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STATE OF NEW JERSEY

DEPARTMENT OF INSTITUTIONS AND AGENCIES

DIVISION OF CORRECTION AND PAROLE

R E P O R T

of the

BUREAU OF STATE USE INDUSTRIES

FISCAL YEAR

1961-1962

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Bureau of State Use Industries

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Annual Report - Bureau of State Use Industries 1961-62

8-6-62

To: Dr. Lloyd W. McCorkle, Director  
Division of Correction and Parole

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



Dear Sir:

We submit herewith the Annual Report of the Bureau of State Use Industries for the fiscal year 1961-62 per Administrative Order #8;02. The general statement of the condition of the funds of the Bureau, together with certain operating statistics will not be available before August 31st but will be submitted later as part of this report.

The mission of this Bureau is to furnish employment and productive occupations for the inmates of penal and correctional institutions. The work is planned to give useful, up-to-date training to aid in the rehabilitation of the individual, to keep him busy while in custody and to make him earn some portion of the cost of his confinement.

The Bureau conducts all operations normal to any manufacturing enterprise including such business functions as billing, cost accounting, engineering, sales, delivery and the like. Goods are produced which are for sale to all New Jersey tax-supported institutions or agencies at the State, County and Municipal level and the market is limited by law to these customers. While shop buildings and major repairs of the same are usually furnished by the institutions, necessary supervision, technical assistance, staff services, machinery, supplies, maintenance materials, heat, light, power, transportation and other operating expenses, including salaries, are furnished by the Bureau from the Revolving Fund and not from direct appropriation.

In the operations, the Bureau continues to apply in all possible cases the principle that prisoners should be given training on tools of modern type and this training should be in line with employment opportunities which may be available to the inmate upon release.

When the industrial organization was established many years ago, a basic policy of diversification was adopted to minimize competition with any one segment of private industry and free labor. New employment opportunities are still being sought which are in line with this goal.

As of June 30, 1962, idleness is still a major problem in the penal and correctional institutions. In the efforts to provide more work and upgrade training facilities, approximately \$67,000 in capital investment was made and employment was increased by 8% over last year (924 to 986).

During the year a Long-Range Plan was developed, relating the future growth of the industries to the new institutions construction program; shops were planned for the new Bordentown Industrial Building and the new Leesburg 500 bed medium security prison; additional facilities were also provided at Mahway. Shop planning was also done for the new Reformatory and Reception Center scheduled for construction in the Bordentown area and projects assigned to the Johnstone Defective Delinquent Unit. The Bureau also received several other requests for work or enlarged work opportunities which are being explored.

### ORGANIZATION

Thirty-two different types of industries are operated in 24 shops in 6 institutions.

At the close of the year the Bureau had 99 jobs authorized and 90 filled, a decrease from last years' 99 jobs and 92 filled. The distribution of the payroll in the field shows 60 instructors and 10 correction officers; Central Office employees dropped to 20.

During the year members of the Central Office organization made 530 institutional visits and special field contacts, travelling 33,360 miles.

The Bureau operated 4 trucks 64,663 miles for delivery of products and contracted for \$19,700 additional outside services for the same purpose.

A total of nearly 6550 tons of products were handled.

### State Use Advisory Council

The State Use Advisory Council remained at 10 members. The group met six times during the year in September, October, November, January, April and June. At the January meeting Mrs. Barus was re-elected Chairman and Mr. Wayne McMurray Vice-Chairman.

Mr. Frank Lyle representing Labor resigned during the year and in his place was appointed Mr. Anthony P. Perry, who is also a member of the Prison Board.

Council membership is as follows.

- Chairman - Mrs. Maxwell Barus representing the public
- Vice- Chairman - Wayne McMurray representing the press
- Frank Smith - Agriculture
- Joseph W. Beck - Industry

Bradford Cochran - Finance

Dr. Betram Crocker - Education

Harvey A. Collins - Small employer and labor (AFL)

Norman Mallor - Retailing

Anthony Zuccarello - Labor (CIO)

Anthony P. Perry - Labor (CIO)

Members served on Bond Issue Information Teams prior to the November elections, traveled to institutions in other states in connection with studies on new industry planning and institution design, met with the Prison Board of Managers in November to discuss increased employment of inmates at Rahway, met with the State Board of Control to discuss important trends in inmate employment as the Bureau of State Use Industry may be affected by same. Subcommittees also participated in vocational training, industry planning and related activities.

Public Relations activity included exhibits at State Fair (September), Warden's and Sheriff's convention (October); Welfare Council (October), League of Municipalities (November); Freeholders Convention (June). Seven talks were made to service clubs and college groups reaching about 245 people. An estimated 3000 copies of informative literature were distributed. The exhibits required 21 days of staffing.

The year was again unmarked by active, open, pressure from organized groups of employers or trade unions, re-emphasizing once more the valuable support of the Commissioner and his staff, the State Board of Control, the State Use Advisory Council and all other interested parties. Postive support of the work program was given in the form of approval by the State House Commission of 3 new projects.

Industrial Information

Shops operated by the Bureau at the close of the year are as follows:

State Prison, Trenton

- Auto Tag
- Bakery
- Clothing
- Knitting
- Machine Shop
- Mattress Shop
- Print Shop
- Upholstery

State Prison Farm, Rahway

- Clothing
- Signs
- Machine and Beds
- Painting & Finishing
- Shoe manufacturing
- Textile
- Woodworking
- Miscellaneous Manufacturing
  - a. Furniture Salvage & Repair
  - b. Sign salvage for Highway Dept.
  - c. Carton manufacture

Reformatory, Bordentown

Brooms  
 Commercial Laboratory  
 Mops  
 Sheet metal & screens  
 Soap

Reformatory, Annandale

Bags & Baskets  
 Cannery  
 Feed Mill  
 Shoe repair  
 Snow Fence

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Reformatory for Women, Clinton State Hospital, Trenton

Clothing

Occupational Therapy  
 (Brush and weaving)

An exterminator continued to be employed to give regular service to 12 institutions and was also available for special service to any institution requiring attention. This employee also instructs using agencies in the use of insecticides and similar products produced in the Commercial Laboratory at the Bordentown Reformatory.

EMPLOYMENT

The shops furnished 986 full time jobs; 871 of which were in the penal and correctional institutions (about 21% of the population); employment figure is up 8% from past year. One hundred fifteen patients were kept occupied in the brush and weaving shop of the Vroom Building at the Trenton State Hospital.

Average annual output in sales per penal and correction job was \$2233.00.

The turnover rate in the several shops was still very high but showed a favorable trend; 1990 inmates were assigned to supply the 871 full time jobs; this is an average of 2.3 inmates for each job; down slightly from 2.45 figure of last year.

Turnover rates for the several institutions are as follows:

	<u>Average Jobs</u>	<u>Inmates Assigned During Year</u>	<u>Average Inmates Per Job</u>
Prison	338	553	1.6
Rahway	266	545	2.0
Bordentown	89	311	3.5
Annandale	135	360	2.7
Clinton	43	221	5.1
Total	871	1990	2.3

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STATISTICS

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These will be supplied later in the form of the Balance Sheet, Operating Statement, and a brief analysis of each of the industries.

SALES

Sales were approximately \$1,980,000.00; net income approximately \$20,000 or 1.02% of sales. This reflects a drop in gross income due primarily to the fact that auto tag sales were at the lowest level (\$175,000) since 1946. Total sales for the other industries showed a small increase but not enough to offset the drop in Tag Shop and a less than normal canning season.

Sales were distributed as follows:

a. Department of Institutions & Agencies	<u>77.1%</u>
b. Other State Departments	<u>15.6</u>
c. Counties and Municipalities	<u>7.3</u>

Item c is up from 6% last year to a total of about \$150,000.00; an increase of nearly \$30,000.00 this figure is still much below our present goal of \$400,000.00; efforts to develop this market continue.

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## INMATE WAGES

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Inmate wages paid per Administrative Order #1 21/2 remained the same at 18, 22, 27, 32 and 40¢ per day in the Prison and Rahway shops; at Clinton the rates were 18, 22 and 27¢, at Annandale and Bordentown the ranges were between 10 and 17¢. Total wages paid to inmates was \$54,609.22 or 2.76% of gross sales.

Average daily wage at the Prison and Rahway increased 1/2¢ per day to 30½¢ with over 2/3 of the jobs on evaluation. Average working hours remained substantially unchanged from previous years, being 25-1/2 per week at Prison and Rahway, 35 at Clinton and Annandale and 34 at Bordentown.

## INVENTORIES

As required by statute, physical inventory was taken on June 28th and 29th and, as of July 31st, was still being priced and extended. Figures will be included in statistics section when forwarded.

## AUDIT

There was not audit of the accounts of the Bureau during the year. The last audit was in 1957; request for this service is regularly made through channels.

## CENTRAL OFFICE WORK LOAD

Due to continuing study and redistribution of Central Office work load during the past year we are not filling the vacant positions of Principal Clerk Bookkeeper and Senior Clerk Bookkeeper at this time. These two vacancies occurred when incumbents accepted promotions in the department.

## INDUSTRY PLANNING AND CONSTRUCTION

The year was marked by substantial progress in the additional employment of prisoners.

- I A new Industrial Building was authorized from Bond Issue funds for construction at Bordentown Reformatory; the facility, with 24,000 square feet for shops and 3548 square feet for sally ports and access areas, is in the process of design at the close of this fiscal year. Two shops will be built at a cost of about \$560,000. for buildings and \$110,000 for equipment. The facility will employ 100 additional men under 5 salaried instructors; shop #1 is for a Salvage and Repair operation and shop #2 is for a Metal Furniture plant. The projects were both approved by the State House Commission and represent production capacity which

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will enable the Bureau to reach certain markets previously beyond our means.

Inmate training in metal working and machine operations will be made available in these shops which should be especially valuable in light of today's increased demand for mechanical skills.

II The Chief served as a member of the Planning Committee for the new 500 Man Leesburg Medium Security Prison and a shop facility for a Clothing Plant to employ 75 - 90 inmates was designed and incorporated in the building.

III Vocational - industrial facilities are being planned for a proposed New Reformatory and Reception Center to be built in the neighborhood of Bordentown Reformatory.

Working with the State Use Advisory Council and the industrial organization, a long-range inmate industrial employment plan was developed during the year. This was presented to a joint meeting of the State Board of Control, the Council and officials of the Division of Correction and Parole on January 23, 1962, and accepted.

A condensation of the proposals shows:

New or relocated facilities to employ 490 inmates including 335 new jobs and 155 in relocated shops. This will include 64,400 square feet of new space and reconditioning of 21,500 square feet of existing space, all accomplished by the use of State Funds.

Capital investment for equipment to tool up the new shops is estimated at \$237,500 industry funds and \$57,000 state funds.

The average job will require 175 square feet of space and \$590.00 worth of equipment.

Industry construction during the year centered mainly around Rahway where employment for at least 150 maximum custody type inmates was required by the Summer of 1962.

The State Use Advisory Council, in its meeting of October 23, 1961, instructed the Bureau to find jobs at Rahway at the earliest possible moment, utilizing the resources of the Revolving Fund to the utmost without undue question as to the fiscal soundness of the undertaking. After some study, additional clothing manufacturing facilities were installed, a carton making plant was built and a special service operation for Highway Department signs was set up, all these provided approximately 62 more jobs at a total expense of nearly \$30,000.

Orders for furniture and equipment for Education Bond Issue construction were obtained, and plans formulated to prepare to meet

the demand for equipment for new Departmental institution construction. The added work has already helped and eventually will provide approximately 40 more jobs in existing shops for several years to come.

VOCATIONAL TRAINING

During the year this element of individual development received some rather specific study in connection with planning in the reformatory group.

While the small vocational training projects at the Prison continued to try to develop Draftsman and to improve the skills in the Printing industry, the adult offender employed in industrial occupations continued to get the greater part of his training on the job.

No new vocational type operations were started during the year. This was not because the need was not there nor because certain rather well defined areas for this type of training were not recognized, rather, the necessary attention was not concentrated on the problem primarily because special skills are required to plan and direct a vocational training program and funds for this purpose must be available.

In the program planning for the youthful offender, however, much interest is focused on the vocational aspects of the institutional activities, and there is every expectation that the necessary shops and personnel will be made available. The Bureau has had the privilege of working with the Industrial-Vocational Planning Subcommittee for the new reformatory in studying ways and means to establish meaningful training projects in the new facility and, perhaps for the first time in New Jersey, to integrate training and production in more or less equal parts. The essence of the plan is a combination of State and Industry resources. Such combinations are now found in other states and appear to be giving tangible results in terms of one essential phase of correction process.

PROGRESS HIGHLIGHTS

- July 1961      Bordentown; finished extensive improvements in piping and electrical systems in soap shop; new structural steel equipment platforms installed. Annandale; purchased and commenced installation of sliced apple canning line to provide better service to Using Agencies.
- August        Prison - completed extensive changes in clothing industry to improve cutting and versatility.
- September    Clinton - arranged for installation of additional sewing machines and employment of additional instructors to help relieve pressure for more jobs.

October Commenced extensive studies in industry planning for long-range program.  
Annandale: canning season drawing to a close; packed 38,000 cans sliced apples.

November Prison - clothing instructor staff increased by two men to be trained as supervisors in proposed new shops.  
Annandale - 430,000 feet of handmade, all cedar snow fence produced in last 12 months.

December Orders received for large quantities of chairs, beds, mattresses and pillows for Education Bond Issue Construction.

January 1962 Long-range industry capital improvement plan presented to State Board on the 23rd.

February Chief visited California institutions with Superintendents Eddy and Wagner to study Vocational Training projects in Correctional Institutions.

March Determination made that State Use Central Office operations to be moved to Prison; studies commenced.

April Rahway - equipment for new clothing shop ordered; renovation of area commenced.  
Designing commenced on shops for new Industrial Building, Bordentown.

May Rahway - equipment for new carton making plant and special Highway Sign Salvage shop ordered.

June Rahway - all equipment delivered for above projects and shops being completed for operation.  
Designing 90% completed for shops for New Industrial Building, Bordentown, also one industry at Leesburg Medium Security Prison.

*[Handwritten signature]*