

*R. W. + Reg.  
of I. + A.*

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September 29, 1955

Dear Commissioner Tramburg:

Thank you for your letter of September 27th and the copy of the Rules and Regulations of the Division of Mental Hygiene and Hospitals.

I appreciate your sending this to me.

Sincerely yours,

Raymond F. Male  
Acting Secretary to  
the Governor

Commissioner John W. Tramburg  
Department of Institutions  
and Agencies  
Trenton 7, New Jersey

RFM:g



State of New Jersey

DEPARTMENT OF INSTITUTIONS AND AGENCIES  
TRENTON 7

September 27, 1955.

① Ackey  
② Daniel J.

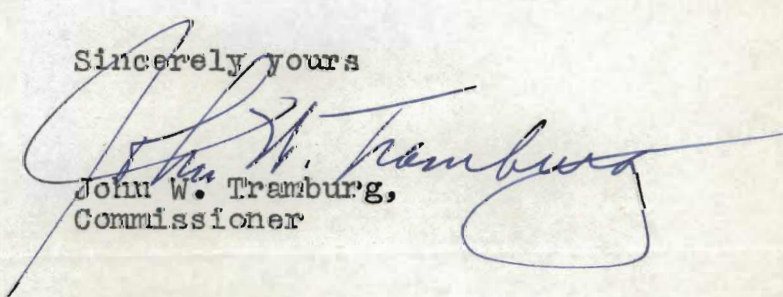
Mr. Raymond F. Male  
Acting Secretary to the Governor  
State House  
Trenton, New Jersey

Dear Mr. Male:

I am enclosing herewith Rules and Regulations  
of the Division of Mental Hygiene and Hospitals.

We are still awaiting the Rules and Regulations  
to be received from the North Jersey Training School at  
Totowa and the Glen Gardner Sanatorium. We will forward  
these Regulations to you as soon as they are received in  
this office.

Sincerely yours

  
John W. Tramburg,  
Commissioner

JWT:5

Enc.

**BY-LAWS**  
*of the*  
**BOARD OF MANAGERS**

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**VINELAND STATE SCHOOL**  
**VINELAND, NEW JERSEY**

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**AMENDED**  
**1955**

**BY-LAWS**  
*of the*  
**BOARD OF MANAGERS**

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**VINELAND STATE SCHOOL**  
**VINELAND, NEW JERSEY**

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**AMENDED**  
**1955**

**BOARD OF MANAGERS FROM 1888 to 1955**

Mrs. Anna C. Gile, Bloomfield .....	1888 - 1920
Mrs. Emily E. Williamson, Elizabeth .....	1888 - 1909
Benjamin F. Lee, Trenton .....	1888 - 1909
Mrs. Martha Keighley, Vineland .....	1888 - 1890
Dr. Joseph Parrish, Burlington .....	1888 - 1891
Alexander G. Cattell, Merchantville .....	1888 - 1894
Belmont Perry, Woodbury .....	1888 - 1894
Mrs. Caroline A. Wittpenn, Hoboken .....	1890 - 1907
Philip P. Baker, Vineland .....	1891 - 1898
Barton F. Thorn, Crosswicks .....	1894 - 1904
Martin P. Grey, Camden .....	1894 - 1896
Zabina K. Pangborn, Vineland .....	1897 - 1902
Charles H. Anderson, Vineland .....	1898 - 1906
John J. Cleary, Trenton .....	1903 - 1909
George B. Thorn, Crosswicks .....	1904 - 1919
Harry H. Pond, Plainfield .....	1906 - 1955
Richard C. Jenkinson, Newark .....	1907 - 1930
William J. Dawson, Wenonah .....	1909 - 1923
Mrs. Bloomfield Minch, Bridgeton .....	1909 - 1950
Mrs. Ida Phillips Taylor, Trenton .....	1909 - 1916
Mrs. Emory Marvel, Atlantic City .....	1916 - 1920
Mrs. Robert Ingersoll, Atlantic City .....	1920 - 1923
Dr. Charles Brown, Princeton .....	1921 - 1929
Mrs. Walter Taylor, Asbury Park .....	1921 - 1943
Mrs. Charles Schiable, Vineland .....	1923 - 1930
Richard Erskine, Wenonah .....	1924 - 1943

**BOARD OF MANAGERS FROM 1885 to 1955**

Herbert C. Bartlett, Vineland ..... 1929 - 1947  
E. E. Wollmuth, Newark ..... 1930 - 1936  
Col. Harrison Cook, Atlantic City ..... 1930 - 1950  
Col. E. E. Kimble, Vineland ..... 1936 - 1947  
J. Vaughn Mathis, Ventnor ..... 1944 - 1952  
Mrs. Robert C. Hendrickson, Woodbury ..... 1944 - 1949  
Mrs. H. Wesley Jack, Wenonah ..... 1947 -  
Howard Down, Vineland ..... 1948 -  
Mrs. Charles Bill, Woodbury ..... 1949 -  
Mrs. John Summerill, Pennsgrove ..... 1950 -  
Floyd A. Crispin, Haddonfield ..... 1951 -  
Jay B. Tomlinson, Bordentown ..... 1952 -

**1955**

**BOARD OF MANAGERS**

Howard Down, President ..... Vineland  
Mrs. John Summerill, Vice President ..... Pennsgrove  
Mrs. H. Wesley Jack ..... Wenonah  
Mrs. Charles Bill ..... Woodbury  
Floyd A. Crispin ..... Haddonfield  
Jay B. Tomlinson ..... Bordentown  
Frederick A. Klauminzer, Secretary ..... Vineland

Frederick A. Klauminzer, Superintendent

I.

MEMBERS OF THE BOARD

The members of the Board shall be appointed by the State Board, with the approval of the Governor, from the residents of the State at large, without respect to political affiliation or belief.

The Board shall be composed of not less than five and not more than seven members of whom at least two shall be women.

The members of the Board shall be appointed for a term of three years commencing the first of July. All appointments are staggered so that not more than two terms expire in one year. Vacancies shall be filled by the State Board for the balance of the unexpired term only. They shall be subject to removal by the State Board at any time, for good and sufficient cause.

The members of the Board shall not receive any compensation for their services but shall be reimbursed for their actual expenditures incurred in the performance of their duties.

II.

MEETINGS OF THE BOARD

All regular monthly meetings of the Board shall be held in the State of New Jersey and preferably at the Institution. The Board shall meet at least once a month.

The annual meeting shall be held immediately following the regular monthly meeting in June.

All regular meetings shall be held monthly at the convenience of the Board.

Special meetings may be called by the President, or at the request of any two members of the Board.

III.

MANAGEMENT AND AUTHORITY VESTED IN  
THE BOARD OF MANAGERS

Subject to the supervision, control and ultimate authority of the State Board, the management, direction and control of the Institution shall be vested in the Board of Managers, who shall be responsible to the State Board for their efficient, economical and scientific operation.

IV.

OFFICERS OF THE BOARD

The officers of the Board shall be President, Vice-President and Secretary, to be elected at the annual meeting and they shall hold office until their successors are elected.

V.

PRESIDENT

The President shall preside at all meetings of the Board, shall appoint all committees not otherwise provided for, and shall be ex-officio member of all committees, shall instruct the Secretary when to give notice of special meetings and do all other things usually belonging to the office.

VI.

VICE - PRESIDENT

The Vice-President, in the absence of the President, shall perform the duties of the President.

VII.

SECRETARY

The Secretary shall keep the minutes of the proceedings of the Board, and shall record them in a book kept for that purpose, notify the Managers of all meetings of the Board, and perform such other duties as the Board may assign. The Board may appoint the Superintendent of the Institution as Secretary if they so desire.

### VIII.

#### STANDING COMMITTEES

The standing Committees shall consist of the Executive and House Committees.

### IX.

#### EXECUTIVE COMMITTEE

The Executive Committee shall consist of three (3) members who shall be appointed by the President and who shall execute the orders of the Board, and shall in the interval of its sessions act for and represent the Board subject at all times to the charter and by-laws, and to all instructions given by the Board.

### X.

#### HOUSE COMMITTEE

The House Committee shall consist of three (3) members who shall be appointed by the President, and who shall have supervision of the general household affairs of the Institution, and with whom the Superintendent may confer as occasion may arise.

### XI.

#### QUORUM

A majority of the Board shall constitute a quorum.

### XII.

#### ORDER OF BUSINESS

1. Calling of Roll of Managers
2. Reading of Minutes of last meeting
3. Report of Executive Committee
4. Report of House Committee
5. Financial Report of Institution
6. Report of Superintendent
7. Report of Special Committees
8. New Business
9. Adjournment

### XIII.

#### SUPERINTENDENT

The Superintendent shall be the Chief Executive Officer of the Institution. He shall be appointed by the Board of Managers with the approval of the State Board and be subject to rules and regulations adopted by the Board of Managers.

The Superintendent shall be responsible to the Board of Managers for the proper conduct and management of the Institution, the physical condition of the property, and the proper use of the plant and equipment, the conduct of all employees and the care and maintenance of patients.

The Superintendent shall employ and have general direction of all persons related to and serving in the institution. He shall perform or direct all correspondence, keeping files of all letters and papers received, and retaining copies of those sent out. He shall have general supervision of the buildings and grounds, together with their furniture, fixtures and stock. He shall order all purchases that may be necessary for the use of the institution in accordance with procedure established by the Department of Institutions and Agencies and the State Purchase Commission. He shall be held responsible for the preparation of an annual budget which must meet with the approval of the Department of Institutions and Agencies and the Appropriation Committee of the State Legislature. He shall order all reports requested by the Department of Institutions and Agencies sent in at the proper time and all records kept in accordance with instructions. He shall be requested to present to the Board a financial statement at each Board meeting.

The Superintendent shall have the general direction of the instruction and care of the patients. He shall order records kept of the patients upon administration, showing

the name, age and residence of the person so admitted. All commitment papers and patients' records are to be the property of the Institution. He shall order case history records on all patients kept up to date at all times.

The Superintendent shall be authorized to admit and discharge patients subject to the approval of the Board of Managers. He is also authorized to permit both temporary and extended vacations to patients where such is advisable. He shall direct patients to be employed in some useful service as far as their mental and physical capacity will permit.

#### XIV.

##### RECORDS

All journals, records and account books shall be the property of the Institution by whomsoever kept.

The minutes of the meetings of the Board, papers and other data shall be kept in the Institution, and when not in use shall so far as it is possible, be kept in fireproof safes.

#### XV.

##### AMENDMENTS

The By-laws may be amended at any stated meeting of the Board by a two-thirds vote.

Rules and Regulations Governing Extended Visit or Parole and Discharge from the State Colony at Woodbine as adopted by the Board of Managers of that institution on June 21, 1955

1. Extended visit is defined as any visit away from the institution exceeding a period of thirty days. This includes all connotations of the term "parole" as applied to mentally deficient persons within residential schools.
2. Extended visit or parole and discharge of persons from the State Colony at Woodbine shall be in accordance with New Jersey Statutes 30:4-107 and 30:4-177.
3. Extended visits or parole under 30:4-107 shall be in accord with any resolutions adopted by the State Board of Control or as they are subsequently amended.
4. Extended visits may be grouped into the following categories:
  - a. Visits for medical, surgical or other special care.
  - b. Visits to the home beyond thirty days but with anticipation of return to the institution.
  - c. Visits of indefinite length to the home, community or family care program primarily as a trial for eventual discharge.
5. The Board of Managers will determine in each individual case whether home investigations will be required before their decision is reached. Generally such investigations will not usually be required in categories a and b above but will usually always be required in category c.
6. Likewise the type of supervision following granting of an extended visit will be determined by the Board of Managers. In categories a and b above supervision through the institution will usually be by infrequent written report from the family or agency concerned, whereas supervision in category c will be in accordance with the resolution adopted by the State Board of Control on November 12, 1953 and amended on August 30, 1954.

7. The Board of Managers may demand any additional information necessary to assist them in acting upon extended visits and discharges in each individual case. Such information may consist of investigations by other social agencies, recommendations of community welfare groups, institutional reports including recommendations of the program planning committee, physical, psychiatric and psychological summaries and other such pertinent data.
8. Extended visits will be granted by a majority vote of a quorum of the Board of Managers at a regular meeting. In an emergency extended visits in categories a and b only may be granted by the executive officer of the institution subject to subsequent approval of the Board of Managers.
9. Extended visits already granted may be revoked by a majority vote of a quorum of the Board of Managers at a regular meeting.
10. Discharge under 30:4-107 shall be granted by majority vote of a quorum of the Board of Managers at a regular meeting. Consideration for discharge will be given only after a minimum of one year's absence from the institution. Such discharge will be indicated when there has been an adjustment successful enough to insure with reasonable accuracy that the mentally deficient person will not require further care and training in a state institution of any type.
11. Action of the Board of Managers in each case of extended visit and discharge will be incorporated in the official minutes of the Board's meeting.

August 5, 1955

Edward N. Pleasants, M. D., Director  
Mental Hygiene and Hospitals  
Department of Institutions and Agencies  
State Office Building  
Trenton, New Jersey

Dear Dr. Pleasants:

In accordance with your request I list below the rules and regulations approved by our Board of Managers pursuant to New Jersey Statutes 30:4-107 and 30:4-5:

The Institute shall admit, retain and provide care and treatment for individuals suffering from diseases and disfunctions of the brain and nervous system, including acute alcoholics, drug addicts, cerebral palsy cases and juvenile psychotics, and who require hospital care, and without which their health and welfare and that of others in the community will be jeopardized, subject to availability of facilities for hospitalization and treatment thereof.

Patients may be admitted to the Institute in the following manner:

- a. By transfer from other institutions under the jurisdiction of the Department of Institutions and Agencies by order of transfer signed by the Commissioner thereof;
- b. On application of the next of kin by blood or marriage of any adult, and by the parent, guardian or person standing in loco parentis of any minor whose admission is sought in the manner provided for herein;
- c. By voluntary application to be approved by the Superintendent.

Application for the admission of any individual to the Institute, other

August 5, 1955

than by transfer or voluntary request, shall be upon forms prescribed by the Commissioner of Institutions and Agencies and upon certification of two physicians that the person suffers from a disease or disfunction of the brain or nervous system, requires hospital care, and that unless such care is provided the health and welfare of the individual or that of others in society will be jeopardized.

Upon making of such an application for the admission of an individual to the Institute, the further procedure with respect thereto will be exactly the same as that provided by law for the commitment of any person to a mental hospital except that instead of an order of commitment the judicial officer shall enter an order authorizing admission of the person, which shall contain a determination of legal settlement, indigency and rate of payment of maintenance and the individual or governmental agency chargeable with the payment thereof.

Application for voluntary admissions shall be made upon forms prescribed by the Commissioner of Institutions and Agencies, with the approval of the Superintendent and in exactly the same manner with regard to legal settlement, indigency and rate of payment of maintenance as is provided in Revised Statutes 30:4-46, 30:4-47 and 30:4-48.

Except as otherwise provided for herein, the management, operation and administration of the Institute and the disposition and release of all persons admitted thereto, shall be in conformity with the provisions of Title 30, Revised Statutes.

Patients are released after presentation to the full staff for discussion and disposition and upon release, if they are regularly committed, problems are then carried on trial visit under supervision of the Social Service Department generally for a period of one year. They are visited by the Social Service Department in the established After Care Clinics and routine progress notes are entered in the Social Service folder. If at any time during the period of one year it is determined feasible to discharge the patient due to circumstances contingent upon the case, an abstract of such circumstances is presented to the Board of Managers and a committee thereof generally accepts the recommendations of the Superintendent.

Very truly yours,

Robert S. Garber, M. D.  
Superintendent

RSG:MCW

Pursuant to the requirements of the New Jersey Statute 30:4-5 providing that regulations shall be promulgated by the Board of Managers delineating the responsibility of the executive officer of an institution, the following rules and regulations shall govern the responsibility of the Chief Executive Officer of the New Jersey State Hospital at Ancora.

1. The Board of Managers shall appoint a Medical Director, who subject to the approval of the State Board of Control, shall be the chief executive officer and superintendent of the Hospital, and who shall hold office at the pleasure of the Board of Managers. He shall not engage in the general practice of medicine while in office, but with the approval of the Board he may practice in consultation consistent with existing laws. He shall appoint, with the approval of the Board of Managers, all officers and employees of the Hospital, and shall be the executive and administrative officer thereof. He shall be responsible to the Board of Managers for the care and treatment of the patients of the Hospital, its proper conduct and management, the physical condition of the property thereof, the proper use of its plant and equipment, and the conduct of its employees subject to these by-laws and the rules and regulations adopted by the Board of Managers from time to time.
2. He shall cause to be kept a record of the medical and other treatment adopted, with a statement of its effect in each case, and a record of the name, sex, religious faith, place of nativity and residence, and profession or occupation of each patient, and also, as far as can be ascertained, the dates and history of each patient's disease, the time when received and when removed and whether cured, improved or dead; if dead, from what cause, together with any other facts and circumstances in each case, useful to the statistical records of the hospital. The names of all persons admitted for observations, treatment or for any other purpose, shall be entered upon the permanent records of the Hospital.
3. He shall act as Treasurer of the Hospital and shall keep, invest and disburse the moneys thereof entrusted to his keeping, in accordance with law and the directions of the Board of Managers. He shall keep full and complete accounts of the receipts and expenses of the Hospital and shall collect all sums due the Hospital for the support of private patients and shall keep and preserve the bonds filed on their behalf.
4. He shall order all supplies for the Hospital and shall approve all bills rendered therefor before payment. He shall act as Requisition and Approval Officer of the Hospital.
5. In the case of any death at the Hospital, the Medical Director shall at once report the same, in writing, to the relatives of the deceased, stating the probable cause thereof, and, in case of violent or accidental deaths or suicides, the same shall be reported also by the Medical Director with all the particulars, in writing, to the President of the Board, to the Commissioner of the Department of Institutions and Agencies, and to the Board of Managers at its next meeting. He shall also report each death to the County Physician as prescribed in R.S. 30:4-103.
6. He shall present to the Board of Managers at each of its regular meetings a concise report of the management of the Hospital and the medical conditions of the patients, including a tabular report by name, etc., of the patients who have been admitted and discharged and who have died and escaped during said month, together with statements of the financial condition and the receipts

and expenditures of the Hospital for the preceding month, and shall make such recommendations and suggestions to the Board as in his judgment the needs of the Hospital may require, and as may seem expedient.

7. He shall present to the Board of Managers on or before the September meeting in each year a full and complete inventory and appraisal of the furniture, stores and other articles provided for the Hospital, brought down to date, as nearly as may be practicable.

8. On or before the October meeting of the Board of Managers he shall present a report of his operation of the Hospital for the preceding fiscal year together with a tabular report and statement of the treatment, medical condition of the patients and of the admissions and discharges for the year, and shall accompany it with a condensed account of the condition, management, needs and prospects of the Hospital.

NEW JERSEY STATE COLONY  
NEW LISBON, N. J.

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Rules and Regulations Concerning Vacations,  
Extended Vacations, Parole and Discharge of  
Patients of the New Jersey State Colony at  
New Lisbon, New Jersey, in accordance with  
the Provisions of R.S. 30: 4-5 and R.S. 30:  
4-107.

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The State Colony is a residential training school for mentally retarded boys and serves as a long time care home for those who, after careful study, have been determined to be unable to compete on equal terms in their communities or whose release to society would be inimical to the welfare of society or themselves.

The Board of Managers shall charge the Chief Executive Officer with the task of operating the institution on the basis of policies laid down by the State Board of Control and themselves. The material contained in this statement may be considered to be the basic policies relating to the subject at hand. Detailed and extensive additional rules and regulations shall be made as the need for them arises.

The Superintendent as Chief Executive Officer of the Colony at New Lisbon has organized a Classification Committee to advise him concerning the programing of patients under his jurisdiction. This Committee, which regularly meets each week, is composed of the Assistant Superintendent, the Chief Medical Officer, the Chief Psychologist, the Supervisor of Boys, the Director of Education and the Director of Social Service. As part of the programing of the individual patient this Committee advises the Superintendent concerning vacation, extended vacation, parole and discharge.

Recommendations by the Classification Committee follow a thorough study of the individual case. This study includes a complete social history of the patient, (including home investigation) and current reports from each of the departments represented.

I. VACATIONS

According to R.S. 30:4-176 the executive head of an institution may grant a leave of absence for a limited time to a patient, To advise the Superintendent in this respect a sub-committee

composed of the Chief Psychologist, the Supervisor of Boys and the Director of Social Service, has been appointed. Vacation is generally considered a temporary status.

## II. EXTENDED VACATIONS

Extended vacations for residents from New Lisbon under R.S. 30:4-107 must be recommended by the Chief Executive Officer and approved by the Board of Managers. In all such cases the institution is responsible for supervision in accordance with such rules and regulations as have been or may be established by the Board of Managers. Residents may pass to this status from vacation status or they may be placed in this category immediately upon release from the institution.

## III. PAROLE

The granting of parole from New Lisbon is in accordance with the amended resolution by the State Board of Control dated 8.30.54. This resolution states that where it is determined by the Chief Executive Officer or the Board of Managers that the type of supervision afforded by the Parole Bureau is indicated because of previous crimes or delinquencies, either in the community which caused his arrest or while a resident of the institution, then on notification from the institution the Division of Parole shall undertake the supervision of such cases and so far as applicable, the conditions and procedures governing parole in New Jersey shall apply.

## IV. DISCHARGE

According to R.S. 30:4-107 discharge shall be granted by a majority vote of a quorum of the Board of Managers at a regular meeting. A patient who has been on either extended vacation or parole status will not be considered for discharge except upon the completion of at least two years of successful adjustment for him in a community situation. The Board may, at its discretion, require recommendation of the Superintendent or the Classification Committee before taking action on a discharge.

## GENERAL POLICY

- 1) Requests for vacation, extended vacation, parole or discharge may originate with parents or other responsible relatives, employing agencies, Parole Department, institutional staff members, or with the resident himself. These requests, if well founded, are processed by the Classification Committee, as previously stated, and recommendations are made to the Chief Executive Officer for transmission when necessary to the Board of Managers.

- 2) The status of any patient on the active rolls of the institution may be changed at any time, according to the circumstances of the individual situation, by a majority vote of a quorum of the Board of Managers at a regular meeting.
- 3) (R.S. 30: 4-107) In all cases where a patient shall have been transferred to the institution from a correctional institution he shall not be paroled or discharged prior to the expiration of his minimum period of detention. That date shall be given by the transferring institution at the time of transfer and prominently noted in his records.
- 4) A patient who is on escape may not be approved for vacation or extended vacation until he returns to the institution and is processed out in the previously stated fashion by action of the Classification Committee, the Superintendent and the Board of Managers.
- 5) It shall be recognized that the Board of Managers has complete responsibility for New Lisbon boys still on the rolls of the institution.
- 6) Action of the Board of Managers in each case of extended vacation, parole and discharge will be incorporated in the official minutes of the Board's meeting.

Above rules and regulations adopted at regular meeting of Board of Managers held at New Lisbon on Wednesday, July 13, 1955.