonial judges conducted 8,875 trials, of which 3,174 were contested. The number of contested motions heard during the year was 6,553.

The Superior and County Courts, Law Division, civil matters, disposed 28,783 cases. Settlements, dismissals and discontinuences accounted for the bulk of the dispositions. A total of 22, 019 cases were disposed of in this manner, 8,798 of them before a trial date had been assigned and 8,695 on the trial date. The balance of 4,526 were disposed of after trial date had been assigned but before date of trial. Trials were started in 5,715 cases with auto negligence cases taking the greatest percentage, 55% of the judge trial time.

On the Superior and County Court Law Division Criminal calendar, the courts disposed of 10,796 indictments and accusations during the year, 2,370 by trial, 4,414 by plea, and 4,002 by dismissal. There were 11,133 cases yet to be tried at the end of the 1966-67 court year. There were 124 petitions for post-conviction relief carried over from the prior court year and 462 new petitions filed. 386 petitions were disposed of during the year with 164 pending as of August 31, 1967. Of the petitions disposed of, 48 were found to have merit and some relief was granted.

In the Probate Division of the county courts, 277 matters were disposed of. Workmen's Compensation appeals taken to county courts totaled 155. The judges disposed of 153, leaving 81 pending at the end ofthe year. There were 2,212 appeals to county courts from Municipal Courts. Dispositions totaled 2,185.

There is a Juvenile and Domestic Relations Court in each of the twenty-one counties with exclusive jurisdictions over juveniles, support cases, temporary custody of children and adoptions. There were a total of 16 full time and 6 part time judges hearing exclusively juvenile cases and 20 judges hearing both juvenile and domestic cases. There were 29,966 juvenile complaints filed during the court year with the court hearing 29,735. At the end of the year, there were 4,939 complaints pending, of which 2,098 were under one month of age and 2,253 had been pending from 1 to 3 months. The court had 4,854 domestic relations complaints pending on September 1, 1966, to which were added 16,785 new complaints during the year. The court heard 18,533 of these complaints, leaving 3,106 pending on August 31, 1967.

County District Court, one in each county, consider contract actions to $1,000, negligence actions to $3,000, landlord and tenant causes, and have concurrent jurisdiction with Municipal Courts. Thirty-seven judges presided, two part time, in addition to 23 County Court Judges who heard district court matters. During the 1966-1967 court year, 197,174 cases were disposed of. 42,886 cases were tried, of which 1,975 were jury trials. Auto negligence cases accounted for 1,511 of the jury trials and other tort cases for 356 jury trials.

During the court year 1966-1967, there were 504 Municipal Courts, each serving a single municipality, and 16 Joint Municipal Courts, each serving two or more municipalities. Of the 393 Municipal Court Judges sitting in

these courts, 349 were attorneys and 44 were laymen. The Municipal Courts disposed of 2,039,327 traffic and non-traffic complaints, including violations bureau dispositions, which totaled 1,567,194 or 76 percent of all cases. There were 160,793 non-traffic complaints filed during the year. Most of these complaints involved disorderly persons offenses, local ordinance violations, and certain indictable offenses, which the Municipal Courts may hear if the defendant waives indictment and trial by jury. These courts also referred 23,110 complaints to Grand Juries or to Juvenile and Domestic Relation Courts and heard 13,768 informal complaints involving neighborhood or domestic disputes.

During the fiscal year ending June 30, 1967, expenditures by the State for the courts totaled $6,276,538 and revenues totaled $3,360,744. Expenditures for the courts by the 21 counties for calendar year 1966 (latest year for which complete information is available) totaled $19,106,167 and revenues attributable to the courts at the county level amounted to $7,204,660. In this same year, expenditures by municipalities for the maintenance of Municipal Courts totaled $4,489,839, with revenues totaling $16,177,905. Approximately 50 percent of this revenue was kept by the municipalities with the balance being paid to the counties and State. The total expenditures for the courts by the State, counties and municipalities in 1966 were $29,872,544, with revenues of $26,743,309.

DESCRIPTION OF CORRECTIONS, JURISDICTION OF STATE GOVERNMENT

The Department of Institutions and Agencies is the unit of State government responsible for administering institutions and agencies designed to meet human welfare needs. This Department is governed by a voluntary board of prominent citizens, the State Board of Control, and is headed by an executive with title of Commissioner who serves as a member of the Governor's cabinet. Within this Department are the Divisions of Mental Health and Hospitals, Retardation, Public Welfare, Community and Professional Services, and Correction and Parole.

The Division of Correction and Parole is specifically charged with developing programs and operating institutions and agencies directly concerned with corrections at the State level. Its components are two staff bureaus, the Bureau of Programs and Bureau of Operations, two operational bureaus, the Bureau of Parole and Bureau of State Use Industries, fourteen correctional institutions, eleven satellite camps, and a community residential half-way house. The following is a list of these components and a brief description of their programs and general Division activities:

Bureau of Programs: A staff bureau to the Division Director, this unit has the major responsibility of developing standards for operational unit programs and assisting the Division Director in devising viable correctional programs.

Bureau of Operations: This is a staff bureau to the Division Director having responsibility for auditing operational unit programs to evaluate effectiveness and proximity of operations to Division standards.

Bureau of Parole: The Bureau of Parole supervises all parolees, age fourteen and over, from New Jersey State correctional institutions and parolees from other state jurisdictions accepted under the terms of the Inter-State Compact for the Supervision of Parolees. It investigates requests for parole planning from in-state and out of state sources, develops parole placements, and completes special related investigations as requested. To implement these programs, the Bureau operates from nine district offices strategically located throughout the state in Clifton, Jersey City, Newark (2), Elizabeth, Trenton, Red Bank, Camden, and Atlantic City, from institutional parole offices located in the major correctional institutions, and from a central office located in Trenton. Staff consists of 203 employees, 140 of whom are parole officers and supervisors. As of June 30, 1968, there were 5344 cases under supervision in New Jersey from in state and out of state institutions. Parolees under the age of fourteen are supervised by the Bureau of Children's Services, Division of Public Welfare.

Bureau of State Use Industries: The Bureau of State Use Industries provides inmate production occupations for the manufacture of goods that are sold to and for the use of governmental agencies. In the fiscal year 1967-68, this bureau operated 26 shops accommodating 36 industries in 6 institutions.

These shops furnish full time employment for 829 inmates at the prison and reformatory complexes and 41 patients at Trenton State Hospital. Wages paid to inmate workers in the last fiscal year for State Use production totaled $56,031. A voluntary citizen State Use Advisory Council serves in an advisory capacity to guide this bureau's operations.

New Jersey State Prison Complex: The New Jersey State Prison Complex consists of three major institutions, Trenton Prison, Rahway Prison and Leesburg Prison as well as two camps, West Trenton satellite of Trenton Prison and Marlboro Camp satellite of Rahway Prison.

Trenton Prison is the receiving institution for male adults committed with fixed minimum-maximum sentences. From Trenton Prison, inmates are classified to remain in residence at Trenton Prison, are selected for minimum security residence at the West Trenton Unit, are sent to Rahway Prison and from Rahway Prison to the Marlboro Unit when relaxed security is warranted, or to Leesburg Prison, presently a minimum security prison farm. A new medium security prison is now under construction at the Leesburg Prison site that will administratively merge with the present Leesburg Prison. This new facility will initially house 350 inmates and later expand to house 500, enabling partial closing of the antiquated Trenton Prison.

As of June 30, 1968, the Prison Complex population totaled 2925 inmates distributed as follows: Trenton Prison - 1223, West Trenton Unit - 123, Rahway Prison - 1152, Marlboro Unit - 128, and Leesburg Prison - 299.

Trenton Prison and its satellite have 330 staff positions with 211 in custody, 48 in medical, social service, psychology and education occupations, and 81 in industrial, maintenance trade and support activities. The Rahway Prison operations are carried out by 283 employees, 184 of whom are in custodial positions, 20 in medical, social service, psychology and education occupations, and 79 in industrial, maintenance trade and support activities.

Total operating expenditures for the Trenton Prison and its satellite budgeted for this fiscal year are $3,000,565; the budget for Rahway Prison and its satellite is $2,351,525; and the Leesburg Prison operating budget totals $628,829.

New Jersey State Reformatory Complex: The New Jersey State Reformatory Complex consists of three major institutions, the Youth Reception and Correction Center, Bordentown Reformatory, and Annandale Reformatory; five camps designated West Trenton Unit, a satellite of Youth Reception and Correction Center, Neuro-Psychiatric Institute Unit and New Lisbon Unit of Bordentown Reformatory, and Stokes Forest and High Point Units of Annandale Reformatory; and a community half-way house, called Robert Bruce House, administered by the Youth Reception and Correction Center.

The Youth Reception and Correction Center, opened in November, 1967, provides for the reception and classification of all male reformatory commitments, i.e. indeterminate sentenced inmates, capacity 296; offers a special residential treatment unit for severely disturbed reformatory inmates, capacity 60 beds; and provides a residential facility for regular reformatory

inmates, capacity 518. From the Youth Reception and Correction Center, inmates may be placed in its minimum security satellite unit at West Trenton, may remain in residence at the Correction Center, may be sent to Annandale Reformatory with subsequent option for placement in one of Annandale's minimum security satellites, or may be sent to Bordentown Reformatory with subsequent option for placement in one of Bordentown's minimum security satellites.

Bordentown Reformatory is an institution for males, age 16 to 30, who have not previously served a sentence in a prison or penitentiary. Its program emphasizes social adjustment through social education classes, group and individual psychotherapy and counselling, social casework, and a work program.

Annandale Reformatory is a cottage type institution for males, age 15 to 21, who have no previous commitment to a reformatory or prison. The institution has as its objective the inculcation of acceptable standards of good citizenship, including good work habits, sound social values and the establishment of attainable goals. The treatment program consists of social and academic education, prevocational training, group and individual psychotherapy and counselling, extensive recreation activities and a comprehensive work program.

As of June 30, 1968, the Reformatory Complex had a total population of 1858 distributed as follows: Youth Reception Center - 134, Youth Correction Center - 355, West Trenton Unit - 44; Bordentown Reformatory - 699, Bordentown Unit at Neuro-Psychiatric Institute - 55, Bordentown Unit at New Lisbon - 65; Annandale Reformatory - 419, Annandale Unit at Stokes Forest - 46, Annandale Unit at High Point - 41.

The Youth Reception and Correction Center and its satellite have 293 staff positions with 152 in custody, 67 in medical, social service, psychology and education occupations, and the remainder in industrial, maitenance trade and support activities. Bordentown Reformatory and its satellites have 239 staff positions with 146 in custody, 29 in medical, social service, psychology and education occupations, and the remainder in industrial, maintenance trade and support activities. Annandale Reformatory and its satellite units have 216 positions with 125 in custody, 28 in medical, social service, psychology and education occupations, and 63 in industrial, maintenance trade and support activities.

Appropriated funds for operating expenses in Reformatory Complex institutions for the current fiscal year are as follows: Youth Reception Center and its satellite, $2,009,572; Bordentown Reformatory, $2,082,342; and Annandale Reformatory, $2,072,819.

The community half-way house, known as Robert Bruce House, was established in 1962 upon application and approval of a grant from the National Institute of Mental Health. This project was financed by the State of New Jersey following termination of the federal grant and is now administratively part of the Youth Reception and Correction Center. The purpose of this facility, located in downtown Newark, New Jersey, is to provide a meaningful living experience in a supportive environment for parolees from the Reformatory Complex who are without friends and relatives to assist or other

community resources. The House can handle as many as 21 parolees and is staffed with a director and 4 subordinates. Its operating budget for the current year is $35,724.

Training School Complex: The Training School Complex consists of the new, soon-to-be opened Training School for Boys, the State Home for Boys, and its satellite the Wharton Tract Unit.

It is anticipated that the Training School for Boys will begin receiving commitments in January 1969. Located adjacent to the Neuro-Psychiatric Institute at Skillman, this facility will accommodate 200 boys between the ages of 8 and 13 who have been adjudicated delinquent by county juvenile courts permitting the separation of first and very young offenders from the influence of older, more sophisticated delinquents. The facility consists of a self-contained school providing for small academic and remedial classes, psychiatric and psychological services for emotionally disturbed children, arts and crafts, recreation program including indoor and outdoor activities, and 12 brick cottages arranged in a horseshoe pattern facing an all-faith chapel.

The State Home for Boys is a correctional institution for juvenile male commitments between the ages of 8 and 16 although the younger boys will be committed to the Training School for Boys when it opens. It is a cottage-type facility with activities focused around cottage life, organized recreation, development of work habits, preliminary training in certain skills, vocational and social interests, individual and group counselling, and formal schooling. The inmate population of this institution as of June 30, 1968, was 395 and in addition, 40 boys were in residence at the Wharton Tract Satellite Unit.

The Training School for Boys' Staff will total 143, 71 of these will be in custodial positions, 38 in medical, social service, psychology and education occupations and the remainder are slated for maintenance trade and support activities. The State Home for Boys has 273 staff positions, 130 of which are in custodial occupations, 56 are in medical, social service, psychology and education occupations and 87 are in maintenance trade and support activities.

It is anticipated that the annual budget for operations at the new Training School for Boys will total $1,518,359. Operating expenses at the State Home for Boys for the current year total $2,259.787.

State Home for Girls: The State Home for Girls, Trenton, New Jersey, is an institution for juvenile delinquent females between the ages of 8 and 17. Many girls committed have had previous institutional experience and practically all have been on probation and are in need of intensive treatment and training to meet their emotional needs.

Population figures at the State Home for Girls as of June 20, 1968, show 126 in residence at the main institution and 8 in residence at the community pre-release center. The staff consists of 154 employee positions. Seventy-eight are in custodial occupations, 28 are in medical, social service, psychology and education professions, and 48 are in maintenance trade and support activities. The operating budget for the State Home for Girls, including its community residence, for the current year totals $1,209,506.

State Reformatory for Women, Clinton: "Clinton Farms" is a cottage type institution for females age 16 years and over. Over one-half the population is under 21. Offenses range from juvenile delinquency and minor offenses to homicides. The Reformatory operates a satellite camp located on the grounds of the Vineland State School for Retarded. It also operates a residential community center in the town of Clinton where women may gain experience in community living while still in inmate status.

The population at the Reformatory for Women as of June 30, 1968, was 238 plus 18 at the Vineland Unit and 7 at the Community Center. Staff positions total 215. One hundred and four are in custodial occupations, 27 in medical, social service, psychology and education profession and 107 in industrial, maintenance trade, and support activities. The operating budget for this institution and its satellite totals $1,568,238.

Residential Group Centers: The Highfields-type residential group center originated in New Jersey in 1950. Supported by private funds in the residence of Charles A. Lindbergh, the Highfields project was taken over by the State in 1952. The Division of Correction and Parole now supports four such centers, three for boys and one for girls. First to follow the original Highfields was the Warren Residential Group Center which opened in 1960 in a residence built for that purpose in the northern part of the State. The Warren Center followed the same program of work, community contacts, and guided group interaction that has characterized Highfields, with a change only in the type of work engaged in by the boys during their daytime hours. At Highfields, the boys work at grounds maintenance at a nearby mental institution; at Warren the boys work at a nearby fish hatchery operated by the State Department of Conservation and Economic Development.

The first such residential unit for girls, Turrell, was established in the central part of the State in 1961. The fourth and newest center, Ocean Residential Group Center, opened in the southern sector of the State in 1963. Turrell girls are engaged in patient care of geriatric patients at Marlboro State Hospital not far from the residence, and the boys at Ocean work on the State Game Farm on which their residence is located.

In contrast to commitments to other Division of Correction and Parole institutions, residents in group centers retain legal status as probationers and are responsible directly to the juvenile court. The age grouping of 16-18 years has been continued from the original Highfields as have the other criteria of admission, namely, not psychotic, mentally retarded, sexually deviate, and no previous commitment to a state correctional institution. Length of stay is limited to four months. The juvenile courts of the state find the residential centers a welcome alternative to reformatory commitments for 16 and 17 year olds who have failed under the usual conditions of probation in their home communities.

The number of residents at each Residential Group Center ranges from 14 to 20 at any one time. Each facility has a staff of six including a Superintendent and Assistant Superintendent. The operating budgets for the Centers are as follows: Highfields - $61,515; Warren - $63,710; Ocean - $63,393; and Turrell - $65,629.

Inmate Services to State Institutions and Agencies: Satellite camps of the correctional institutions are located in places where inmate help may be utilized to the advantage of institutions and agencies other than the Division of Correction and Parole. Inmate services to mental hospitals and retarded institutions include laundry, food service, maintenance, patient care, farming. In addition, services are rendered to the Department of Conservation and Economic Development in parks and forestry projects. A regional laundry, located at Rahway Prison and a regional bakery, located at Trenton Prison, provide services for state institutions located in their geographic areas.

Division Sponsored Training: The Division of Correction and Parole conducts a number of training programs for its operational unit staffs. In the last fiscal year, monthly one-day orientation programs for new employees reached 584 new staff members in 73 different job categories. Two six-day and one eight-day Officers' Training Programs were offered to 106 persons, four four-day in residence training courses for groups of supervisors were conducted for 81 supervisory personnel plus two two-day Executive Development Programs for approximately 20 Superintendents and Bureau Chiefs. These training courses represented 1,700 employee work days.

In addition to these, 106 persons from institution education staffs participated in a series of six work shops in conjunction with the New Jersey Department of Education and Montclair State College, 103 persons took part in training programs sponsored by the Department of Institutions and Agencies; 91 persons received special training, such as speed reading and management techniques, through the Civil Service Department and six persons participated in a Civil Defense Department Training Program.

Inspection and Consultation Services to State and Local Government: The Division of Correction and Parole is legally responsible for inspecting county jails, workhouses and penitentiaries, county juvenile detention shelters and municipal police lock-ups. In addition, the Division inspects the physical plant and custodial operations of its own institutions. Division staff also provides consultation services to local government units engaged in building new or remodeling existing correctional facilities. Inspections are made in an effort to promote local facilities and operations that will safely contain prisoners, provide them with the necessary creature comforts, and ensure separation of juveniles from adults as well as males from females.

During the last fiscal year, Division of Correction and Parole staff inspected all of the state's municipal lock-ups, 249; all juvenile detention homes, 13; all penitentiaries and workhouses, 5; and all but four of the 21 county jails. Twenty-nine consultations were held regarding new construction and alteration of physical facilities. These services are performed by three staff members, a Correction Captain, Correction Officer, and a Senior Jail Inspector.

Statistical Reports: A Research Specialist is employed by the Division of Correction and Parole to develop statistical data and systems for collection and dissemination of data pertinent to effective management of the Division operating units. Updated institutional population trend tables are

distributed monthly, quarterly, or semi-annually depending on the nature and importance of the trend category being reported. Special statistical studies completed during the last fiscal year include a study of projected populations for various offender subgroups in the State Prison, the effect of the Gault decision on juvenile commitments, and the implications for management development of a survey of middle management personnel in the Division.

In addition to the preceding discussion of Division of Correction and Parole programs, there are activities that are in corrections but are either not under the direct jurisdiction of the Division of Correction and Parole or are shared with other units of State government. The following are in this category:

Boards of Managers: Voluntary citizen Boards of Managers, subject to the supervision, control and ultimate authority of the State Board of Control, are vested with the responsibility of establishing policy guidelines in the management, direction and control of the State Prison Complex, Reformatory Complex, Training School Complex, State Home for Girls and Reformatory for Women. Except for the State Prison and minimum-maximum sentenced women at the Reformatory for Women, the Boards of Managers are the paroling authority.

State Parole Board: The State Parole Board, a three member body appointed by the Governor administratively independent of the Division of Correction and Parole, determines parole for those persons serving sentences having fixed minimum-maximum terms of life sentences. The Board also considers for parole certain inmates of county penitentiaries, but only if they apply for hearing having served at least one year of a sentence greater than a year. The Parole Board also serves in an advisory capacity to the Governor in clemency matters.

Parole Services of Bureau of Children's Services: The Bureau of Children's Services, in the Division of Public Welfare, Department of Institutions and Agencies, is responsible for supervising paroled children from the juvenile institutions under age 14 or those between ages 14 and 16 who appear to have special problems that can best be handled by this agency. Field services of the agency are performed from 22 district offices, one in each county except Essex which has two district offices. At the end of fiscal year 1967-68, the Bureau of Children's Services had 464 cases under parole supervision, 245 from the State Home for Boys and 219 from the State Home for Girls. Since correctional services are not divorced from general field services, it is not possible to state the budget for correctional services rendered.

Narcotics Treatment Program: A program for dealing with the narcotics problem in New Jersey was enacted by the New Jersey legislature in 1964. The law calls for a program of multi-disciplinary effort of prevention; education aimed at the public, the helping professions and the addicts themselves; psychiatric medical diagnosis; medically arrested aftercare, community referral, located and social rehabilitation, and quasi-legal and legal control in the field of drug addiction. The legislation reflects the view that this drug

addiction treatment program is primarily a socio-medical approach rather than the prevalent punitive - penal procedures and attitudes. This effort, formulated and established by the Commissioner of the Department of Institutions and Agencies with advice and consultations from a Narcotics Advisory Council, is administratively in the Division of Mental Health and Hospitals.

The Narcotics Advisory Council, consisting of five ex-officio and six non-governmental members representing interested public, has a medical doctor as chairman.

The Act calls for one or more inpatient residential treatment centers to be established in existing state, county or municipal institutions or as new separate facilities. The first of these centers was opened at the New Jersey Neuro-Psychiatric Institute at Princeton June 15, 1965, with a 40-bed ward for men and one of 12 beds for women.

Most of the patients admitted for treatment have been sentenced under the Narcotic Act or the Dangerous Drug Act. These provide that persons using drugs illegally are disorderly persons. The magistrate on sentencing is required to give the person the option of serving his time or volunteering for treatment. If the latter is chosen, sentence is suspended and the person is placed on probation up to three years providing he remains under an effective treatment program. The length of sentence for disorderly person is one year. The law also provides for admission of patients not under duress. As a private citizen age 21 or over, or a married person under age 21, he may voluntarily admit himself, agreeing to a minimum period of 45 days. If under 21 years of age and unmarried, he may be admitted if his parent or legal guardian signs the admission papers.

Those convicted on the charge of actual use of narcotics and dangerous drugs and are serving sentences, may apply for resentencing and as a condition of resentence may ask for admission to inpatient treatment centers. Lastly, those persons awaiting grand jury action or trial for use of drugs or on charges other than drug use but not involving acts of violence constituting felony or high misdemeanor while on bail or bond may seek treatment in the residential inpatient centers on condition that they are considered acceptable to such programs by the professional staff at the hospital and they are recommended by the professional custodial persons referring them to the hospital.

Under all aforementioned conditions or prerequisites for admission to the inpatient treatment program, the physician in charge of the Center, with the approval of the Coordinator, may deny an admission, or discharge a patient while in treatment when diagnostic screening and evaluative decisions deem such person as an unsuitable candidate for the program.

Treatment in the Center begins with rapid reduction and withdrawal of addicting drug followed by correction and rehabilitation. Then the patient enters a carefully structured program designed to produce a more mature and responsible attitude toward life and its problems. The law also calls for

the establishment of one or more regional, medically oriented aftercare clinics, to be operated by the counties singly or by several on a joint cooperative basis.

Diagnostic Center Activities in General Correction Programs: The mission of the Diagnostic Center, Menlo Park, New Jersey, administratively in the Division of Mental Health and Hospitals, Department of Institutions and Agencies, is to provide complete psychiatric evaluation of socially disordered individuals. Criteria for acceptance include; first, a problem in psychiatric diagnosis and second, manifestation of this problem through some type of antisocial behavior. Persons of both sexes may be evaluated whether or not they are offenders. Primary focus, however, is on the juvenile delinquent and the criminal, and in practice, court referrals receive priority. Other referrals come from public and private agencies, including schools, welfare departments, family service agencies and various treatment and protective organizations when in need in the public interest.

The facilities of the Center include a residential section, an outpatient service, and the central administration of the Sex Offender Program described in a subsequent paragraph. Residential facilities are reserved for boys and girls between the age of 8 and 18. Bed capacity is 76 and the maximum length of stay, fixed by statute, is 90 days. The traditional clinical team approach is utilized in relation to these children and a psychiatrist, a psychologist and psychiatric social worker are assigned to each patient at the outset in order to carry out the evaluative process. The examination includes a complete physical, psychiatric and neurological examination, psychological testing and continuous contact by the social worker with the parents, referral agents and other community resources involved in the study and planning for the child. During his stay, the child's educational training is maintained and there is active recreational involvement. Upon completion of observation and tests, the probation officer or other referral agent and school representatives join the nurse, teacher, unit supervisor and clinical team for a final staff conference at the Diagnostic Center. Patients are then returned to the referral source with specific recommendations for future handling.

The outpatient service is limited to examinations on a daily basis of all those sent by the courts and other agencies. This ordinarily involves a psychiatric examination and some psychological testing. Admission criteria parallel those of inpatient service. The activity of the Center ends with the completion of the examination and the following of the report to the referral agent containing the diagnostic conclusions and recommendations.

Sex Offender Program: In 1949, a statute was enacted by the New Jersey State Legislature making mandatory the screening of certain sex offenders convicted in the State. These offenders include those convicted of rape, carnal abuse, sodomy, open lewdness, indecent exposure, or impairing the morals of a minor, or an attempt to commit any of the aforementioned offenses. Upon such conviction, the commitment of the offender is ordered for Diagnostic Center analysis for a period not to exceed 60 days. While undergoing these services, such person is given a complete physical and mental examination.

Upon completion of the physical and mental examination of such person, but in no event later than 60 days after the date of the order, a written report of the results thereof is sent to the court. If it appears from the report that it has been determined through clinical findings that the offender's conduct was characterized by a pattern of repetitive, compulsive behavior, violence, or age disparity from which it appears the victim was under the age of 15 and the offender an adult aggressor, it is the duty of the court, upon recommendation of the Diagnostic Center, to submit the offender to a program of specialized treatment for his mental and physical aberrations.

The disposition made by the court of such person, upon written report and recommendations of the Diagnostic Center, includes one or more of the following measures: The court may place such person on probation with the requirement, as a condition of probation, that he receive out-patient psychiatric treatment in the manner to be prescribed in each individual case; such person may be committed to an institution to be designated by the Commissioner of Institutions and Agencies for treatment, and upon release subject to parole supervision. When the court orders a commitment as a sex offender, the order does not specify a minimum period of detention but in no event may a person be confined for a period of time greater than that provided by law for the crime of which such person was convicted.

The Commissioner of the Department of Institutions and Agencies, upon commitment of such person, arranges for his treatment in one of the institutions under the jurisdiction of the Department which, in the judgement of the Commissioner is best suited for the care of the needs of such person. Any person committed to confinement as a sex offender may be released under parole supervision when it appears to the satifaction of the State Parole Board, after recommendation by a Special Classification Review Board appointed by the State Board of Control, Department of Institutions and Agencies, that such person is capable of making an acceptable social adjustment in the community. Each chief executive officer of any institution wherein such a person is confined reports in writing at least semi-annually to the Commissioner concerning the physical and mental condition of such person with a recommendation as to his continued confinement or consideration for release on parole.

Psychiatric diagnosis of persons convicted by the courts of sex related offenses is accomplished at the Menlo Park Diagnostic Center. When an individual is diagnosed and committed as a sex offender, he is sent to Rahway Diagnostic Unit, located on the grounds of Rahway Prison, where he remains until a determination is made as to which institution in the Department of Institutions and Agencies will best fit the offender's needs. He may remain at Rahway as a resident of the Rahway Treatment Unit and participate in a special program geared to sex offenders, or if custody is an over-riding factor he may be transferred to Trenton Prison, or if he appears in need of specialized psychiatric services or if mentally retarded, he may be transferred to a mental hospital or institution for retarded.

During the fiscal year 1967-68, 329 convicted offenders were referred by courts to the Menlo Park Diagnostic Center for examination. Of this total, 87 (26.4%) were determined to fall under the purview of the sex offender act requiring a program of specialized treatment. Of this latter group, 28 (32.18%) received probation, 44 (50.57%) were committed for institutional treatment, and the remaining 15 cases were still pending court action. Those committed represent 13.37% of the total of all sex offenders examined during the fiscal year.

The Special Classification Review Board, the component that reviews each sex offender's case twice per year and recommends for continued confinement or parole, or transfer to another institution, consists of five members representative of the various administrative agencies involved in treating sex offenders. A total of 644 cases were reviewed during the year for parole and transfer recommendations.

DESCRIPTION OF CORRECTIONS, JURISDICTION OF COUNTY GOVERNMENT

County government is responsible for administering county jails, penitentiaries and workhouses, juvenile detention centers, and probation activities. The following is a brief description of these correctional activities:

County Correctional Institutions: Each of New Jersey's twenty-one counties operates a jail for housing adult prisoners over age eighteen, and juveniles between the ages of sixteen and eighteen. The juveniles must be housed in quarters physically separated from adults, and females from males. The basis for county jail confinement are:

A. Individuals arrested in municipalities without police lockups who cannot be released pending a municipal court hearing due to seriousness of charge or inability to post bond.

B. Those who have been bound over for grand jury action by the municipal court and are unable to post bail.

C. Those who have been indicted by the grand jury and are awaiting court adjudication and are unable to post bail.

D. Those who have been adjudicated guilty by the court and are awaiting sentencing and are unable to post bail.

E. Those who have been sentenced and are awaiting transfer to the receiving institution.

F. Prisoners whose presence is required in the county for appeal procedures.

G. Juveniles between ages sixteen and eighteen who are awaiting juvenile court action and cannot be released due to seriousness of charge or lack of immediate community plan.

H. Adults who have been sentenced to serve jail time for misdemeanant type offenses.

I. Federal prisoners awaiting transfer to a federal institution or federal court action.

J. State parole violators awaiting administrative determination by parole authorities or transfer to a State institution.

K. Witnessess who must be protected or isolated from the community pending testimony in a court action.

Two counties, Essex and Hudson, operate penitentiaries, two counties, Mercer and Middlesex, operate workhouses, and Camden County operates an annex, similar to a workhouse program. These institutions are exclusively for misdemeanant sentenced adults, most of whom participate in a work program.

All of the county jail wardens are under the jurisdiction of the county sheriff's offices except in Mercer, Warren, Cumberland, Essex, Hudson and Passaic Counties where the jail administration is directly responsible to the elected Board of Freeholders. The penitentiary and workhouse wardens are directly responsible to the Board of Freeholders, except the Camden County Annex which is under the executive direction of the county jail warden who is responsible to the sheriff.

The following is a listing of the county jails, workhouse and penitentiaries showing their capacity, average daily population, number admitted during the year, and the county budgets for operation of correctional facilities including juvenile detention shelters where applicable for the year 1967:

COUNTY JAILS AND TOTAL CORRECTIONAL INSTITUTION BUDGETS

COUNTY	CAPACITY	AVE. DAILY POPULATION	ANNUAL ADMISSIONS	BUDGET
Atlantic	176	156	1761 Adult, 47 Juv.	$ 347,810
Bergen	169	155	2580 " 33 "	$ 712,598
Burlington	135	60	1062 " 33 "	$ 220,905
Camden	150	148	3564 " 403 "	$ 449,960
Cape May	71	25	680 " 123 "	$ 91,087
Cumberland	188	93	- " - "	$ 167,500
Essex	478	396	7119 " 1119 "	$3,588,296
Gloucester	74	44	1278 " 126 "	$ 116,280
Hudson	304	268	2603 " 112 "	$1,128,638
Hunterdon	33	17	319 " 37 "	$ 37,626
Mercer	144	118	2182 " 387 "	$ 965,664
Middlesex	80	61	907 -	$ 936,920
Monmouth	249	172	2171 " 286 "	$ 420,093
Morris	104	36	1348 " 184 "	$ 243,654
Ocean	105	78	2927 " 210 "	$ 259,000
Passaic	271	275	5441 " 209 "	$ 468,527
Salem	110	33	795 " 42 "	$ 108,800
Somerset	60	51	1225 " 42 "	$ 190,756
Sussex	26	16	384 " 71 "	$ 69,753
Union	240	209	2485 " - "	$ 577,510
Warren	32	18	377 " 62 "	$ 46,000

COUNTY PENITENTIARIES

COUNTY	CAPACITY	AVG. DAILY POPULATION	ANNUAL ADMISSIONS
Essex	729	608	2096
Hudson	119	118	355
COUNTY WORKHOUSES			
Mercer	336	146	660
Middlesex	146	98	1207
Camden	84	52	520

Thirteen counties operate juvenile detention centers. These institutions are used for the temporary shelter of juveniles up to the age of sixteen who are awaiting juvenile court action, awaiting transfer to a state correctional institution, pending a parole decision, or in need of a sheltered situation while an agency secures a community placement. Most of the counties with juvenile detention centers accommodate juveniles from adjacent counties not having such facilities on a per diem basis, providing there is room.

The following is a list of county juvenile detention centers with the name of the administering agency, capacity and usual occupancy:

FACILITY	AGENCY	CAPACITY	USUAL OCCUPANCY
Atlantic County Juvenile Detention Home	Bd. of Freeholders	25	16
Bergen Pines Children's Center	Bd. of Freeholders	62	45
Children's Shelter of Camden County	Bd. of Trustees	26	28
Essex County Youth House	Bd. of Trustees	105	82
Children's Shelter of Gloucester	Bd. of Trustees	20	7
Hudson County Youth House	Bd. of Managers	125	100
Mercer County Youth House	Bd. of Freeholders	26	22
Middlesex Juvenile Detention Home	Bd. of Freeholders	50	27
Monmouth County Juvenile Detention Home	Bd. of Freeholders	6	4
Morris County Youth Center	Bd. of Freeholders	12	11
Ocean County Juvenile Detention Home	Bd. of Freeholders	16	-

FACILITY	AGENCY	CAPACITY	USUAL OCCUPANCY
Passaic County Juvenile Shelter	Bd. of Freeholders	16	31
Union County - George W. Herlich Juvenile Quarters	Bd. of Freeholders	20	20

Rehabilitation programs for county jail and workhouse inmates are extremely limited as are after care services. Juvenile detention centers provide minimal social services, some with more extensive programs than others. One hopeful area in county corrections is the organized interest of private citizenry in filling a void of providing social services to misdemeanant offenders. This effort in New Jersey is described below:

Morrow Association on Corrections, County Correctional Activities:

A private philanthropic organization, the Morrow Association on Correction is an agency directing an intensive effort toward assisting county jail releasees to effect a positive community adjustment. Its broad purpose is to involve interested citizens in correctional programs, particularly after care services. The Association has chapters in seven of New Jersey's twenty-one counties and is striving for representation throughout the entire state.

At the present time, with the help of an Office of Economic Opportunity grant, the Morrow Association is administering a special project in Mercer and Middlesex counties. With a professional staff composed of social workers, employment specialists, an employment center manager and case aids, each inmate is interviewed soon after his admission to a county correctional institution. If the inmate wishes help, the professional staff makes a determination based on all available background information, as to what type of service will be initiated in his behalf. Service is not imposed on those who do not specifically request it.

Some county jail inmates are given only limited service in those cases where it appears the prospects for rehabilitation are poor. Many such limited service releasees are referred to local job training and community action programs. General service applies to those inmates for whom expanded service is indicated but for whom the prognosis for a positive response is uncertain. These people may receive a variety of services but are not eligible for residence in the community employment center nor other benefits of the complete program.

Inmates of high potential for rehabilitation are officially admitted to the program. It is here that professional staff efforts are expended to the highest degree in an attempt to return the inmate to the community as an interested and active citizen. Various types of service can be provided contingent upon staff assessment of individual need. These services include job placement, employment counseling, vocational testing, individual counseling, group therapy, adult education, clothing, appropriate agency

referral, medical, dental and psychiatric services. The final decision as to what type of services are rendered to an inmate is the responsibility of the warden's committee. This committee for each county includes the warden of the institution, project administrator, special project professional staff, representative of the county sheriff's office, representative of the community action program, chairman of community volunteer groups, a representative of local clergy, and the case aides.

An important part of the special project is the employment center. The employment center provides a temporary residence for men who are selected and recommended by the warden's committee. It is similar to a family run boarding house with a home-like atmosphere. Emphasis is on integrating the individual into the county as a productive citizen. Administration is by staff and case aides who carry out programs with the help of professional staff and community volunteers.

Probation: Probation in New Jersey is a function of each county. The twenty-one departments operate under the general supervision of the county court and are, in fact, considered to be an arm or agent of the court. Since the various counties finance the probation activities, the Boards of Freeholders exercise considerable influence on probation staffing and programs. A Consultant on Probation, located in the state Administrative Office of the Courts, serves as a technical advisor to the various probation offices, arranges for state wide seminars and training programs, and stimulates new programs, projects and procedures.

As of August 31, 1967, there were 483 probation officers of all ranks working in the twenty-one county probation departments. There were 84,146 cases under supervision distributed as noted below with budgets for the various probation agencies:

COUNTIES	CASES	PROFESSIONAL STAFF	BUDGET
Atlantic	2538	15	$ 123,839.00
Bergen	3487	42	$ 549,479.00
Burlington	2759	15	$ 167,712.00
Camden	5207	21	$ 281,550.00
Cape May	1337	6	$ 81,792.00
Cumberland	2498	6	$ 86,862.00
Essex	13437	164	$1,680,666.00
Gloucester	2048	12	$ 82,510.00
Hudson	10785	60	$ 541,000.00
Hunterdon	1265	6	$ 72,615.00
Mercer	3708	22	$ 265,725.00
Middlesex	5478	62	$ 403,104.00
Monmouth	4276	25	$ 276,330.00
Morris	2348	31	$ 260,192.00
Ocean	1680	11	$ 95,000.00
Passaic	9638	69	$ 553,786.00
Salem	650	7	$ 71,786.00

Somerset	1287	24	$ 191,055.00
Sussex	960	7	50,198.00
Union	6045	41	517,200.00
Warren	899	8	60,300.00

DESCRIPTION OF CORRECTIONS, JURISDICTION OF MUNICIPAL GOVERNMENT

Corrections at the municipal level in New Jersey consists of the police lockup. There are 249 of these distributed throughout the state accommodating from one to over fifty prisoners. The police lockup is for the temporary detention of those who are awaiting municipal court hearing and cannot be released due to the danger they represent to themselves or others or an inability to post bail. Most municipal lockup detention is for one night or week-end although prisoners are sometimes kept longer when special circumstances warrant. Since municipal lockup detention is for such a limited period, there are no correction programs or social services rendered at this level other than those available at the municipal court hearing.

PART IV

PLAN DEVELOPMENT DESIGN

IV. PLAN DEVELOPMENT DESIGN

The comprehensive plan for law enforcement improvement in New Jersey will be undertaken in six stages: review and analysis of present law enforcement systems and compilation of all available statistical data; identification of problem areas and available resources; establishment of goals and definition of objectives; cost-benefits analysis of alternatives in achieving stated goals; establishment of priorities with emphasis on federally assigned priority areas of law enforcement as enumerated in the "Omnibus Crime Control and Safe Streets Act of 1968"; and formulation of the comprehensive plan.

REVIEW OF PRESENT SYSTEMS

Each State Law Enforcement Planning Agency manager will be responsible for developing a description of current law enforcement programs within his area of expertise, i.e., police, courts, prosecution, correction and rehabilitation, and juvenile delinquency. This information will organize around the five major segments of the total law enforcement system:

A. PREVENTION
Programs administered at the local level by police agencies, schools, manpower programs, welfare agencies, recreation departments, Community Action Programs, and Model Cities; and at the state level by the Departments of Law and Public Safety, Labor and Industry, Education, Community Affairs, and Institutions and Agencies.

B. APPREHENSION
Investigation work by federal, state, county and local police agencies.

C. DETENTION
Bail practices, municipal lockups, county jails and juvenile detention centers.

D. ADJUDICATION
Determination of guilt and sentencing through the collective efforts of the prosecutor's office, public defender, legal services groups, private attorneys, state, county and municipal courts, probation departments.

E. CORRECTIONS AND REHABILITATION
Programs leading toward restoration of offenders to successful community adjustment implemented in state and county correctional institutions, half-way houses, parole and probation agencies, state hospitals and diagnostic center, non-correctional agencies and privately administered programs.

Within the various functional areas of law enforcement, the review will include such factors as existing police services and capabilities, public

finances for supporting additional or improved services, personnel capabilities for both the police and the courts, the quality and capability of correctional agencies, the levels of state and local participation in the overall law enforcement process, and the kinds of activities currently in operation to promote general community support for law enforcement programs and agencies. Particular attention will be directed at the inter-relationship between the various areas of law enforcement activity and between the various levels of government. Information will be compiled from results of study commissions recently completed in New Jersey, agency annual reports and budgets, federal and state legislation, systematic interviews with police and other law enforcement agency executives, surveys, and from the Regional Law Enforcement Planning Agencies.

IDENTIFICATION OF PROBLEM AREAS

A prerequisite to determining goals, establishing priorities and developing action programs and projects will be a process of identifying problem areas. This will partially take place concurrently with the preparation of descriptions of the current state of law enforcement and will include problems that are internal to law enforcement systems, e.g., training inadequacies, insufficient manpower, inadequate equipment, and those that are external but which directly affect law enforcement, e.g., population growth requiring expanded services, factors causing social unrest and disorders, and other factors that contribute to the crime rate. Some preliminary indications of needs have already been ascertained, both from the tapes of the panel sessions in the regional conferences, and also from 171 telegrams received in August from Police Chiefs and Mayors describing their needs in training, equipment, and community relations. Problem areas will become more clearly defined when existing law enforcement practices and standards are compared to the recommendations of the President's Commission on Law Enforcement and the Administration of Justice. Where possible, statistical data will be gathered detailing the nature, extent, causes and effects of crime in the state and impediments to effective administration or operation of the law enforcement systems. The planning managers, together with the staff of regional agencies, will concentrate on the recognition of problems in their field of expertise, including those identified by local law enforcement officials.

GOALS AND OBJECTIVES

Establishment of goals at the state and local levels will flow from the previous effort to identify problem areas. These goals and objectives will cover every major aspect of law enforcement activity. As presented by the Federal guidelines and section 301 of the "Omnibus Crime Control and Safe Streets Act", the goals will be attainable and will relate to the areas for which the Act allows grants to be made, namely, all aspects of public protection; recruiting and training of law enforcement personnel; public education relating to crime prevention and encouraging respect for law and order; construction of buildings or other physical facilities to meet goals; organization, education and training for the combatting of organized crime; organization, equipment, education, and training for the prevention and control of civil disorders; and the recruiting, organization,

training and education of community service officers to serve with and assist law enforcement agencies.

COSTS-BENEFITS ANALYSIS

The analysis will seek to quantify the various elements relevant to making decisions as to the most effective allocations of resources among specific proposals and alternatives as they effect all functional areas of law enforcement. It will provide comparative costs versus benefits information, e.g.,on the relative costs and benefits of concentrated law enforcement efforts on improving the "hardware" of the profession versus the hiring of additional law enforcement personnel.

In short, it will make planning possible at all levels which insures that programs and funds are directed at those areas that will reap the highest benefits, and it will also aid in the establishment of priorities.

PRIORITIES

Priorities will be developed on the bases of need and achievable goal identifications and will include priorities for the system as a whole, for each major law enforcement area, and for all levels of government. Due regard will be given to emphases in the Act accorded to civil disorders, and organized crime; to the desirability of establishing and operating programs for intergovernmental coordination, cooperation and control; and the urgency of particular law enforcement problems of New Jersey or one or more of its regions.

FORMULATION OF PLAN

Throughout the stages of comprehensive plan development, consideration will be given to constructing meaningful research projects that will accurately depict the law enforcement system as it exists, the changes as they occur, and the impact of program efforts undertaken. Region Planning Agencies, and municipal and other local officials, will continually be monitored and assisted throughout the stages of plan formulation. A long range view of anticipated accomplishments in the effort to reduce crime will include expectations of goal achievement beyond the initial implementation of action grants. Appropriate criteria will be established to govern the funding and execution of designated programs and projects. The use of outside consultants will be directed at specific problems as they emerge in the comprehensive plan development. No commitment will be made for contracting consulting services until technical difficulties of a particular nature become evident during the in-house effort. At that time, individual consultants or consulting firms will be approached to focus in on a well-defined target.

It is anticipated that the first phase of comprehensive planning (corresponding to stage one) will be devoted to organizing the Region Law Enforcement Planning Agencies into effective operating units and assaying the whole system of law enforcement throughout the state as it currently exists and operates at all levels of government. The second phase of comprehensive planning (corresponding to stages two and three) will be devoted to defining problem areas and establishing tentative goals and

objectives for improving law enforcement services. The final phase (corresponding to stages four, five, and six) will be devoted to setting up priorities and defining(through costs-benefits analysis) specific action grant categories for initial funding. Concurrent with these general stages of development will be the effort to acquaint all segments of government and the general public of the work in progress and the goals for the immediate future.

STATE OF NEW JERSEY
EXECUTIVE DEPARTMENT

EXECUTIVE ORDER No. 45

WHEREAS, the 90th Congress of the United States has enacted, and on June 19, 1968, the President has signed into law, legislation popularly referred to as the "Omnibus Crime Control and Safe Streets Act of 1968;" and

WHEREAS, Title I of the "Omnibus Crime Control and Safe Streets Act of 1968" authorizes grants to the states for creation of comprehensive statewide plans for improvement of law enforcement and the administration of criminal justice, and upon federal approval of such plans authorizes implementation grants to carry out their provisions; and

WHEREAS, modern, efficient, and fair law enforcement and criminal justice are of vital importance to the citizens of New Jersey; and

WHEREAS, the public interest of the citizens of New Jersey requires that the State fully implement the provisions of Title I of the "Omnibus Crime Control and Safe Streets Act of 1968" to strengthen local and State law enforcement procedures, facilities, personnel and techniques; and

WHEREAS, the "Omnibus Crime Control and Safe Streets Act of 1968" requires the Governor to designate a State agency having a specific composition of representatives empowered to apply for, receive, and administer federal grants thereunder;

NOW THEREFORE, I, Richard J. Hughes, Governor of the State of New Jersey, by virtue of the authority vested in me by the Constitution and by the statute of this State, do hereby ORDER and DIRECT:

1. (a) There is hereby created the New Jersey State Law Enforcement Planning Agency, in the Executive Office of the Governor, and subject to the jurisdiction of the Governor.

(b) The New Jersey State Law Enforcement Planning Agency (hereinafter referred to as the "Agency") shall consist of two parts, to wit, a Governing

Board, and a staff under the supervision of an Executive Director (who shall also be the Administrator).

(c) The Governing Board shall consist of members chosen by the Governor to be representative of the police, prosecutive, corrections, and court functions on the State level; the police, prosecutive, corrections, and general government functions on the local level; and the public other than law enforcement personnel. Members of the Board shall serve without compensation, but within the limits of funds available therefor, shall be entitled to reasonable reimbursement for all necessary expenses incurred in the discharge of their duties.

(d) The Attorney General of New Jersey shall be Chairman of the Governing Board.

2. (a) The Agency shall be responsible to the Governor for the implementation of Title I of the "Omnibus Crime Control and Safe Streets Act of 1968" in the State of New Jersey.

(b) The Agency shall, at regular intervals, inform the Governor and the Legislature in writing as to developments regarding implementation of Title I of the "Omnibus Crime Control and Safe Streets Act of 1968" in the State of New Jersey.

(c) The Agency shall twice during each year summarize progress made in implementation of Title I of the "Omnibus Crime Control and Safe Streets Act of 1968" in written progress report to the Governor, the Legislature, the Courts, and the chief executives of local government units within the State of New Jersey.

(d) The Governing Board shall maintain general oversight, review, evaluation, and approval of the law enforcement improvement activities of the Executive Director and staff pursuant to Title I of the "Omnibus Crime Control and Safe Streets Act of 1968," including development and revision of the State law enforcement plan, establishment of priorities for law enforcement improvement in the State, correlation with units of local government and law enforcement, and implementation of subgrants or allocations thereto.

(e) The Governor shall appoint the Executive Director, who shall serve at the pleasure of the Governor. Between meetings of the Governing Board, the Executive Director shall be available to the Governor for consultations or information relating to any matters concerning the work of the Agency.

(f) The Executive Director is hereby authorized, on behalf of the Agency, to call upon any department, office, division or agency of the State to supply such data, information, or assistance as shall be necessary to the discharge of the responsibilities of the Agency under this Order. Each department, office, division or agency of the State is hereby authorized and directed, to the extent not inconsistent with law, to provide such data, information or assistance to the Agency.

(g) The Executive Director may attend Cabinet conferences at the pleasure of the Governor.

(h) The Agency shall, relative to the subject matter of this Order, have the power to promulgate all necessary rules, regulations, and guidelines for local law enforcement planning applications, and for the administration of grants to local law enforcement agencies.

3. The New Jersey Council Against Crime, created under Executive Order No. 37, January 4, 1968, shall act in an advisory, a consulting, and a fact-finding capacity to the Agency, and shall, immediately after each of the Agency's said progress reports, be consulted for the advice and sense of the broader community represented by the Council Against Crime as to the prospective work of the Agency during the next ensuing report period.

4. This Order shall take effect immediately.

GIVEN, under my hand and seal this 13th day of August, in the year of our Lord, one thousand nine hundred and sixty-eight, and of the Independence of the United States, the one hundred and ninety-third.

signed - Richard J. Hughes
GOVERNOR

Attest:

Acting Secretary to the Governor

Attachment II.

SENATE, No. 968

STATE OF NEW JERSEY

INTRODUCED NOVEMBER 25, 1968

By Senator FORSYTHE

(Without Reference)

A SUPPLEMENT to "An act making appropriations for the support of the State Government and for several public purposes for the fiscal year ending June 30, 1969, and regulating the disbursement thereof," approved June 25, 1968 (P. L. 1968, c. 119).

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey:*

1. The following sums are hereby appropriated out of the General Treasury, for the purposes specified:

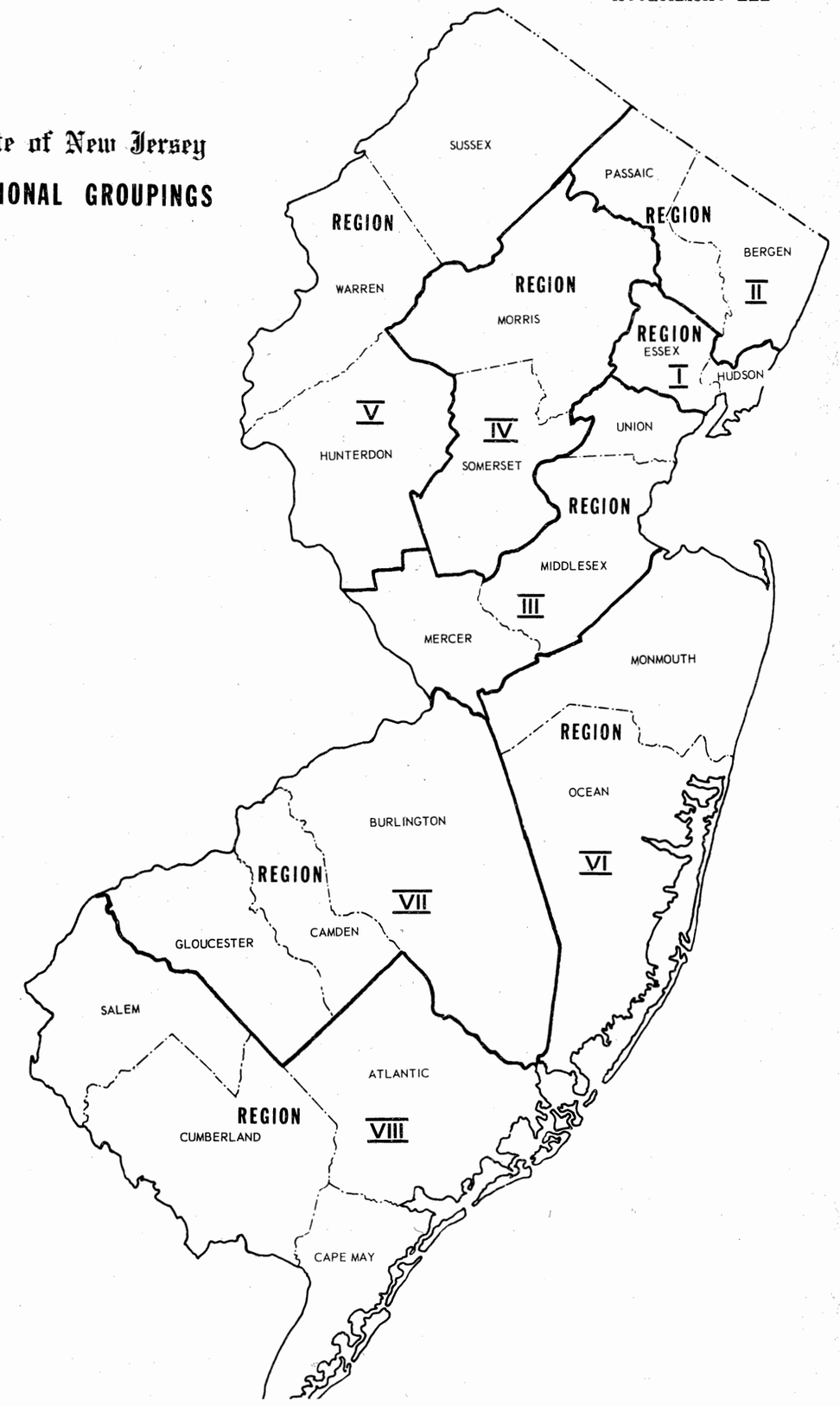
080-100. CHIEF EXECUTIVE'S OFFICE

For the State's share to match Federal planning grants under the Federal Omnibus Crime Control and Safe Streets Act	$38,078 00	
To match Federal planning grants under the Federal Omnibus Crime Control and Safe Streets Act in lieu of regional matching funds	25,384 00	
Total		$63,462 00

2. This act shall take effect immediately.

Attachment III

State of New Jersey
REGIONAL GROUPINGS



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1. Governor's Select Commission on Civil Disorder, State of New Jersey, "Report for Action", February, 1968.

2. The Commission to Study the Causes and Prevention of Crime in New Jersey, "A Survey of Crime Control and Prevention in New Jersey", March, 1968.

3. Report of Joint Legislative Committee to Study Crime and the System of Criminal Justice in New Jersey, April 22, 1968.

4. Crime in New Jersey, Uniform Crime Reports, 1967.

5. The Range of New Jersey's Present Answers to Juvenile Detention: Admission, Programming and Staffing Needs, Research Report #3, March 25, 1965.

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8. Department of Institutions and Agencies, Division of Correction and Parole, "New Jersey Corrections", 1965.

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10. _____"Survey of the 21 County Prosecutor's Offices", 1956.

11. _____"Criminal Law Enforcement Statistics Study", 1956.

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13. _____"Law Enforcement and Organized Gambling", 1956.

14. The New Jersey Youth Study Commission, Reports for 1956, 1957, 1958, 1959. 1961.

15. Report of the New Jersey Supreme Court Committee on Municipal Courts, 1957, 1964.

16. Donal E.J. Mac Namara and Associates, Law Enforcement in Bergen County, New Jersey, New York, May 1967.

17. Donal E.J. Mac Namara, The New Jersey Municpal Police Survey, New Jersey Law Enforcement Council, 1958.

18. Ernest C. Roech, Jr., Personnel Standards in New Jersey's Municipal Courts, Bureau of Governmental Research, Rutgers University, 1958.

19. New Jersey Law Journal, "A Strong System of Justice", February-May, 1964.

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TENTATIVE GUIDELINES FOR REGION PLANNING AGENCIES

These guidelines are for the initial year's planning phase only. They are intended primarily for the use of the Region Law Enforcement Planning Boards. The Act requires annual revision of the plan, i.e., re-planning, and the necessary changes in these planning guidelines can be anticipated for fiscal 1970 and beyond.

In addition, guidelines for "action grants" will be separately promulgated some months hence, near the end of the initial planning phase. Action grant guidelines will be intended for the use of municipalities, counties, regions, and the State government.

1. PREFACE

1.1 Declaration and Purpose of the Omnibus Crime Control and Safe Streets Act of 1968, P.L. 90-351

The Congress of the United States found that the high incidence of crime in the United States threatened the peace, security, and general welfare of the Nation and its citizens. Further, to prevent crime and to insure the greater safety of the people, law enforcement efforts must be better coordinated, intensified and made more effective at all levels of government.

Congress further found that crime is essentially a local problem that must be dealt with by State and local governments.

Therefore, it is the declared policy of the United States Congress to assist the States and local governments in strengthening and improving law enforcement at every level by national assistance. As it relates to New Jersey, the purpose of this Act is to (1) encourage the State with units of general local government to prepare and adopt a comprehensive plan based upon its evaluation of State and local problems in law enforcement; (2) authorize grants to the State and units of general local government in order to improve and strengthen law enforcement; and (3) encourage research and development of new methods for the prevention and reduction of crime and the detection and apprehension of criminals.

1.2 Organization of the New Jersey State Law Enforcement Planning Agency

1.2.1 Establishment of the New Jersey State Law Enforcement Planning Agency

In response to the Omnibus Crime Control and Safe Streets Act of 1968, and in conformity with the provisions contained therein, the State of New Jersey, on August 13, 1968, through Executive Order No. 45, issued by Governor Richard J. Hughes, formed the State Law Enforcement Planning Agency (SLEPA). The Agency is under the direct jurisdiction of the Governor, existing as part of his office, and is charged with the responsibility of developing a comprehensive state-wide plan for the improvement of law enforcement throughout the State; designing, developing and correlating programs and projects for the State and units and combinations of units of general local government for improvement in law enforcement; and establishing priorities for law enforcement throughout the State. The Agency will receive and administer allocated funds to achieve these objectives.

1.2.2 The New Jersey State Law Enforcement Planning Agency Governing Board

Executive Order No. 45 establishes a State Law Enforcement Planning Agency Governing Board consisting of a Chairman and eleven members. The Executive Director of the State Law Enforcement Planning Agency shall act in accordance with policy directives of the Board in matters relating to law enforcement improvement activities. Composition of the

State Law Enforcement Planning Agency's Board of Governors is based on the need to represent the interdisciplinary interests of State and local units of government and the general public.

1.2.3 Staff Organization of the New Jersey State Law Enforcement Planning Agency

The Executive Director shall have a staff of adequate size and competencies to accomplish required planning and plan implementation for each of the major law enforcement components, for administration of the State sub-grant program to local units of government, and for all other planning agency responsibilities.

2. REGIONAL GROUPINGS

2.1 Establishment and Purpose

The Governing Board of SLEPA established eight regional groupings within the State of New Jersey after analysis of (i) political subdivisions of the State; (ii) general needs and problems; (iii) existing similarities in crime patterns, law enforcement systems, budgetary expenditures; and (iv) the direction, scope and general types of law enforcement improvements currently needed and to be made in the future. The Regions are:

REGION I - Hudson - Essex Counties

REGION II - Bergen - Passaic Counties

REGION III - Mercer - Middlesex - Union Counties

REGION IV - Morris - Somerset Counties

REGION V - Sussex - Warren - Hunterdon Counties

REGION VI - Monmouth - Ocean Counties

REGION VII - Burlington - Camden - Cloucester Counties

REGION VIII - Salem - Cumberland - Atlantic - Cape May Counties

These regional groupings were created for the purpose of combining elements of local government to effectively and efficiently determine law enforcement needs.

3. REGION PLANNING AGENCY BOARD

3.1 Purpose and Scope

A Region Planning Agency Board shall be established in each of the eight regions to (i) provide regional and local components of the comprehensive State plan, studies, recommendations, analyses, and data to be used in formulating, revising, or expanding the State plan and (ii) to assist in the identifications of problems of law enforcement and encourage innovative planning proposals from local units and combinations of local units of government, and (iii) to be responsible for ongoing planning.

The Region Planning Agency Board shall assure adequate consultation with existing law enforcement agencies and other public and private agencies and organizations concerned with law enforcement within the region. Efforts shall be made in developing local components of the comprehensive State plan to coordinate and integrate the different law enforcement interests in the region (police, corrections, courts).

SLEPA will establish priorities for law enforcement planning as part of the State comprehensive plan to assist the Region Planning Agency Boards in the development of regional and local components for planning. In some instances, SLEPA will ask regions to develop planning components related to specific geographic, social and economic characteristics of the region.

3.2 Chairman

Each of the Region Planning Agency Boards shall have a Chairman appointed by the Governor who shall be an individual currently holding neither an elective or appointive post in government or law enforcement. The chairman shall be responsible for appointing the members of the Board subject to the approval of SLEPA.

The Chairman shall call meetings of the Region Planning Agency Board as is necessary, provide policy advice along with the other Board members for the operation of the Region Planning Agency, and meet regularly with appropriate members of the SLEPA staff on any matters relating to the work of the Agency.

3.3 Members

The members of the Region Planning Agency Board, in addition to the Chairman, shall include one representative each from the following functional areas of interest subject to the approval of SLEPA: general government, community relations, general planning, prosecution, education, and corrections.

In addition, each Board shall include three representatives of citizen-consumers of law enforcement and one police representative from each county in the region. The balance of fifteen representatives shall be chosen at the discretion of the Chairman with the approval of SLEPA.

Up to two additional representatives shall be selected from each Class I municipality (over 100,000 population) as recommended by the Mayor from any of the aforementioned functional areas of interest with the exception of Newark, which shall have up to four additional representatives from any of the aforementioned functional areas of interest, as recommended by the Mayor.

3.4 Administrator and Staff

Each Region Planning Agency shall have an Administrator who will have responsibility for supervising the daily work program of the Agency. The Administrator shall be appointed by the Chairman, with the approval of SLEPA.

The Administrator, with the consent of the Region Planning Agency Board, shall organize a staff of adequate size and competencies to carry out the purpose of the Region Planning Agency. The table of organization shall first be submitted for approval to SLEPA, including proposed salary ranges.

4. REGIONAL PLANNING GRANTS

4.1 Funding Levels

The funds made available for the State of New Jersey for regional planning grants are to be distributed to the eight regions on the basis of the latest regional population estimate (1967) of the Department of Conservation and Economic Development. Distribution is detailed as follows:

REGION AND COUNTIES	ESTIMATED 1967 POPULATION		PLANNING FUNDS
Hudson	608,740		
Essex	960,410		
TOTAL REGION I		1,569,150	$ 56,200
Passaic	458,060		
Bergen	901,190		
TOTAL REGION II		1,359,250	48,667
Union	571,190		
Mercer	307,130		
Middlesex	566,240		
TOTAL REGION III		1,444,560	51,756
Morris	350,640		
Somerset	194,220		
TOTAL REGION IV		544,860	19,522
Sussex	65,240		
Warren	72,900		
Hunterdon	65,120		
TOTAL REGION V		203,260	7,267
Monmouth	439,880		
Ocean	157,970		
TOTAL REGION VI		597,850	21,422
Burlington	314,886		
Camden	460,490		
Gloucester	163,160		
TOTAL REGION VII		938,536	33,638
Salem	66,250		
Cumberland	125,350		
Atlantic	183,320		
Cape May	54,000		
TOTAL REGION VIII		428,920	15,367
		7,086,870	$253,834

4.2 Applications

4.2.1 Initial Funding

Initial funding requires the following:

i) Appointment of a Regional Chairman;
ii) Selection of an Administrator, approved by SLEPA;

iii) Establishment of bank (checking) account in the legal name of the agency;

iv) Request for funds (initial 20%) on State of New Jersey invoice Form #100.

4.2.2 Total Funding

A balance of 80% will be made available to regions upon SLEPA's receipt of Federal funds, but subject to the following requirements:

i) List Region Board members with their professional affiliations and addresses;
ii) Names, titles, and addresses of personnel, including Financial Officer (Accountant/Treasurer);
iii) Establishment of social security account number;
iv) Establishment of N.J. State Unemployment and Disability Insurance account;
v) Evidence of security (fidelity) bond covering check signatures;
vi) Evidence of Workmen's Compensation Insurance Policy;
vii) Evidence of Public Liability Insurance covering premises occupied by the Region office;

viii) Request for balance of Planning Grant Funding (80%) on State of New Jersey Invoice Form #100

4.3 Accounting and Records

4.3.1 Content

i) Responsibility of Region: The Region shall establish fiscal control and fund accounting procedures which assure proper disbursement of, and accounting for, grant funds and required non-federal expenditures, as set forth in this section.

ii) Recording and Documentation of Receipts and Expenditures: Accounting procedures shall provide for an accurate and timely recording of receipt of funds by source, of expenditures made from such funds, and of unexpected balances. Controls shall be established which are adequate to ensure that expenditures charged to grant are for allowable purpose and that documentation is readily available to verify that such charges are accurate.

iii) Applicability of State and Local Practices: Except where inconsistent with federal requirements, State procedures and practices will apply to funds disbursed by the State agency and local procedures and practices to funds disbursed by such units. Bureau of the Budget Circular No. A-87, "Principles for Determing Costs Applicable to Grants and Contracts with State and Local Governments", should be consulted by grantees for guidance regarding treatment of specific items. (Attachment B, Circular A-87-attached)
iv) Inspection and Audit: Accounts and records of regional units of government which disburse or utilize grant funds must be accessible to authorized federal and State officials for the purpose of audit and examination. To the extent that State or local audit systems are determined by the LEAA to be adequate to insure fiscal accountability they will be relied upon in lieu of federal audit of grantee and subgrantee accounts.
v) Maintenance of Records: All required records shall be maintained until an audit is completed and all questions arising therefrom are resolved, or five years, whichever is sooner.

4.3.2 Reporting Forms

i) A monthly report of expenses shall be submitted to SLEPA by the tenth day of the succeeding month. (Cost Report Form attached)
ii) A tentative planning budget must be submitted within 60 days after initial funding and covering all the planning grant funds for Fiscal Year 1969. This budget is subject to revision and SLEPA approval will be given although all efforts must be made to estimate the original budget as accurately as possible. (Budget Form attached)

5. COMPLIANCES

5.1 Civil Rights

Any application or program instituted by the State Law Enforcement Planning Agency or the Region Planning Agency must guarantee compliance with all Civil Rights laws, both of Federal and State of New Jersey Origins. Title VI of the Civil Rights Act of 1964 states: "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participating in, be denied the benefits of, or be subject to discrimination

under any program or activity receiving Federal financial assistance". A stipulation of compliance will be required by SLEPA in all programs submitted to it by the Regional Planning Agencies.

5.2 Consultants

Region Planning Agencies shall not subcontract with or enter into any type of business transaction with independent consultants or other private contractors without the prior approval of the State Law Enforcement Planning Agency.

5.3 Patents

If a sub-grantee (Region Planning Agency) or contractor of sub-grantee makes any discovery or invention in the course of, or as a result of work performed on a program or project for which a grant is awarded, the sub-grantee shall refer the discovery or invention to the Grantee. The Grantee shall determine whether or not patent protection shall be sought, how any rights therein, including patent rights, will be disposed of an administered, and whether any other action is necessary in order to protect the public interest in work supported with State and Federal funds. The Grantee shall make its determination through the Administration in accordance with Presidential Memorandum of October 9, 1965, on Government Patent Policy (28FR 10945).

5.4 Copyrights

Where Region Planning Agency projects produce original books, manuals, films, or other copyrightable material, the grantee may copyright such, but the Law Enforcement Assistance Administration reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, translate or otherwise use, and to authorize others to publish or use such materials.

5.5 Consistency of Laws

Activities of Region Planning Agencies shall be consistent with federal, state, and local laws and regulations.

5.6 Maintenance of Effort

All Federal funds made available to Region Planning Agency Boards will be so used as not to supplant Federal, State, or local funds, but rather to increase the amounts of such funds made available for law enforcement planning or projects.

FORM 100 (REV. 2/66) INSTRUCTIONS – REVERSE SIDE

ORIGINAL INVOICE

STATE OF NEW JERSEY

Attachment I

FOR USE OF ACCOUNTING BUREAU

OBLIGATION (A, PA, CO.)	2. FISCAL YEAR 1969	TO BE COMPLETED BY VENDOR (Print or Type)
		6. DEPARTMENT – INSTITUTION: Executive
		7. DIVISION: State Law Enforcement
ACCOUNT TITLE: Extraordinary (Grants)		8. BUREAU: Planning Agency
		9. PURCHASE ORDER NO.
STATE AGENCY BILL NUMBER		10. ACCOUNT NUMBER: 080-126-500
SCHEDULE NUMBER	5A. CONTRACT NO.	11. BILLING DATE / 12. TERMS

13. VENDOR'S NAME: (Region)

14. ADDRESS:

15. VENDOR'S REFERENCE

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
			Request for initial funding under Federal Law Enforcement		
			Planning Grant #902000020 representing 20% of funds available		
			to Region (___): 20% Of $_____.		
			Funds awarded pursuant to this application will be used to		
			supplement and not to supplant State or local funds otherwise		
			available for law enforcement planning and, to the extent		
			practical, will be used to increase such funds.		

CERTIFICATION

I certify that the above articles have been received and/or services rendered as stated herein.

.....

SIGNATURE OF STATE CERTIFYING EMPLOYEE

APPROVED FOR ⟶ $

APPROVAL OFFICER .....

TITLE .....

DECLARATION BY VENDOR OR PERSON RENDERING SERVICE

I do solemnly declare that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein, and that no bonus has been given or received on account of said bill.

SIGN HERE .....

OFFICIAL POSITION _____

DATE _____ 19

FOR USE OF ACCOUNTING BUREAU

INSTRUCTIONS

Items **1** to **5**, shall **be filled out by State agency** submitting invoice for payment.

Item 1.—Indicate whether:
UA (Using Agency)—No prior commitment for the payment.
PA (Purchasing Agency)—Payment applied against an existing Purchase Order.
CO (Contract Obligation)—Payment applied against a contract.

Item 2.—Fiscal year against which payment applies. **Do not** show more than one fiscal year on any one invoice.

Item 3.—Title of account identified by appropriation account number in Item 10.

Item 4.—The numerical reference assigned by the State agency for internal control purposes.

Item 5.—The numerical reference assigned by the State agency to schedule accompanying invoices for internal control purposes.

5a. The number assigned to the contract by the Division of Purchase and Property.

Items **6** to **15**, **shall be filled out by VENDOR.**

Items 6, 7, and 8—Identify the Department, Division, or Institution, and Bureau to whom the materials or services were furnished.

Item 9.—The number assigned by the Division of Purchase and Property to the State's Purchase Order. **DO NOT** include the appropriation account number.

Item 10.—The appropriation account number to be charged with payment.

Item 11.—The date this Original Invoice (Form 100) is prepared.

Item 12.—The terms of sale, such as "Cash", "2% Ten Days", etc.

Item 13.—The name of the individual or company to whose name the check shall be drawn.

Item 14.—The complete address of the individual or company to whom the check shall be mailed.

Item 15.—**VENDORS** shall show **THEIR** invoice numbers or any other identification for reference purposes. This information is recorded on the check and aids both vendor and State agency to identify the invoices for which payment is made.

If the number of items exceeds the space, attach a schedule showing item, quantity, unit, description, unit price and amount.

FORM 100 (REV. 2/66) INSTRUCTIONS – REVERSE SIDE

ORIGINAL INVOICE

STATE OF NEW JERSEY

Attachment II.

FOR USE OF ACCOUNTING BUREAU

OBLIGATION (UA, PA, CO.)	2. FISCAL YEAR 1969	TO BE COMPLETED BY VENDOR (Print or Type)
		6. DEPARTMENT – INSTITUTION: Executive
		13. VENDOR'S NAME: (Region)
		7. DIVISION: State Law Enforcement
		14. ADDRESS
ACCOUNT TITLE: Extraordinary (Grants)		8. BUREAU: Planning Agency
		9. PURCHASE ORDER NO.
STATE AGENCY CALL NUMBER		10. ACCOUNT NUMBER: 080-116-500
		15. VENDOR'S REFERENCE
SCHEDULE NUMBER	5A. CONTRACT NO.	11. BILLING DATE / 12. TERMS

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
		Balance of funding for Region ____ under Federal Law		
		Enforcement Planning Grant #902000020 for the fiscal year		
		1969 as authorized by SLEPA Board of Directors by		
		Executive Order #45 of August 13, 1968.		
		80% of $_____.		
		Funds awarded pursuant to this application will be used to		
		supplement and not to supplant State or local funds		
		otherwisw available for law enforcement planning and, to		
		the extent practical, will be used to increase such funds.		

CERTIFICATION

I certify that the above articles have been received and/or services rendered as stated herein.

.....
SIGNATURE OF STATE CERTIFYING EMPLOYEE

DECLARATION BY VENDOR OR PERSON RENDERING SERVICE

I do solemnly declare that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein, and that no bonus has been given or received on account of said bill.

SIGN HERE .....

OFFICIAL POSITION _____

DATE _____, 19 _____

APPROVED FOR ⟶ $

APPROVAL OFFICER .....

TITLE .....

FOR USE OF ACCOUNTING BUREAU

INSTRUCTIONS

Items **1** to **5**, shall **be filled out by State agency** submitting invoice for payment.

Item 1.—Indicate whether:
UA (Using Agency)—No prior commitment for the payment.
PA (Purchasing Agency)—Payment applied against an existing Purchase Order.
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Item 2.—Fiscal year against which payment applies. **Do not** show more than one fiscal year on any one invoice.

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Item 5.—The numerical reference assigned by the State agency to schedule accompanying invoices for internal control purposes.

5a. The number assigned to the contract by the Division of Purchase and Property.

Items **6** to **15**, **shall be filled out by VENDOR.**

Items 6, 7, and 8—Identify the Department, Division, or Institution, and Bureau to whom the materials or services were furnished.

Item 9.—The number assigned by the Division of Purchase and Property to the State's Purchase Order. **DO NOT** include the appropriation account number.

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Item 15.—**VENDORS** shall show **THEIR** invoice numbers or any other identification for reference purposes. This information is recorded on the check and aids both vendor and State agency to identify the invoices for which payment is made.

If the number of items exceeds the space, attach a schedule showing item, quantity, unit, description, unit price and amount.

STANDARDS FOR SELECTED ITEMS OF COST

A. Purpose and applicability.

1. Objective. This Attachment provides standards for determining the allowability of selected items of cost.

2. Application. These standards will apply irrespective of whether a particular item of cost is treated as direct or indirect cost. Failure to mention a particular item of cost in the standards is not intended to imply that it is either allowable or unallowable, rather determination of allowability in each case should be based on the treatment of standards provided for similar or related items of cost. The allowability of the selected items of cost is subject to the general policies and principles stated in Attachment A of this Circular.

B. Allowable costs.

1. Accounting. The cost of establishing and maintaining accounting and other information systems required for the management of grant programs is allowable. This includes cost incurred by central service agencies for these purposes. The cost of maintaining central accounting records required for overall State or local government purposes, such as appropriation and fund accounts by the Treasurer, Comptroller, or similar officials, is considered to be a general expense of government and is not allowable.

2. Advertising. Advertising media includes newspapers, magazines, radio and television programs, direct mail, trade papers, and the like. The advertising costs allowable are those which are solely for:

a. Recruitment of personnel required for the grant program.

b. Solicitation of bids for the procurement of goods and services required.

c. Disposal of scrap or surplus materials acquired in the performance of the grant agreement.

d. Other purposes specifically provided for in the grant agreement.

3. Advisory councils. Costs incurred by State advisory councils or committees established pursuant to Federal requirements to carry out grant programs are allowable. The cost of like organizations is allowable when provided for in the grant agreement.

4. Audit service. The cost of audits necessary for the administration and management of functions related to grant programs is allowable.

5. Bonding. Costs of premiums on bonds covering employees who handle grantee agency funds are allowable.

6. Budgeting. Costs incurred for the development, preparation, presentation, and execution of budgets are allowable. Costs for services of a central budget office are generally not allowable since these are costs of general government. However, where employees of the central budget office actively participate in the grantee agency's budget process, the cost of identifiable services is allowable.

7. Building lease management. The administrative cost for lease management which includes review of lease proposals, maintenance of a list of available property for lease, and related activities is allowable.

8. Central stores. The cost of maintaining and operating a central stores organization for supplies, equipment, and materials used either directly or indirectly for grant programs is allowable.

9. Communications. Communication costs incurred for telephone calls or service, telegraph, teletype service, wide area telephone service (WATS), centrex, telpak (tie lines), postage, messenger service and similar expenses are allowable.

10. Compensation for personal services.

a. General. Compensation for personal services includes all remuneration, paid currently or accrued, for services rendered during the period of performance under the grant agreement, including but not necessarily limited to wages, salaries, and supplementary compensation and benefits (section B.13.). The costs of such compensation are allowable to the extent that total compensation for individual employees: (1) is reasonable for the services rendered, (2) follows an appointment made in accordance with State or local government laws and rules and which meets Federal merit system or other requirements, where applicable; and (3) is determined and supported as provided in b. below. Compensation for employees engaged in federally assisted activities will be considered reasonable to the extent that it is consistent with that paid for similar work in other activities of the State or local government. In cases where the kinds of employees required for the federally assisted activities are not found in the other activities of the State or local government, compensation will be considered reasonable to the extent that it is comparable to that paid for similar work in the labor market in which the employing government competes for the kind of employees involved. Compensation surveys providing data representative of the labor market involved will be an acceptable basis for evaluating reasonableness.

b. Payroll and distribution of time. Amounts charged to grant programs for personal services, regardless of whether treated as direct or indirect costs, will be based on payrolls documented and approved in accordance with generally accepted practice of the State or local agency. Payrolls

must be supported by time and attendance or equivalent records for individual employees. Salaries and wages of employees chargeable to more than one grant program or other cost objective will be supported by appropriate time distribution records. The method used should produce an equitable distribution of time and effort.

11. Depreciation and use allowances.

a. Grantees may be compensated for the use of buildings, capital improvements, and equipment through use allowances or depreciation. Use allowances are the means of providing compensation in lieu of depreciation or other equivalent costs. However, a combination of the two methods may not be used in connection with a single class of fixed assets.

b. The computation of depreciation or use allowance will be based on acquisition cost. Where actual cost records have not been maintained, a reasonable estimate of the original acquisition cost may be used in the computation. The computation will exclude the cost or any portion of the cost of buildings and equipment donated or borne directly or indirectly by the Federal Government through charges to Federal grant programs or otherwise, irrespective of where title was originally vested or where it presently resides. In addition, the computation will also exclude the cost of land. Depreciation or a use allowance on idle or excess facilities is not allowable, except when specifically authorized by the grantor Federal agency.

c. Where the depreciation method is followed, adequate property records must be maintained, and any generally accepted method of computing depreciation may be used. However, the method of computing depreciation must be consistently applied for any specific asset or class of assets for all affected federally sponsored programs and must result in equitable charges considering the extent of the use of the assets for the benefit of such programs.

d. In lieu of depreciation, a use allowance for buildings and improvements may be computed at an annual rate not exceeding two percent of acquisition cost. The use allowance for equipment (excluding items properly capitalized as building cost) will be computed at an annual rate not exceeding six and two-thirds percent of acquisition cost of usable equipment.

e. No depreciation or use charge may be allowed on any assets that would be considered as fully depreciated, provided, however, that reasonable use charges may be negotiated for any such assets if warranted after taking into consideration the cost of the facility or item involved, the estimated useful life remaining at time of negotiation, the effect of any increased maintenance charges or decreased efficiency due to age, and any other factors pertinent to the utilization of the facility or item for the purpose contemplated.

12. Disbursing service. The cost of disbursing grant program funds by the Treasurer or other designated officer is allowable. Disbursing services cover the processing of checks or warrants, from preparation to redemption, including the necessary records of accountability and reconciliation of such records with related cash accounts.

13. Employee fringe benefits. Costs identified under a. and b. below are allowable to the extent that total compensation for employees is reasonable as defined in section B.10.

a. Employee benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, sick leave, court leave, military leave, and the like, if they are: (1) provided pursuant to an approved leave system, and (2) the cost thereof is equitably allocated to all related activities, including grant programs.

b. Employee benefits in the form of employers' contribution or expenses for social security, employees' life and health insurance plans, unemployment insurance coverage, workmen's compensation insurance, pension plans, severance pay, and the like, provided such benefits are granted under approved plans and are distributed equitably to grant programs and to other activities.

14. Employee morale, health and welfare costs. The costs of health or first-aid clinics and/or infirmaries, recreational facilities, employees' counseling services, employee information publications, and any related expenses incurred in accordance with general State or local policy, are allowable. Income generated from any of these activities will be offset against expenses.

15. Exhibits. Costs of exhibits relating specifically to the grant programs are allowable.

16. Legal expenses. The cost of legal expenses required in the administration of grant programs is allowable. Legal services furnished by the chief legal officer of a State or local government or his staff solely for the purpose of discharging his general responsibilities as legal officer are unallowable. Legal expenses for the prosecution of claims against the Federal Government are unallowable.

17. Maintenance and repair. Costs incurred for necessary maintenance, repair, or upkeep of property which neither add to the permanent value of the property nor appreciably prolong its intended life, but keep it in an efficient operating condition, are allowable.

18. Materials and supplies. The cost of materials and supplies necessary to carry out the grant programs is allowable. Purchases made specifically for the grant program should be charged thereto at their actual prices after deducting all cash discounts, trade discounts, rebates, and allowances received by the grantee. Withdrawals from general stores or stockrooms should be charged at cost under any recognized method of pricing consistently applied. Incoming transportation charges are a proper part of material cost.

19. Memberships, subscriptions and professional activities.

a. Memberships. The cost of membership in civic, business, technical and professional organizations is allowable provided: (1) the benefit from the membership is related to the grant program, (2) the expenditure is for agency membership, (3) the cost of the membership is reasonably related to the value of the services or benefits received, and (4) the expenditure is not for membership in an organization which devotes a substantial part of its activities to influencing legislation.

b. Reference material. The cost of books, and subscriptions to civic, business, professional, and technical periodicals is allowable when related to the grant program.

c. Meetings and conferences. Costs are allowable when the primary purpose of the meeting is the dissemination of technical information relating to the grant program and they are consistent with regular practices followed for other activities of the grantee.

20. Motor pools. The costs of a service organization which provides automobiles to user grantee agencies at a mileage or fixed rate and/or provides vehicle maintenance, inspection and repair services are allowable.

21. Payroll preparation. The cost of preparing payrolls and maintaining necessary related wage records is allowable.

22. Personnel administration. Costs for the recruitment, examination, certification, classification, training, establishment of pay standards, and related activities for grant programs, are allowable.

23. Printing and reproduction. Cost for printing and reproduction services necessary for grant administration, including but not limited to forms, reports, manuals, and informational literature, are allowable. Publication costs of reports or other media relating to grant program accomplishments or results are allowable when provided for in the grant agreement.

24. Procurement service. The cost of procurement service, including solicitation of bids, preparation and award of contracts, and all phases of contract administration in providing goods, facilities and services for grant programs, is allowable.

25. Taxes. In general, taxes or payments in lieu of taxes which the grantee agency is legally required to pay are allowable.

26. Training and education. The cost of in-service training, customarily provided for employee development which directly or indirectly benefits grant programs is allowable. Out-of-service training involving extended periods of time is allowable only when specifically authorized by the grantor agency.

27. Transportation. Costs incurred for freight, cartage, express, postage and other transportation costs relating either to goods purchased, delivered, or moved from one location to another are allowable.

28. Travel. Travel costs are allowable for expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business incident to a grant program. Such costs may be charged on an actual basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip, and results in charges consistent with those normally allowed in like circumstances in nonfederally sponsored activities. The difference in cost between first-class air accommodations and less-than-first-class air accommodations is unallowable except when less-than-first-class air accommodations are not reasonably available.

C. Costs allowable with approval of grantor agency.

1. Automatic data processing. The cost of data processing services to grant programs is allowable. This cost may include rental of equipment or depreciation on grantee-owned equipment. The acquisition of equipment, whether by outright purchase, rental-purchase agreement or other method of purchase, is allowable only upon specific prior approval of the grantor Federal agency as provided under the selected item for capital expenditures.

2. Building space and related facilities. The cost of space in privately or publicly owned buildings used for the benefit of the grant program is allowable subject to the conditions stated below. The total cost of space, whether in a privately or publicly owned building, may not exceed the rental cost of comparable space and facilities in a privately owned building in the same locality. The cost of space procured for grant program usage may not be charged to the program for periods of nonoccupancy, without authorization of the grantor Federal agency.

a. Rental cost. The rental cost of space in a privately owned building is allowable.

b. Maintenance and operation. The cost of utilities, insurance, security, janitorial services, elevator service, upkeep of grounds, normal repairs and alterations and the like, are allowable to the extent they are not otherwise included in rental or other charges for space.

c. Rearrangements and alterations. Cost incurred for rearrangement and alteration of facilities required specifically for the grant program or those that materially increase the value or useful life of the facilities (section C.3.) are allowable when specifically approved by the grantor agency.

d. Depreciation and use allowances on publicly owned buildings. These costs are allowable as provided in section B.11.

e. Occupancy of space under rental-purchase or a lease with option-to-purchase agreement. The cost of space procured under such arrangements is allowable when specifically approved by the Federal grantor agency.

3. Capital expenditures. The cost of facilities, equipment, other capital assets, and repairs which materially increase the value or useful life of capital assets is allowable when such procurement is specifically approved by the Federal grantor agency. When assets acquired with Federal grant funds are (a) sold, (b) no longer available for use in a federally sponsored program, or (c) used for purposes not authorized by the grantor agency, the Federal grantor agency's equity in the asset will be refunded in the same proportion as Federal participation in its cost. In case any assets are traded on new items, only the net cost of the newly acquired assets is allowable.

4. Insurance and indemnification.

a. Costs of insurance required, or approved and maintained pursuant to the grant agreement, is allowable.

b. Costs of other insurance in connection with the general conduct of activities is allowable subject to the following limitations:

(1) Types and extent and cost of coverage will be in accordance with general State or local government policy and sound business practice.

(2) Costs of insurance or of contributions to any reserve covering the risk of loss of, or damage to, Federal Government property is unallowable except to the extent that the grantor agency has specifically required or approved such costs.

c. Contributions to a reserve for a self-insurance program approved by the Federal grantor agency are allowable to the extent that the type of coverage, extent of coverage, and the rates and premiums would have been allowed had insurance been purchased to cover the risks.

d. Actual losses which could have been covered by permissible insurance (through an approved self-insurance program or otherwise) are unallowable unless expressly provided for in the grant agreement. However, costs incurred because of losses not covered under nominal deductible insurance coverage provided in keeping with sound management practice, and

minor losses not covered by insurance, such as spoilage, breakage and disappearance of small hand tools which occur in the ordinary course of operations, are allowable.

e. Indemnification includes securing the grantee against liabilities to third persons and other losses not compensated by insurance or otherwise. The Government is obligated to indemnify the grantee only to the extent expressly provided for in the grant agreement, except as provided in d. above.

5. Management studies. The cost of management studies to improve the effectiveness and efficiency of grant management for ongoing programs is allowable except that the cost of studies performed by agencies other than the grantee department or outside consultants is allowable only when authorized by the Federal grantor agency.

6. Preagreement costs. Costs incurred prior to the effective date of the grant or contract, whether or not they would have been allowable thereunder if incurred after such date, are allowable when specifically provided for in the grant agreement.

7. Professional services. Cost of professional services rendered by individuals or organizations not a part of the grantee department is allowable subject to such prior authorization as may be required by the Federal grantor agency.

8. Proposal costs. Costs of preparing proposals on potential Federal Government grant agreements are allowable when specifically provided for in the grant agreement.

D. Unallowable costs.

1. Bad debts. Any losses arising from uncollectible accounts and other claims, and related costs, are unallowable.

2. Contingencies. Contributions to a contingency reserve or any similar provision for unforeseen events are unallowable.

3. Contributions and donations. Unallowable.

4. Entertainment. Costs of amusements, social activities, and incidental costs relating thereto, such as meals, beverages, lodgings, rentals, transportation, and gratuities, are unallowable.

5. Fines and penalties. Costs resulting from violations of, or failure to comply with Federal, State and local laws and regulations are unallowable.

6. Governor's expenses. The salaries and expenses of the Office of the Governor of a State or the chief executive of a political subdivision are considered a cost of general State or local government and are unallowable.

7. Interest and other financial costs. Interest on borrowings (however represented), bond discounts, cost of financing and refinancing operations, and legal and professional fees paid in connection therewith, are unallowable except when authorized by Federal legislation.

8. Legislative expenses. Salaries and other expenses of the State legislature or similar local governmental bodies such as county supervisors, city councils, school boards, etc., whether incurred for purposes of legislation or executive direction, are unallowable.

9. Underrecovery of costs under grant agreements. Any excess of cost over the Federal contribution under one grant agreement is unallowable under other grant agreements.

No Back

Attachment IV.

SAMPLE FORM

State of New Jersey
S.L.E.P.A.

SUB-GRANTEE DETAILED COST STATEMENT

Name/Address of Grantee

Grant #_____ Report #

Grant Period
From _____
To _____

Date of Report
_____ 1969

BUDGET CATEGORIES	Approved Budget	Cumulative Costs From _____ To _____	Report Period Costs From _____ To _____
Personnel - Salaries/Wages			
Fringe Benefits			
Total Personnel Costs			
Consultant/Contract Service			
Staff Travel			
Other Expenses			
Space Rental			
Office Equipment			
Office Furniture			
Desk Top Supplies			
Communications			
All Other Expenses			
Total Other Expenses			
TOTAL COSTS			

Sponsor Certification - I certify that the costs incurred are taken from the books of account and that such costs are valid and consistent with the terms of the Grant.

Administrator

Financial Officer

For S.L.E.P.A. use only

Examined: _____

Remarks:

Accepted: _____

(Submit in Duplicate)

No Back End

Attachment V.

State of New Jersey
S.L.E.P.A.

SAMPLE FORM

REGIONAL PLANNING AGENCY BUDGET

Fiscal Year - 1969

Name and Address of Agency

Date: _____

Revision # _____

BUDGET CATEGORIES	Salaries	Cost Estimates
PERSONNEL (Detail Positions)		
_____	$ _____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
TOTAL SALARIES	$ _____	
Fringe Benefits _____		
TOTAL PERSONNEL COSTS		$
Consultant/Contract Services (Detail)		
		$
Staff Travel		$
Other Expenses		
Space Rental (Area) (Rate per Annum)	$	
Office Equipment (Rental) (Purchase)		
Office Furniture (Rental) (Purchase)		
Desk Top Supplies		
Communications		
All Other Expenses		$
TOTAL FISCAL YEAR 1969 BUDGET		$

For S.L.E.P.A. use only

TOTAL FUNDING $ _____

Disposition:

___ Approved
___ Approved as Amended
___ Disapproved

_____ _____

_____
Fiscal Officer