

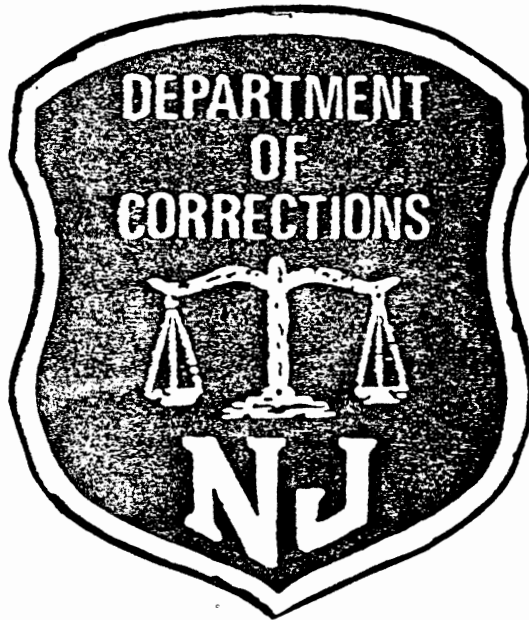
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# ANNUAL REPORT

STATE OF NEW JERSEY  
DEPARTMENT OF CORRECTIONS  
DIVISION OF OPERATIONS  
BUREAU OF PAROLE

Whittlesey Road (CN 864)  
Trenton, New Jersey 08625

Fiscal Year July 1, 1992 - June 30, 1993



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110 10/21/93

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# Bureau of Parole Annual Report for Fiscal Year 1993

## STATE OF THE BUREAU

### Mission

As a component of the Division of Policy and Planning, Department of Corrections, the Bureau of Parole's mission is to use Bureau authority constructively in assisting persons under parole supervision to achieve self-control and self-direction within limits set by legal constraints and conditions of release.

### Goal and Objectives

Goal - To augment and support offender potential for avoidance of injury to persons and property.

#### Objective #1

To assure that persons being released to supervision have a physical environment which enhances prospects of a successful community adjustment.

#### Standards

- 1) Conduct a needs assessment on all inmates for whom a pre-parole investigation is being requested. These assessments shall be conducted prior to the submission of the request for pre-parole investigation.
- 2) All pre-parole planning reports shall include case plans specific to the problems identified in the needs assessment.
- 3) 90% of the inmates released to parole shall have viable plans.

#### Objective #2

To assist persons under supervision in obtaining employment, education, or vocational training, and in meeting other obligations.

#### Standards

- 1) 80% of the capable aggregate caseload assigned to the agency will be engaged in one or more of the following activities: educational, vocational or employment.
- 2) Set supervision statuses for all offenders under supervision in accordance with a Risk Assessment instrument.
- 3) Provide financial assistance to all parolees in need.

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- 4) Develop objective based case plans for all offenders under supervision.

Objective #3

To employ all appropriate community resources as alternatives to further incarceration.

Standards

- 1) Any parolee giving evidence of serious adjustment deterioration shall be referred to a treatment/rehabilitation agency within 48 hours, whenever the officer is unable to effectively abate the deterioration via individual effort.
- 2) Officer follow-up contacts with the involved agency shall continue on at least a weekly basis until the parolee's situation is resolved.
- 3) Parolee failure to adhere to treatment and/or readjustment efforts will be cause for the holding of a probable cause hearing with a subsequent determination as to whether ISSP placement is a viable alternative.

Objective #4

To take effective interdicting action against persons under supervision who seriously or persistently violate the conditions of release.

Standards

- 1) Respond to all instances of parole violation using a graduated sanctions approach to supervision.
- 2) Reassess offender risk at least every six months.
- 3) The number of parolees on whom the revocation process is initiated, absent new criminal charges, will be 70% of the total number facing revocation.
- 4) To investigate, locate and apprehend 10% of offenders who are missing from supervision.

Objective #5

To maintain and improve effective and efficient agency operations.

Standards

- 1) All new professional staff successfully complete a

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department approved training course within three months of their starting date.

2) All existing professional staff shall be provided with a minimum of forty hours per year of parole related training.

3) All PAR performance standards shall be quantifiable (i.e., measurable).

4) Develop and implement a management information system which will indicate agency accomplishments vis-a-vis agency mission, goals and objectives.

ANTICIPATED NEEDS AND ISSUES

Responsibilities created by statute and administrative code, along with Bureau efforts to increase its responsiveness to demands placed upon its services, continue to require additional personnel and equipment. For the past several years, the Bureau has re-deployed its resources in order to maximize the use of personnel and equipment in times of fiscal austerity. However, to realistically keep pace with the increasing caseload and an anticipated broadening of statutory responsibilities, certain increases in allocations are required.

**Return to 1:73 Parole Officer/Parolee Ratio** - During the larger part of the past decade, funding for general supervision has traditionally allowed staffing patterns for individual caseloads at a ratio of 73 parolees per officer. However, over the past several fiscal years, no additional resources have been made available for increased supervision. Therefore, funded caseload ratios rose to 1:81 and then to 1:92. As the fiscal year ended, caseload ratios were realistically well exceeding 100 per officer. Not only do special conditions mandate intensive supervision on many of those released, others require referrals to community agencies and monitoring by parole staff to assure compliance. Field staff must also provide institutional parole services to county and halfway facilities, conduct probable cause hearings, collect revenue, and conduct field investigations. Probable cause hearings must be conducted as part of due process in the matter of revocation. Revenue is collected for court and Board imposed revenue obligations. Finally, field investigations are conducted relative to pre-parole planning, furlough release, work release, arrests, absconding and a variety of special circumstances. The Bureau continues to experiment with methods of modifying the traditional caseload concept.

**Probable Cause Hearing Unit** - Legislation enacted during the fiscal year allows the Chief, Bureau of Parole, or designee, to petition the State Parole Board for an accelerated revocation hearing should a parolee involve himself in a new offense. The parole revocation process, already complex, is becoming more fraught with legal complications. With above referenced statute enacted, probable cause hearing officers are being required to make expanded numbers of determinations of parolee involvement in new offenses. Bureau senior parole officers act as probable cause hearing officers in addition to many other responsibilities. As probable cause hearing officers, they are required to make determinations about presentations made by parolees, prosecutors' representatives, attorneys and a variety of witnesses. Over four thousand hearings are conducted by Bureau representatives each year. The need has grown critical for a special unit of probable cause hearing officers. This unit consisting of eight supervising parole officers would replace the senior parole officers presently conducting the initial hearing. Staff of the

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Probable Cause Hearing Officer Unit would have as their only full time assignment the conducting of probable cause hearings and preparing the necessary decisions in a timely fashion. This would bring to the hearing the purity of an officer who had no contact with the case other than as a hearing officer. Also, sufficient time would exist not only to conduct the hearing but to review documentation and make necessary decisions under less demanding circumstances.

Removed from other responsibilities and provided with proper transportation, each hearing officer could be responsible for two district offices. They would bring to the job an expertise that only experience and specialization can develop. Both statute and case law has demanded, and continues to demand, a great exchange of information and coordination with the State Parole Board, prosecutors' offices, attorneys, witnesses and other interested parties. Therefore, adequate time must be allowed for the hearing officer to perform properly and thoroughly. Consideration may also be given to allow these officers to conduct grievance and disciplinary hearings for the Bureau. Their status as supervising parole officers would make them one of the highest levels of Bureau administrators accountable to Central Office.

**Personal Safety Equipment, Radio Communication, Transport Vehicles, Firearms** - As the areas in which parole officers are required to do field assignments continue to deteriorate and the clientele become more aggressive, partially because of drug usage, a means of immediate communication and other methods of personal safety in times of personal peril must be found. If dispatched in emergent situations, the required assignments may be at night. Further, by statute officers have arrest authority and the instances in which they find themselves in peril, will in all likelihood increase. By both statute and departmental policy, officers are both authorized and required to arrest offenders on parole. The parolees and their cohorts may be dangerous and/or armed, as may be other persons in the immediate area. The arrests are most likely to occur in densely populated, high crime areas. Once placed under arrest, the prisoner must be transported to a place of confinement. In a recent Matter of Arbitration between the State of New Jersey and PBA Local 326 (covering officers making arrests), the advisory award included providing officers with radios, bullet proof vests, mace and proper transport vehicles (full size sedans equipped with caging). It is anticipated that legislation authorizing the carrying of firearms will be enacted early in the coming fiscal year.

**Institutional Parole Officers - State Facilities** - The Bureau maintains an institutional parole office in each of the major correctional institutions. It is the responsibility of the officers assigned thereto to consult with the inmates concerning their parole plans and to submit them to the various field sites for investigation. They must further assure the return of an

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approved parole release plan prior to the release of an inmate on parole. Prior to this release, the offender must be provided with a parole class during which the conditions of parole are explained and the offenders signature affixed to the parole certificate. Additional release processing is part of the institutional parole officer's responsibility.

Staffing of the institutional parole offices at Northern State Prison and at the Bayside/Southern State prison Complex is beginning to prove inadequate to meet the daily demands brought by increasing numbers of inmates at those institutions. The addition of another senior parole officer to the staff of the two institutions at these locations is necessary to assure the timely release of inmates to parole. A third senior parole officer is necessary for use throughout the state in times of short staffing due to vacation, illness and extraordinary numbers of release at a given time.

**Expansion of Central Office Revenue Unit** - To implement a planned program, present staffing patterns of the Central Office Revenue Unit must be expanded and additional space and equipment must be found. It is anticipated that over 15,000 cases will be transferred from the field to the Central Office Revenue Unit. These cases are those whose time maximum has expired while they continue to owe revenue obligations. The Central Office Revenue Unit will be responsible for making collection efforts, doing the appropriate accounting, maintaining the necessary records and transferring cases back and forth to district offices as they may be recommitted and re-paroled. Additionally, those cases who are found able to make good faith payments but who do not will be referred to the Office of the Attorney General for action on the Bureau's behalf. A plan for setting up the unit has been completed. However, before implementation two or three additional senior parole officers will be required along with another principal clerk bookkeeper and a principal data entry machine operator. Once the transfer is effected, the field's caseload will be reduced to a more manageable level.

**Fiscal Management** - In order to account for a variety of funds, both received and disbursed by the State of New Jersey, The Bureau requires bookkeepers. Legislation enacted in 1979, 1980 1987 and 1992 authorized the collection by the Bureau of certain revenue obligations imposed by the Court in conjunction with the sentencing of the offender to a state institution. District parole staff have the responsibility for the dispersal of financial assistance grants, inmate wages and payments for health services of parolees. Occasionally they received reimbursement by the offender for financial aid given. District staff administer travel expense accounts and are responsible for petty cash expenditures. The assumption of these responsibilities has necessitated the diversion of both clerical and professional staff from the primary responsibilities. Needed is one senior

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bookkeeper in each district office and an additional principal bookkeeper in the Central Office Revenue Unit to oversee the work prior to submission for further departmental processing.

**Parole Substance Abuse Treatment Alternative** - It has been estimated that 70% to 80% of state prison inmates have used drugs, but that only 19% of all adult inmates receive treatment while confined. The New Jersey Supreme Court Task Force has, in the past, indicated that without treatment, the addicted offender will have little chance of ending criminal behavior, with or without punishment. It would appear the to treat the substance abuser rather than to incarcerate would be cost effective in terms of bed space, inmate maintenance expense, reduced criminal activity and heightened community responsibility. The Bureau is charged the with providing the offender with the needed and required assistance. Having available to the Bureau the needed resources quickly and conveniently, rather than seeking programs with immediate admission openings would appear to be compatible with the overall mission and objectives of the Bureau.

With substance abuse counselors at each district office working with parole officers, those violators who have lapsed into substance abuse could be given intensive treatment as a first priority rather than being confined. Other parolees whose urine tests positive, or who are released from confinement with an untreated drug problem, would be referred to the counselor for appropriate counseling and follow up.

**Psychological Services to Parolees** - An increasing number of parolees are released with parole conditions requiring attendance at a variety of mental health or substance abuse counseling programs. It would appear appropriate to provide psychologists at the district office sites throughout the state. Initially, perhaps three such treatment specialists would be assigned to the thirteen different offices. With such an arrangement, they may provide such services as group or individual counseling and treatment sessions that could involve the offenders' significant others. Presently, an experiment has been expanded under which the Adult Diagnostic and Treatment Center (ADTC) Relapse Prevention Program provides therapists at the selected district offices to work closely with ADTC parolees and parole staff. The idea is sound, bringing the service closer to the point of need. With the increasing number of special conditions for counseling and the perceived need for counseling for some individuals without the special conditions, the regional assignment of therapists would prove beneficial to staff and offender alike.

**Out-of-State N.J. Parolee Case Monitoring Unit** - Also awaiting sufficient funding for implementation is a plan to transfer over 1,300 New Jersey cases resident out-of-state to the Central Office. Here these cases would be monitored and appropriate correspondence would be directed to the Office of Interstate

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Services. The cases would be reviewed concerning necessary action such as discharge recommendations and changes of statuses. Revenue collection on these cases would be the responsibility of the Central Office Revenue Unit. Again, to implement such a plan, additional resources are required. Here, the need is seen for two senior parole officers and one, perhaps two, senior clerk transcribers. Additional space is also required. Once these resources are made available, yet additional responsibilities can be moved from the field so that they may concentrate strictly on those cases who reside in their bailiwick and continue to owe time.

**General Transportation** - The Bureau finds itself in need of additional transportation for general supervision field officers to properly carry out their responsibilities. The problem has resulted from the denial of additional vehicles over the past several years, plus the reassignment of several vehicles in the Bureau's fleet to specialized programs. The routine car schedule is subject to disruption by emergent needs such as attendance at probable cause and final revocation hearings, institutional parole work in county jails, attendance at meetings and training sessions and a variety of other responsibilities. This further complicates normal car scheduling and individual allowance to any one parole officer during a month. Additionally, the vehicles have proven too small when used while arresting and transporting inmates and offenders. A larger model, properly equipped with screens and other necessary security equipment, should be assigned to each district office for use in such activity. Finally, beyond providing a mechanism for the parole officer to perform his field responsibilities, the vehicle is also an element of officer safety. Without proper transportation, officer efficiency is reduced.

**Space Needs** - As a matter of expediency, the Bureau continues to house two district offices in an area originally negotiated to house just one field office. The surroundings are considerably better than the former location where both had been housed. They have been housed together since the creation of District Office No. 13 from Districts No. 2 and 9. However, the present facility housing both districts is still far from good. Although District Office No. 2 is acceptably housed on the fourth floor in an appropriate configuration within its catchment area, the HVAC system has proven to be outdated and troublesome. Its malfunctioning has been the cause for the close-down of their office (and District Office No. 13) operations several times during the past year. District Office No. 13 also occupies space the fourth floor, but is not located in their catchment area. Certain areas of the facility are shared by both districts including the reception room and the restrooms for voiding client urine samples. Occupancy of the same building by two district offices has resulted in a supervision facility for some 4,000 parolees. Although separate Space Assignment Requests (SAR) have been

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prepared to properly house each facility in their own catchment area, movement toward that end has been slow.

Similarly, the office space in Central Office has proven inadequate. Parole staff has been split between two buildings and a trailer. New program implementation has been delayed because of inadequate space. Also, inefficiencies, exist due to the need to locate personnel before discussion of daily business. The Revenue Unit is split between two locations creating inefficiencies that can well be imagined because of such a set up. The location of the entire Bureau's Central Office at one site would prove quite helpful in conducting daily operations.

**Training Unit** - During the past fiscal year, the Bureau has developed and presented a basic training curriculum for entry level personnel. In future years, it is hoped that this curriculum can be expanded to include training that is significant for more experienced personnel. To complement this program, a full time Training Unit would appear necessary to assist in the professional growth of employees. New duties, new programs, changes in the pertinent statutes and Administrative Code refinements, continue to expose staff to a variety of procedural changes that demand specific training for adequate response. Professional growth of some 500 Bureau of Parole employees should no longer be assured by pressing line staff into the additional responsibility of attempting to keep personnel conversant with the law enforcement, legal, administrative and clerical state of the art.

**Research Unit** - As the Bureau continues experimentation with a variety of programs, as it has with the electronically monitored Home Confinement Program, the Intensive Surveillance/Supervision Program, the Juvenile Aftercare Program, the Intensive Parole Drug Program and other innovative concepts, a small Research Unit may be deemed appropriate. In making comparisons with control groups, experimental programs may be discarded or expanded as evidence dictates. In any event, the need for modifications might be found and adjustments made for more effective program implementation. The unit could examine a variety of data concerning parolees and perhaps make determinations as to factors of crime cause and prevention.

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## MAJOR UNITS

### Central Office

The Central Office is the Administrative Unit of the Bureau of Parole. It is staffed by the Chief, two assistant chiefs, several supervising parole officers, an executive assistant and the coordinators of specialty programs such as revenue collection, volunteers in parole and information systems. The Institutional Parole Officer Program is administered by an assistant chief with an assistant district parole supervisor assisting and supervising the assigned personnel. A supervising parole officer is responsible for coordinating efforts to train Bureau staff. Methods of implementation for innovative projects and means of dealing with the resolution of problems are also the responsibility of the administrative staff. Necessary research is conducted and efforts are made toward public information and education by the Central Office staff. Overall, this particular unit is concerned with the efficiency and effectiveness of the Bureau and certain supervising parole officers are responsible to make visits to field sites in order to remain conversant with and/or identify problems in the operational units. Feedback is elicited for use in policy making decisions.

### District Offices (13)

District offices are strategically located in the areas of heaviest population concentration for particular catchment zones. Each office has a supervisor, his/her assistant, various field staff and their clerical support. From these offices come the activities attendant to the supervision of a daily average of over 35,000 offenders from New Jersey penal and correctional institutions, county jails, training schools and offenders from out-of-state institutions who reside in New Jersey while completing a parole obligation. Services are also provided to inmates released at expiration of their maximum sentence. Further, district staff complete all those field functions attendant to Departmental Furlough/Work-Study Release and Juvenile Home Visit Programs. Revenue payments by parolees are received and processed in the district offices.

### Institutional Parole Program

The institutional parole office staff, housed in the fourteen major New Jersey institutions, services all state penal and correctional institutions, and the training schools. Staff members conduct personal interviews with inmates to resolve problems, assist in preparation of parole plans, and provide detailed pre-release instructions and counseling. Parole staff members have an additional assignment of providing institutional parole office services to county correctional institutions and to various community release/residential centers.

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**GOVERNOR'S 1994 BUDGET RECOMMENDATIONS**

The following is an excerpt from the Governor's budget recommendations for Fiscal 1994. Section #7010 contains the recommended appropriations for the Office of Parole and Community Programs. Care must be taken to separate the various community programs from the Bureau of Parole's budget. These centers are not part of the Bureau.

**CORRECTIONS**

**10. PUBLIC SAFETY AND CRIMINAL JUSTICE**

**17. PAROLE AND COMMUNITY PROGRAMS**

**7010. OFFICE OF PAROLE AND COMMUNITY PROGRAMS**

**OBJECTIVES**

- 1. To carry out, in the community, programs of conditional release from custody, i.e. furlough, work/study release, which assist institutionalized offenders in reintegrating into the community and preventing their further involvement in the formal institutionalized correctional process
- 2. To provide supervision of parolees by making available the necessary assistance, guidance and controls required for community living.
- 3. To provide residential/community service and treatment programs for reintegrating institutionalized offenders into the community.

juveniles and adult parolees from state and county institutions and those entering New Jersey from other states. Executive clemency and extradition investigations are performed for the Executive Office. Through its various field offices, fines, penalties, and restitution are collected for deposit in the General Treasury. Treatment is obtained and the progress of parolees and offenders is monitored through the general and specialized caseload officers.

04 Community Programs. The provision, coordination and supervision of all Department community-based operations for adult inmates is performed through Community Programs. These include half-way houses for adult male and adult female prisoners.

**PROGRAM CLASSIFICATIONS**

- 1. Parole. This program provides supervision, investigates parole plans, work/study release, and furlough sites for all

**EVALUATION DATA**

	Actual FY 1991	Actual FY 1992	Revised FY 1993	Budget Estimate FY 1994
<b>PROGRAM DATA</b>				
<b>Parole</b>				
Parolees under supervision (beginning of year)	21,600	24,973	30,568	38,000
Added to Parole	12,990	15,600	19,432	16,600
Removed from parole	9,617	10,005	12,000	12,000
<b>General Caseload Data</b>				
Parolees under general supervision	20,775	23,298	29,768	37,425
Positions assigned to general supervision	244	244	260	253
General caseload ratio parolee to officer	85/1	95/1	114/1	148/1
<b>Special Caseload Data</b>				
Juvenile Aftercare (a)	125	125	125	175
Intensive Supervision and Surveillance (ISSP)	200	300	300	300
Electronic Monitoring	500	620	60 <sup>(b)</sup>	—
Intensive Parole Drug Project (a)	— <sup>(a)</sup>	— <sup>(a)</sup>	325	—
Total special caseload	825	1,045	810	475
<b>Community Programs</b>				
Average Daily Population (resident)	72	63	60	60
Community Service Center, Newark	56	63	60	60
Community Service Center, Essex (c)	16	—	—	—
<b>PERSONNEL DATA</b>				
<b>Position Data</b>				
Budgeted Positions	491	494	491	492
Parole	459	461	460	461
Community Programs	32	33	31	31
Positions Budgeted in Lump Sum Appropriations	5	34	34	2
Authorized Positions—Federal	5	19	18	—
Total Positions	501	547	543	494

Notes (a) These programs are federally funded. Participants in the Intensive Parole Drug Project assigned to Electronic Monitoring Program FY 1991 and FY 1992

(b) The Electronic Monitoring Program will be phased out in FY 1993

(c) The Community Service Center, Essex was closed in FY 1992

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## 10. PUBLIC SAFETY AND CRIMINAL JUSTICE 17. PAROLE AND COMMUNITY PROGRAMS 7010. OFFICE OF PAROLE AND COMMUNITY PROGRAMS

### APPROPRIATIONS DATA (thousands of dollars)

Year Ending June 30, 1992					Year Ending June 30, 1993			
Suppl. & Supplemental	Reapp. & Receipts	Transfers & Emergencies	Total Available	Expended	Prog. Class.	1993 Adjusted Approp.	Requested	Recommended
19,008	2	-685	19,125	19,125				
1,582	—	-382	1,200	1,200				
21,390	2	-1,067	20,325	20,325				
					<b>Distribution by Program</b>			
					03	18,399	18,783	16,599
					04	1,183	1,132	1,132
						<b>19,582<sup>(a)</sup></b>	<b>19,915</b>	<b>17,731</b>
					<b>Distribution by Object</b>			
					<b>Personal Services</b>			
						15,892		
15,619	—	320	15,939	15,939		50 <sup>S</sup>	15,942	15,942
—	—	—	—	—		58	58	58
6	—	-8	—	—		8	8	8
15,627	—	312	15,939	15,939		<b>16,008</b>	<b>16,008</b>	<b>16,008</b>
154	—	18	172	172		125	174	160
718	—	-222	496	496		480	496	496
631	—	-12	619	619		613	621	621
					<b>Special Purpose:</b>			
246	—	-140	106	106	03	121	246	246
3,681	—	-891	2,790	2,790	03	2,220	150	—
—	—	—	—	—	03	—	2,004	—
215	—	-12	203	203	04	—	200	200
98	—	-98	—	—	04	—	—	—
4,240	—	-1,141	3,099	3,099		<b>2,341</b>	<b>2,600</b>	<b>446</b>
20	2	-22	—	—		15	16	—
					<b>OTHER RELATED APPROPRIATIONS</b>			
					<b>Federal Funds</b>			
—	—	737	737	737	03	603	—	—
—	—	737	737	737		<b>603</b>	—	—
					<b>All Other Funds</b>			
—	276	—	313	130	04	—	—	—
—	37 <sup>R</sup>	—	—	—		—	—	—
—	313	—	313	130		—	—	—
21,390	315	-330	21,375	21,192		<b>20,185</b>	<b>19,915</b>	<b>17,731</b>

Notes (a) The fiscal year 1993 appropriation has been adjusted for the allocation of the salary program and has been reduced to reflect the transfer of funds to the Employees Benefits accounts.

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### HIGHLIGHTS AND DEVELOPMENTS

**Department Reorganization** - During November the Department underwent reorganization at which time, what had been four divisions, was consolidated into two divisions, Administration and Operations, and the Offices of the Commissioner and Deputy Commissioner. The Bureau of Parole was placed in the Division of Operations joining all of the institutions and other smaller units.

**Formation Information Desk - Duty Officers** - In conjunction with the departmental reorganization, the Bureau also began reorganization. Part of this reorganization was the formation of around the clock duty officers who are senior parole officers. Housed along with the Department's Central Communications Unit, the duty officers man a parolee telephone hot-line, a Bureau information service, a link amongst parole officers, supervisors and management, and liaison between components of the electronic monitoring program which later became solely the electronic monitoring service.

**Executive-on-Call Established** - At the same time of the formation of the duty officer function, an executive on call on-call system was established. It is a weekly rotation amongst the three highest Bureau titles of chief, assistant chief and supervising parole officers. The on-call executive responds to emergency requests and decisions beyond the scope and authority of the duty officers.

**Home Confinement Program Phase-Out (State Inmates)** - The electronically monitored Home Confinement Program began operation in September of 1989. Both inmates and parolees comprised the eligible offender population. As a result of an incident occurring in April 1992 with one of the inmates in the program, the Department put a halt to all new admissions at the beginning of FY 1993. At that time there was an ongoing review of the entire program. In October the Commissioner advised the Senate Law and Public Safety Committee that state prisoners would no longer be allowed to participate in the program. Therefore the final decision was to discontinue the program as it then existed once all the participants had left the program through the normal course of events. The program population gradually diminished from 461 on July 1, 1992 until the last inmate was discharged on March 1, 1993 and the last parolee on March 22, 1993.

As the Home Confinement Program was being phased out the actual terminal monitoring was switched on November 23, 1992 from a Bureau Base Station operation to a contract with the vendor, whereby the vendor did the terminal monitoring and faxed necessary information to the Base Station for relay to the field officer.

**County Initiative Electronic Monitoring System Begun** - During

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October 1992, the "county initiative" began with the counties use of the Department to do the around-the-clock, twenty-four hour a day manned terminal monitoring and the participating counties doing the field supervision and attendant field activities. By the latter part of the fiscal year the daily caseload averaged 50 from five participating counties.

During February 1993 the Base Station was phased out and replaced by the Bureau's around the clock duty officers housed with the Department's Central Communications Unit. Amongst other responsibilities, the duty officers continued the Base Station liaison task of relaying faxed messages from the vendor to the supervising authority.

**Intensive Parole Drug Program (IPDP) Federal Funding Continued -** The thirteen IPDP case carrying positions were fully funded for FY 1993. The caseloads were funded at a ratio of 1:25. For the most part, the materials and services required by the program remained funded. Funding allocations included urine testing, psychological testing and financial aid.

**Use of Health Services Funds Redefined -** A June 1992 audit report from the Office of Management and Budget questioned the policy of the Department paying for parolee health care. Therefore, through the Department's Health Services Unit a determination was received from the N.J. Department of Health that community health centers are responsible for parolee health care when not available through other public or private sources. As such, the district offices were provided with a list of Community Health Centers which are federally funded or federally qualified.

**Financial Aid Program Funding Shortfall -** Originally the Fiscal Year 1993 budget allocated \$246,000 for Financial Aid, but it was subsequently cut by \$125,000. As a result, spending caps were established for each granting unit. The prudence of each unit allowed the caps to be raised during the course of the year.

**Statewide Reduction in Force -** Although initially, it was believed that many parole officer positions would be lost as a result of the statewide reduction in force, ultimately only four assistant district parole supervisor positions were lost. However, the four effected staff members were able to be placed in vacant senior parole officer positions. An additional effect was felt, primarily in central office, by the "bumping" rights of others within the Department. Most of the many vacant positions in the Bureau remained frozen throughout the fiscal year. This resulted in a diminished parole officer staff which greatly effected the parole officer to parolee ratio.

**Supervision Standards and Paperwork Reduction -** Due to the diminished staff to parolee ratio, the standards of supervision were revised and the amount of required paperwork was reduced. The

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new standards call for reduced frequency of contact in each of the traditional statuses and a presumptive advancement of status at regular intervals if a probable cause hearing is not imminent. Also a part of the revised standards is a recommendation for early discharge at the earliest possible date. Additionally, exemplary parolee conduct is the basis for status advancement at any time prior to the presumptive time goal. Further status may be reduced upon documented violations of parole.

The paperwork reduction eliminated pre-parole placement rechecks, arrest, change of status, revenue, and death reports. Termination summaries were also eliminated. In place of the arrest report the Notice of Arrest sent to prosecutor with added distribution was substituted. Chronological supervision reports are now retained in the handwritten form only submitted when a probable cause hearing has been scheduled.

**Petition for Accelerated Revocation Hearing** - Legislation enacted during the fiscal year allows the Chief of the Bureau of Parole or designee to seek pre-conviction revocation processing on the basis of factors attendant to new criminal charges. The supervising parole officers are the designees. The State Parole Board maintains jurisdiction for the final determination of whether the case will be processed for accelerated hearing. Prior to this new legislation, accelerated revocation proceedings based on a new criminal offense could occur only upon a county prosecutor's application to and concurrence of the Chairman of the State Parole Board.

**Subpoena Power for Probable Cause Hearings** - Developed jointly by The Bureau and the State Parole Board is a procedure for the issuance of a subpoena for witness appearance at a probable cause hearing. The subpoenas are issued only in those instances where it appears that the voluntary appearance of the witness is questionable.

**Legal Representation During Revocation Proceedings Redefined by Court Order** - Due to a cut in funding, the Public Defender has not routinely represented parolees during revocation proceedings since June of 1991. A New Jersey Superior Court decision, Order Compelling a Remedy in the Matter of Representation at Revocation Hearings, ordered a new system for determining representation. Under the criteria of *Gagnon v Scarpelli* a determination is made by the Bureau as to eligibility of a parolee in order to qualify for representation appointed by the Court from its pro bono list during the revocation process. The court order pertains only to those parolees who would have also qualified as indigent. The Court ordered a new system for determining representation. The basic procedure was developed by the Office of the Attorney General. As result of the procedure, the Bureau revised certain probable cause hearing forms and letters. The new procedure was implemented early in calendar 1993.

## **Bureau of Parole Annual Report for Fiscal Year 1993**

**Transaction Fees Enacted** - On all sentences to probation or a State correctional facility when the offense was committed on or after February 1, 1993, a transaction fee of up to one dollar is to be paid on each occasion when a payment or part payment is made toward any Court ordered assessment, restitution, penalty and/or fine. Procedures were jointly established by the Bureau of Audits and Accounts and the Central Office Revenue Unit to incorporate the payment of transaction fee into the currently in use manual bookkeeping system. The Department agreed to accept and use the fee schedule as established by the Administrative Office of the Courts for all twenty-one county probation departments.

**Use of Alcohol Breath Analyzers Initiated** - Equipment was purchased and distributed to districts for use in determining use, abuse of alcohol. Training in its use was given. In November of 1992 the State Parole Board advised that positive results would not be considered probable cause to assume an offender has used alcoholic beverages to excess.

**On-site Urine Testing Experiment** - During the latter part of the fiscal year on-site urine testing on an experimental basis began in four districts. Three different types of screens are being used. Those samples testing positive are being sent to the Department's lab for confirmatory testing. The results are yet to be evaluated to determine the administrative impact of such testing.

**Offender Based Correctional Information System (OBCIS) to be Extended to Include a Parole Management Information System** - An OBCIS Conversion Committee was formed in January 1993 to assist with the conversion of certain Bureau paper records to the OBCIS for use as a management information system (OBCIS-MIS). This committee is comprised of staff from both the Bureau and the Office of Policy and Planning. Once all records are converted and certain access criteria accomplished, on-line will be access, reporting and reports, County Correctional Institutional (CCI) cases, parole warrant tracking, caseload tracking, and compact case tracking. The conversion process was on going at the end of the fiscal year. At the close of the fiscal year all districts had the capacity for access to Promis Gavel, Division of Motor Vehicle records NCIC/SCIC, CCH. However, all district staff had not been trained in the use of these capabilities. Additionally the districts were receiving notification of arrests via their OBCIS terminals. Certain accesses required each district to be issued their own ORI number.

**Administrative Office of the Courts Tracking System for Joint Parole/Probation Cases Initiated** - Effective at the beginning of January 1993, the Bureau joined the State Parole Board and the Administrative Office of the Courts in implementing a new proce-

## **Bureau of Parole Annual Report for Fiscal Year 1993**

dures for the processing of county correctional institution parole cases which require movement through the system to probation supervision. Upon parole, these cases, who still owing probation time, will have a special condition of parole imposed requiring the parolee to obtain approval of both the parole and the probation officer before leaving the state for more than 24 hours and/or before changing residence. The State Parole Board is to notify the probation department of a revocation and districts are to notify the probation department of both release to parole supervision and termination from parole supervision.

**Overtime** - Management received advisement via a copy of a letter from the Governor's Office of Employee Relations to the attorney for PBA Local 326 that according to the agreement between State and the state Law Enforcement Unit, the State has the prerogative to choose between overtime payment in the form of compensatory time or in the form of cash.

During January 1993 the Commissioner authorized cash overtime for coverage of the duty officer station by senior parole officers. In February he authorized cash overtime for parole officers and senior parole officers in the district offices for all pre-authorized hours worked beyond forty in any given week. Subsequently cash overtime was extended to the clerical staff, again on a pre-authorized basis.

**Legislation Enacted - Condition of Parole Prohibiting Parolees from Carrying Guns** - Becoming effective during the year was legislation whereby a parolee will not own or possess any firearm or any other weapon as defined in Chapter 39. It also requires a parolee refrain from the use, possession or distribution of a controlled dangerous substance, controlled substance analog or imitation dangerous substance as defined in NJS 2C:35. These restrictions are part of the general conditions of parole.

**Extended Medical Furlough Procedure Developed and Implemented** - A joint procedure for inmates on extended medical furlough involving both Department staff and Bureau staff was developed and implemented. The Bureau duty officers coordinate the effort between the Department and the Bureau. For the most part, these medical furlougees are residents in either nursing homes or rehabilitation centers. The numbers of inmates on extended medical furlough is anticipated to rise due to the aging of the inmate population, plus the growing number of AIDS cases.

## Bureau of Parole Annual Report for Fiscal Year 1993

### PERSONNEL

As of June 30, 1993, according to the administrative assistant, the total compliment of 449 staff members were distributed as follows:

Chief	1
Assistant Chiefs	2
Supervising Parole Officers	5
Project Specialist (DO #5)	1
District Parole Supervisor	14
Assistant District Parole Supervisor	23
Senior Parole Officer	111
Senior Parole Officer (IPO)	18
Executive Assistant	1
Parole Officer	165
Parole Officer (IPO)	3
Administrative Assistant	1
Clerical	104
<b>Total</b>	<b>449</b>

In October 1992, the Bureau was effected by the state-wide reduction in force. The Bureau lost four assistant supervisor positions, but was able to place the four effected staff members in vacant senior parole officer positions. An additional effect was felt, primarily in central office, by the "bumping" rights of others within the Department. Most of the many vacant positions in the Bureau remained frozen throughout the fiscal year.

During the year three staff members retired, Leonard Kraus, Supervising Parole Officer, Grazyna Knight, Head Clerk and Abigail Arroyo, Parole Officer. It is anticipated that thirteen additional staff from chief down through senior clerk transcriber will commence their retirement on the first day of the coming fiscal year by taking advantage of the Early Retirement Incentive Program.

**Bureau of Parole Annual Report for Fiscal Year 1993**

**CASELOAD**

As of June 30, 1993, a total of 35,938 cases were reported as the responsibility of the Bureau of Parole by its various units. This represents an increase of 4852 cases, or 15.6% over what was reported one year prior. Unit caseloads as of June 30, 1993 were as follows:

District Office	1*	2*	3*	4*	5*
1	1403	283	1686	1270	2956
2	1460	43	1503	1017	2520
3	954	73	1027	715	1742
4	1961	99	2060	1081	3141
5	1315	124	1439	828	2267
6	1691	139	1830	933	2763
7	1720	138	1858	1002	2860
8	1459	0	1459	1100	2559
9	1139	52	1191	997	2188
10	977	121	1098	576	1674
11	1190	130	1320	1063	2383
12	1824	135	1959	1444	3403
13	1395	35	1430	1044	2474
CORU	0	0	0	3008	3008
<b>Total</b>	<b>18488</b>	<b>1372</b>	<b>19860</b>	<b>16078</b>	<b>35938</b>

**Legend:**

- \*1 = Parolees - General Supervision
- \*2 = Parolees New Jersey Cases Residing Out-of-State (SPOP)
- \*3 = Total Parolee Caseload
- \*4 = X-Max Revenue (Time portion of sentence expired, but revenue owed)
- \*5 = Grand Total

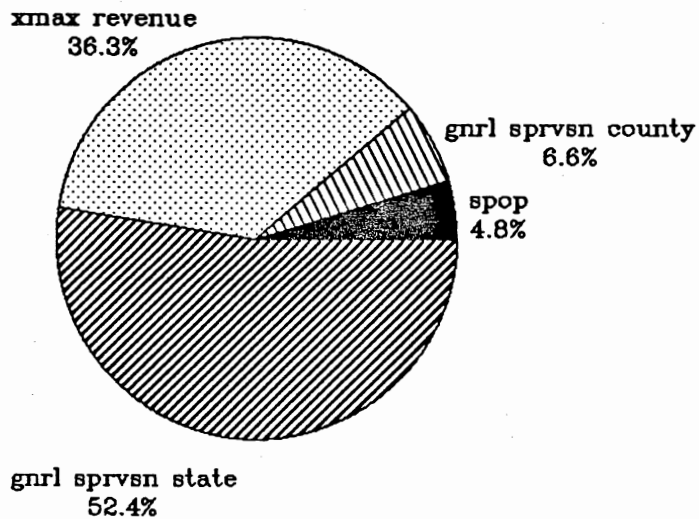
**Bureau of Parole Annual Report for Fiscal Year 1993**

This total case count is comprised of the following:

- 18488 - parolees residing in New Jersey
  - 1432 - females
  - 17056 - males
  - 1327 - county sentenced parolees
  - 770 - parolees supervised for other states
  - 656 - juvenile parolees
- 1372 - New Jersey parolees residing out-of-state
- 16078 - state sentenced cases past maximum still owing certain court ordered revenue obligations

A responsibility of the Bureau's Central Office Revenue Unit are inmates owing and amortizing revenue obligations. These cases are not included in the Bureau case count, as they appear on the counts of the various institutions.

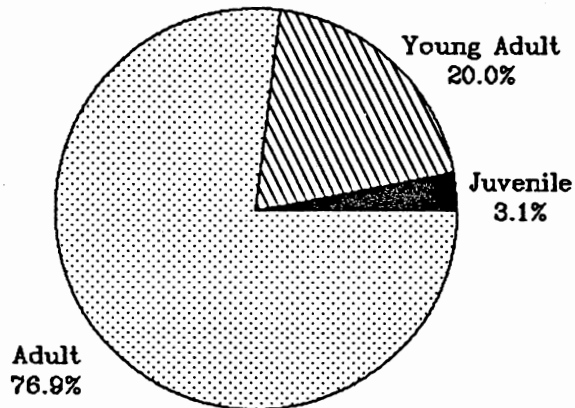
**CASELOAD BREAKDOWN**  
as of June 30, 1993



DISCHARGE PRIOR TO EXPIRATION OF MAXIMUM

Grants of discharge from parole are extended by the Parole Board upon the recommendation of the Bureau. During the fiscal year sixty-five (65) discharges were granted by the three Board panels; juvenile (2), young adult (13), and adult (50). Those discharges were distributed as depicted in the following graph:

EARLY DISCHARGES GRANTED  
Fiscal Year 1993



**Bureau of Parole Annual Report for Fiscal Year 1993**

**PROBABLE CAUSE HEARINGS**

These hearings, mandated by the U.S. Supreme Court in the *Morrissey vs Brewer* decision, are conducted by an administrative senior parole officer assigned to each district office. Initially, the hearings were conducted by supervising parole officers (the highest title under assistant chief). Once policy and operating procedures were developed, a Probable Cause Hearing Unit composed of several senior parole officers and headed by a supervising parole officer was established to conduct all of the hearings. This unit was in existence from January of 1978 until September of 1979. At that time, due to vehicle and budgetary restraints, the unit was disbanded and for the same reasons has never been re-established, although efforts to do so continue.

The following is a record of the number of probable cause hearings scheduled and decisions rendered during Fiscal 1992.

<b>Total Hearings Scheduled</b>	<b>5428</b>
Hearing requested and hearing held	2301
Hearing waived and hearing held	573
No response from parolee and hearing held	1894
Hearing waived and no hearing held	875
<b>Total Decisions Rendered</b>	<b>5428</b>
Probable cause found and formal revocation hearing to follow	5350
Continuation of parole recommended although valid violations determined	238
Continuation of parole recommended - no valid violations determined	35
Other	20

Probable cause was found with a revocation hearing to follow in 5350 of the decisions rendered or 98.6% of the time.

The number of hearings held (5428) during FY 93 represents an increase of thirteen percent (13%) over the number of hearings held in FY 92 and an increase of 201% over the number of hearings held ten years ago in FY 83. During this same ten year span the total number of general supervision cases supervised during FY 93 represented a 98% increase over the total number of comparable cases supervised during FY 83.

Bureau of Parole Annual Report for Fiscal Year 1993

RATIO OF FIELD TO OFFICE TIME

The following chart indicates the hours and percentage of officer's time spent in the office as compared to the field in Fiscal 1992.

<u>DISTRICT OFFICE</u>	<u>Office</u>	<u>Field</u>	<u>Total</u>
DO #1	14,907	11,908	26,815
DO #2	14,954	6,089	21,043
DO #3	14,326	11,989	26,315
DO #4	20,447	7,403	27,850
DO #5	16,662	17,910	34,572
DO #6	17,311	11,950	29,261
DO #7	24,317	12,211	36,528
DO #8	11,858	12,360	24,218
DO #9	14,037	9,220	23,257
DO #10	11,787	9,421	21,208
DO #11	15,497	8,438	23,935
DO #12	16,164	10,902	27,066
DO #13	14,814	6,450	21,264
<b>Totals</b>	<b>207,081</b>	<b>136,251</b>	<b>343,332</b>
<b>Percent</b>	<b>60%</b>	<b>40%</b>	<b>100%</b>

OFF-HOUR VISITS

During the fiscal year, Bureau staff made contacts after normal working hours as follows:

DO #1	-	431	contacts
DO #2	-	141	contacts
DO #3	-	15	contacts
DO #4	-	238	contacts
DO #5	-	559	contacts
DO #6	-	152	contacts
DO #7	-	143	contacts
DO #8	-	424	contacts
DO #9	-	63	contacts
DO #10	-	765	contacts
DO #11	-	1425	contacts
DO #12	-	226	contacts
DO #13	-	0	contacts
<b>Total</b>	<b>-</b>	<b>4582</b>	

CASEBOOK REVIEWS

Casebook reviews are considered a personnel management tool of the district supervisor in that it permits a check of actual recorded contacts on each case assigned to an officer against the recorded activities of the officer on any specific day. The reviews are also casework supervisory tools in that the supervisor has the opportunity to review the progress of the various cases. Upon completion of the review, the reviewer evaluates the casework and casebook maintenance either satisfactory or unsatisfactory.

During the course of the year 138 reviews were completed of which sixteen percent (16%) were unsatisfactory ratings. An unsatisfactory rating is followed by a 30 day period during which an opportunity is provided to remedy the deficiencies. Ultimately, termination of employment may result from failure to correct the deficiencies.

FURLOUGH/HOME VISIT/WORK/STUDY PROGRAM

The Bureau investigates and monitors adult furlough and juvenile home visit sites to which eligible state inmates are released for brief specified periods of time. In addition, the Bureau does the initial investigation of certain employment sites for the state institutional work release program. The Bureau's contribution to all three programs includes insuring uniformity and consistency in operating procedures, notifying law enforcement authorities, and providing feedback to the various institutional Classification Committees.

The following table provides information for the fiscal year regarding the investigatory efforts made by the Bureau's thirteen district offices. As this is an ongoing effort, investigations are not necessarily completed during the month in which the investigation is received. Most of the sites that are investigated are approved.

DISTRICT OFFICE	ADULT FURLOUGHS			JUVENILE HOME VISITS			WORK/STUDY RELEASE		
	req	compl	disap	req	compl	disap	req	compl	disap
1	223	213	33	13	19	1	4	4	1
2	207	212	28	36	28	4	0	0	0
3	123	123	15	7	7	1	0	0	0
4	223	223	48	15	15	6	0	0	0
5	266	163	34	15	6	3	3	3	0
6	253	146	70	27	15	4	20	11	3
7	454	390	75	107	94	25	0	0	0
8	260	260	62	47	47	10	0	0	0
9	164	156	0	27	27	0	3	3	0
10	272	195	64	48	39	19	5	5	0
11	134	88	28	28	14	4	2	2	0
12	294	277	35	83	73	18	0	0	0
13	175	107	6	47	21	3	0	0	0
TOTAL	3048	2553	498	500	405	98	37	28	4

INSTITUTIONAL PAROLE PROGRAM

Twelve institutional parole offices are located at major state institutions, with some of the offices covering more than one institution and all covering at least one satellite institution. They provide the services needed between the institution and the field staff to effect a smooth re-entry into the community of offenders released on parole. In addition, the district offices provide pre-parole planning and release services to the various county facilities for both state and county inmates, and to community pre-release centers for state inmates. Services other than those indicated below, such as pre-release interviews of individuals scheduled to be released at maximum expiration of sentence who have not yet paid their court mandated revenue obligation, have over taxed the current staff. In view of this there is evident a need for expansion in personnel at some locations, along for a need for a unit to service county facilities and pre-release centers.

State Institutional Parole Activities

Inst.	Parole Releases	Placement Releases	Pre-Parole Interviews	Inmate Requested Interviews	Parole Classes	Orientation Classes
NJTSB	427	43	1434	7	115	23
JMFS	214	17	379	212	93	206
MYCF	1431	80	2029	1940	142	53
ACWYCF	696	65	1103	254	260	21
GSRC	744	77	1148	713	273	40
EMCF	721	114	1219	1260	704	0
BSP	1228	324	2133	783	1100	0
MSCF	466	132	957	801	463	5
NSP	1047	193	1466	824	1540	3
EJSP	912	115	1306	805	677	27
RFSP	534	51	1199	1319	244	0
SSCF I&II	695	123	1237	1073	846	0
NJSP	265	43	1301	679	265	0
ADTC	863	123	1481	899	588	37
TOTAL	8578	1257	15760	9967	6161	341

**Bureau of Parole Annual Report for Fiscal Year 1993**

**District Office Institutional Parole Activities**

<b>District Office</b>	<b>Pre-Parole Interviews</b>	<b>Parole Releases</b>
1	552	560
2	958	1008
3	322	234
4	835	510
5	436	361
6	732	496
7	661	449
8	925	595
9	216	347
10	1065	543
11	556	426
12	1242	847
13	No routine involvement	
<b>Total</b>	<b>8500</b>	<b>6376</b>

While the pre-parole interviews conducted at the state institutions continue to show an increase each year (up 12.2% over last year), the interviews conducted by district office staff have now declined for two years in a row (down 7.1% from last year).

TEAM SUPERVISION

Team membership does not lessen a parole officer's individual caseload responsibilities. It does make his particular expertise, and that of other team members, available to the aggregate caseload. As of June 30, 1992, the districts reported the following team involvement:

- DO #1 - No longer operational.
- DO #2 - Two teams of three and two team of four.
- DO #3 - Two teams of three and two teams of four.
- DO #4 - One team of nine and one team of ten.
- DO #5 - Two teams of six.
- DO #6 - One team of five and one team of seven.
- DO #7 - One team of fourteen and one team of five.
- DO #8 - One team of three.
- DO #9 - One team of four and one team of seven.
- DO #10 - One team of five and one team of seven.
- DO #11 - Two teams of five and one team of four.
- DO #12 - No longer operational.
- DO #13 - Three teams of five.

It should be noted that the number, size and makeup of teams varies not only from district to district, but within each district from time to time depending upon availability of staff. In addition to the team structure cited above, each district also maintains individual caseloads for one-on-one supervision.

Team leaders usually are senior parole officers. They play an essential role in the field training of team members who are usually parole officers and may have significantly less experience. Team members usually cover caseloads of those on the team who are absent either because of illness or vacation.

Further, classification teams comprised primarily of the assistant district parole supervisor and senior parole officers, continue to meet periodically in each district office. They make decisions/recommendations regarding such casework matters as caseload assignment, status assignments and changes, VIPP match-ups, discharge consideration, and like matters.

## Bureau of Parole Annual Report for Fiscal Year 1993

### PAROLEE EARNINGS (Calendar 1990)

The Report of Parolee Earnings was last compiled for Calendar Year 1990. It revealed that there were 22,157 parolees under supervision in New Jersey during that year and they earned a grand total of \$61,360,280. Thirty-nine percent (39%) of all parolees were employed, 41% were unemployed, and 20% were unemployable. Four years earlier, as a result of the 1986 tally, there were 16,892 parolees under supervision in New Jersey and they had earned \$61,128,616. At that time, 50% were employed, 30% unemployed and 20% unemployable. Figures compiled for Calendar Year 1990 reflect the fact that the parolees surveyed were under supervision for shorter periods of time as compared to 1986. Further, the nature of the economy during 1990 as compared to 1986 may have had a significant impact on the employment rate and the grand total of earnings. Excluded from any factoring in these reports are those persons for whom the Bureau is responsible solely for the collection of revenue. In 1990, this amounted to 6,394 cases.

The report continues under review relative to content and timing. The latest document was produced via personal computer which allowed for the promulgation of graphs and charts not previously included. Perhaps every five years might be an appropriate time sequence for the publication of such a report.

### TRAINING

Orientation and On-the-Job Training: In addition to the Bureau-wide orientation provided periodically to a gathering of professional employees, each field officer hired is given a 30 day on the job training in the district office. Prior to assuming a caseload, each officer is given an orientation to office procedure and systems and is familiarized with the Administrative Manual. Then the officer is required to accompany experienced staff into the field for introduction to other agencies and the district caseload. The observations of the field officers daily activities is followed by performance under the critical scrutiny of veteran personnel. Caseload assumption does not transpire until after a full 30 days of intensified training.

Similar on-the-job training is also provided for those senior parole officers who assume the duties of a probable cause hearing officer. They, too, observe hearings being conducted by more experienced officers and then are under critical scrutiny in the performance of their new responsibilities until they feel comfortable in acting independently. Meetings are held at the Central Office to discuss emergent issues and to ensure as much procedural uniformity as is possible. Central Office also provides necessary reference material for the hearing officer's

## Bureau of Parole Annual Report for Fiscal Year 1993

ongoing use. The updated policy is distributed as the need arises.

The Bureau's district revenue coordinators attend quarterly training meetings at Central Office. Presentations are made by persons from other agencies involved in the collection and/or disbursement of funds. Central Office Revenue Unit staff provide ongoing collection and bookkeeping training to district staff.

**In-Service Training:** Training is held on a district office level usually at staff meetings where various concepts, procedures and agencies are introduced to staff. Bureau policy is reviewed at those district staff meeting when a portion of the Administrative Manual is read and discussed. Further, policy emanating at the managerial level is presented to staff at these forums. Finally, significant personnel from various community agencies with whom the district works directly are invited to the staff meetings to make presentations and answer staff questions.

**Basic Training Curriculum Development:** The Basic Training Curriculum and the attendant testing material has been completed, approved and implemented. A full cycle of the newest hired parole officers have been trained and successfully completed the course.

A new training committee has been formed and is currently involved in refining the existing curriculum to develop a basic training course for veteran officers in anticipation of the signing of legislation authorizing parole officers to be granted peace officer status.

**Other Training Activities:** Various personnel attended the following training:

- Rutgers Summer School of Alcohol and Drug Studies
- NBPA Annual Education and Training Conference
- American Probation and Parole Association (APPA) Annual Institute
- 1992 Conference - Community and Criminal Justice
- Effective Supervision of the Mentally Ill
- Probation Association of New Jersey Training Conference
- APPA Winter Training Institute
- MASCA Conference and Training Institute
- American Society of Addictive Medicine Criteria Seminar on DOS 6
- Utilization of Personal Computers
- Volunteers in Courts and Corrections of New Jersey Annual Training Institute

REVENUE COLLECTION PROGRAM

Revenue collection by the Bureau of Parole is authorized by statute. The Parole Act of 1979 and subsequent statutory amendments, along with N.J.S. 2C:46-4, allow the collection of certain revenues by the Bureau from persons who following conviction of an offense have been committed to the Department of Corrections, be they current inmates, persons on parole or persons who have completed the time portion of their sentence.

Violent Crimes Compensation Assessment (VCCB): A court imposed assessment against all adults convicted of an offense and juveniles adjudicated delinquent. The money that is collected by the Bureau is deposited in a Department of the Treasury general account and then transferred to a special account available to the Violent Crimes Compensation Board. This Board administers compensation to victims of violent crimes for loss of earnings and non-reimbursed medical expenses. The minimum assessment is \$50 for adults convicted of non-violent offenses and \$100 for adults convicted of violent offenses. For all juvenile offenders, the minimum amount is \$30. The maximum amount is \$10,000 for all violent offenders. Five dollars of the first \$30 of each assessment is applied toward the Victim/Witness Advocacy Fund administered by the Division of Law of the Department of Law and Public Safety. VCCB assessments, in accordance with statute, have first priority of payment and all payments are applied to this assessment until the assessment is paid in full.

Restitution: The court may award crime victims restitution for losses suffered. The State Parole Board may also require that a person granted parole make full or partial restitution, the amount of which is set by the sentencing court upon request by the Board. Statutorily restitution has second priority of payment after a VCCB assessment is paid in full.

Forensic Laboratory Fee (FLF): When disposing of charges attendant to the "Comprehensive Drug Reform Act of 1986", the Court must assess a criminal laboratory analysis fee of \$50 for each offense for which there is a conviction. Juvenile offenders shall be assessed \$25 for each adjudicated offense. The fees collected are disbursed in accordance with N.J.S. 2C:35-20, and are to defray the cost attendant to the laboratory analysis of substances taken as evidence. Forensic Laboratory Fees have third priority of payment.

Mandatory Drug Enforcement and Demand Reduction Penalty (DEDR): Each person convicted or adjudicated delinquent for a violation of any offense delineated in the "Comprehensive Drug Reform Act of 1986" must be assessed by the Court a DEDR penalty ranging from \$3000 for an crime of the first degree to \$500 for a disorderly or petty disorderly person offense. According to statute, all monies collected shall be forwarded to the Department of the

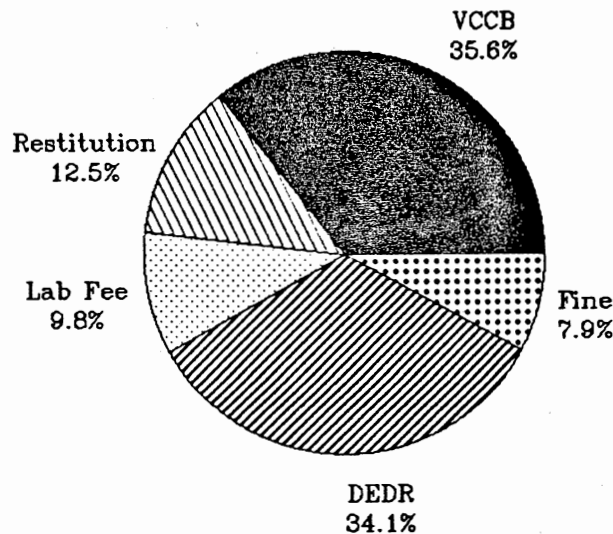
**Bureau of Parole Annual Report for Fiscal Year 1993**

Treasury to be deposited in a non lapsing revolving fund to be known as the "Drug Enforcement and Demand Reduction Fund". Monies in the fund shall be appropriated by the Legislature on an annual basis for the purposes of funding of the Alliance to Prevent Alcoholism and Drug Abuse and other alcohol and drug abuse programs. The DEDR penalty is the fourth priority of payment.

Fine: In addition to any or all of the above, the court may sentence a defendant to pay a fine in addition to a sentence of imprisonment. Fines are the fifth priority of payment.

Transaction Fee: For all persons convicted in Superior Court when the offense occurred on or after February 1, 1993, there is a transaction fee imposed on each payment or installment payment toward satisfaction of the above five types of revenue obligations.

**ALLOCATION OF COLLECTIONS**  
Fiscal Year 1993



The above graph depicts the allocation of the \$1,121,872 that the Bureau collected during the past fiscal year.

**Bureau of Parole Annual Report for Fiscal Year 1993**

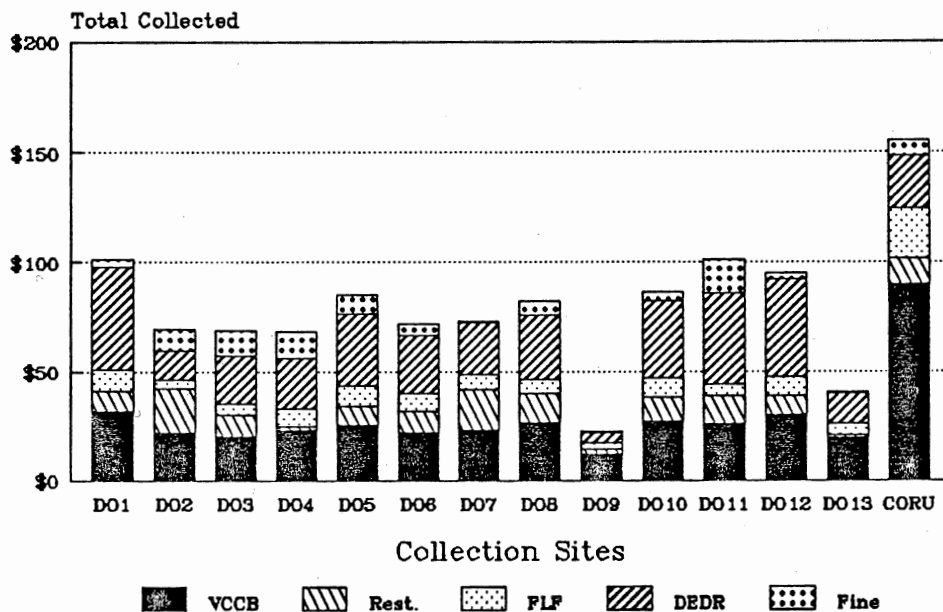
**Revenue Collection:** The Central Office Revenue Unit (CORU) reports, both by chart and graph, the following total Bureau collections by revenue obligation type and location of collection for Fiscal Year 1993.

DISTRICT	*VCCB PENALTY	*RESTITUTION	*FORENSIC LAB FEE	*DEDR PENALTY	*FINE	TOTAL
1	31,643	9,754	9,838	46,625	3,555	101,415
2	22,000	20,343	4,114	13,299	9,725	69,481
3	20,017	10,389	5,122	21,841	11,285	68,654
4	23,370	1,394	8,184	23,402	11,881	68,231
5	25,752	8,689	9,157	33,057	8,782	85,437
6	22,308	9,839	7,874	26,644	5,200	71,865
7	23,115	18,630	6,911	23,656	868	73,180
8	26,407	13,286	6,814	29,212	6,462	82,181
9	12,139	2,595	2,509	4,518	955	22,716
10	27,396	10,956	8,725	35,405	3,898	86,380
11	26,077	12,534	5,388	41,943	15,551	101,493
12	30,020	8,646	8,680	44,696	2,950	94,992
13	19,951	1,004	4,967	14,081	849	40,852
** CORU	89,719	12,510	22,204	23,634	6,928	154,995
TOTAL	\$399,914	\$140,569	\$110,487	\$382,013	\$88,889	\$1,121,872

\* All figures are rounded to the nearest dollar amount

\*\* Totals for CORU include amounts received through the efforts of Institutional Parole Officers

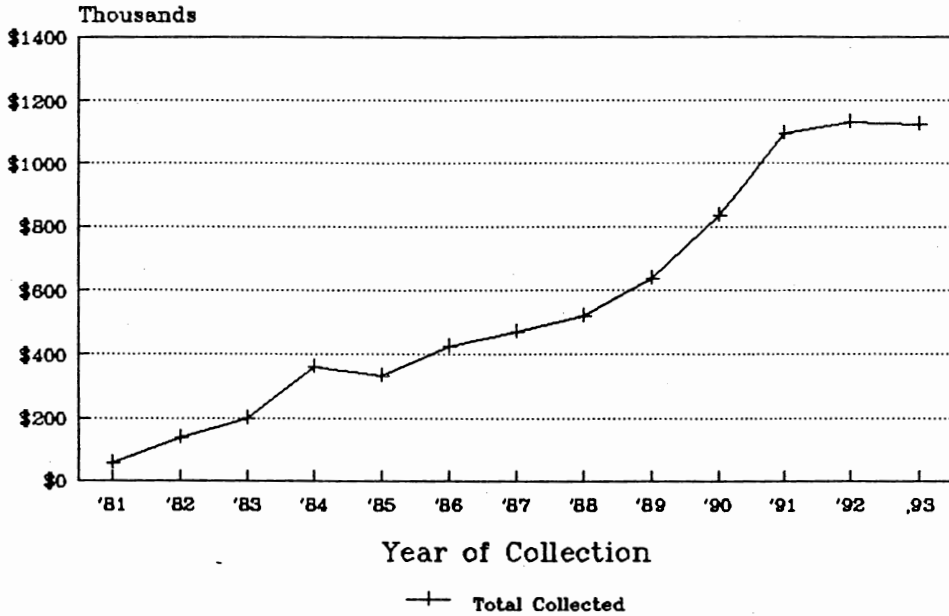
## FY 1993 REVENUE COLLECTIONS as of June 30, 1993



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For the third year in a row over one million dollars has been collected and the Bureau has collected \$7,325,314 since collections started in FY 1981. The following depicts the annual collection for each year since the inception of the Bureau's revenue collection program.

**ANNUAL BUREAU COLLECTIONS  
FISCAL YEARS 1981 to 1993**



The total recorded accounts receivable for the Bureau at the end of the fiscal year was \$57,996,117. This amount is broken down as follows:

DO #1	\$7,852,841	DO #8	\$5,484,642
DO #2	\$2,957,326	DO #9	\$1,876,810
DO #3	\$3,893,586	DO #10	\$2,174,556
DO #4	\$4,803,836	DO #11	\$5,438,527
DO #5	\$5,302,251	DO #12	\$3,844,438
DO #6	\$4,457,967	DO #13	\$2,215,264
DO #7	\$1,502,057	CORU	\$6,192,034

Central Office Revenue Unit (CORU) collections are from Department of Corrections deductions from inmate wages as per authorization of statutes dealing with deductions from inmate work release and institutional wages and regular payments from those inmates assigned to halfway houses. District Office collections are from parolees, and from inmates participating in the Home Confinement Program. Both CORU and the district offices collect from those individuals whose maximum sentence has expired, but revenue is still owed.

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Parolees are required to maintain a schedule of payments which is based on a realistic ability to pay. Revenue adjustment sessions and Probable Cause Hearings (part of the parole revocation process) are held for parolees who fail to make their scheduled payments.

All inmates/parolees who have reached the maximum date of their sentence (x-max) still owing revenue are also required to maintain a schedule of payments. Their debt may be referred to the Attorney General for collection when scheduled payments are not made if they have a known address and a source of income and/or assets. The Attorney General will bring a lawsuit or any such action as deemed appropriate to effect collection. Ten referrals were made during this past fiscal year from four of the district offices and CORU.

During the fiscal year, \$5,385 from twenty (20) cases was collected for the Bureau through the efforts of the Attorney General based on referrals by the Bureau. Of the total collection, \$3,995 was received as individual payments and \$1,390 was collected through the Set-Off of Individual Liability (SOIL) program through which the Department of Treasury deducts amounts from the individuals state income tax refund or home owners or renters rebate.

**Revenue Officers' Training:** The Central Office Revenue unit continued to arrange and host training sessions for the revenue officers from the district offices at the departmental central office complex. Trainers were CORU staff and guest speakers from various outside agencies that are involved in some aspect of the Bureau's revenue collection program. The training provided helps to ensure a more efficient and unified operation of the collection program and gives the staff a better understanding of the Bureau's relationship with the many agencies.

### **Central Office Revenue Unit Contacts with Other Agencies:**

\* U.S. Bureau of Prisons, Federal Wardens and/or Case Managers, U.S. Marshall Service, and U.S. Immigration and Naturalization Service regarding the payment of revenue obligations to New Jersey Bureau of Parole by federal inmates or detainees under the guidelines of the Federal Inmate Financial Responsibility Act

\* Various county probation departments regarding transfer of collection responsibilities for obligations owed

\* Administrative Office of the Courts regarding obligations owed by inmates resentenced to their Intensive Supervision Program

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- \* Various New Jersey Municipal Courts regarding obligations owed by inmates
- \* Various county prosecutors regarding confiscation of property to partially or wholly satisfy revenue obligations
- \* Violent Crimes Compensation Board regarding victim compensation and reimbursement
- \* New Jersey Bar Association's Client Security Fund regarding restitution to victims who were defrauded by New Jersey attorneys
- \* Receivables Management Section of the Department of the Treasury regarding write-offs of accounts of the deceased
- \* New Jersey Department of Labor's Division of Income regarding name and address of most recent employer for both delinquent payers and parole absconders
- \* New Jersey Department of Health's Bureau of Vital Statistics regarding verification of the death of persons with open accounts

### INTENSIVE SUPERVISION SPECIALTY PROGRAMS

At the close of the fiscal year, there were three special intensive supervision programs in operation; the Intensive Supervision and Surveillance Program (ISSP); the Intensive Parole Drug Program (IPDP); and the Juvenile After-Care Program (JAP). Senior parole officers are assigned to supervise the caseloads in these special programs as their experience has provided them with the expertise essential to meet the varied needs of the population supervised. Officers attempt to control the behavior of the parolees and/or inmates assigned to their supervision through casework and, if necessary, by removal from the community. The programs facilitate community reintegration of offenders while at the same time assuring public safety through the judicious use of the violation process. Officers provide direct counseling services when warranted and feasible, but when not, make direct referrals to the appropriate public and private community resource agencies. It is incumbent on the program staff to develop a network among law enforcement personnel who then can assist with the removal of violators from the community. The programs emphasize a pro-active supervision philosophy. Officers develop case plans with concrete goals and objectives which are updated as needed. The special programs are based upon the belief that smaller caseload size will enable officers to provide higher levels of both service delivery and monitoring of parolee and/or inmate activity. Ideally caseload size should not exceed twenty-five.

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At the end of the fiscal year 1993, there were 555 offenders in the various special intensive supervision programs. Of this number, 45% were in ISSP, 45% in IPDP and 10% were in JAP.

The electronically monitored Home Confinement Program began operation in September of 1989. The eligible offender population was both inmates and parolees. As a result of an incident occurring during April 1992 with one of the inmates in the program, the Department, at the beginning of FY 1993, put a halt to all new admissions. At that time there was an ongoing review of the entire program with the final decision being to discontinue the program as it then existed once all the participants had left the program through the normal course of events. The program population gradually diminished from 461 on July 1, 1992 until the last inmate was discharged on March 1, 1993 and the last parolee on March 22, 1993.

As the Home Confinement Program was being phased out the actual terminal monitoring was switched on November 23, 1992 from a Bureau Base Station operation to a contract with the vendor, whereby the vendor did the terminal monitoring and faxed necessary information to the Base Station for relay to the field officer.

During October 1992, the "county initiative" began with a county contracting with the Department to do the around-the-clock, twenty-four hour a day manned terminal monitoring and the participating county doing the field supervision and attendant field activities. By the latter part of the fiscal year the daily caseload average 50 from five participating counties.

During February 1993 the Base Station was phased out and replaced by the Bureau's around the clock duty officers housed with the Department's Central Communications Unit. Amongst other responsibilities, the duty officers continued the Base Station liaison task of relaying faxed messages from the Florida based vendor to the supervising authority.

**Intensive Supervision and Surveillance Program (ISSP):** The ISSP began operations in June of 1986. The program was designed and developed to provide a particularly intensive level of supervision for certain parolees requiring special attention. The philosophical foundation of the program is the belief that at any given time there are a number of individuals incarcerated who could safely be paroled providing that they participate in a highly structured program. All violations are dealt with swiftly and consistently either through modification of the parole treatment plan or through removal of the offender from the community.

**Intensive Parole Drug Program (IPDP):** The IPDP became operational in March of 1991. The goal of this program is to reduce recidivism through the use of specially trained officers, the use

## **Bureau of Parole Annual Report for Fiscal Year 1993**

of electronic monitoring (if appropriate) and the coordination of treatment with community based drug treatment programs. The supervision standards are the same as for the ISSP. As the fiscal year drew to a close, continuation of funding seemed doubtful for the IPDP.

**Juvenile After-care Program (JAP):** The JAP was established to create linkages between juvenile inmates or parolees and community based programs. It is a joint initiative between the Bureau of Parole and the Division of Juvenile Services, and is operational in two district offices, numbers 7 and 12. The underlying philosophy of the program is that smaller specialized caseloads will enable the juvenile after-care specialists to develop comprehensive case plans and to perform increased supportive and monitoring functions.

Juvenile after-care specialist are required to begin the case planning process and develop connections with community agencies prior to the release of an inmate on parole. By interfacing among community agencies, the institution and the parolee, the specialist is in a position to identify case needs and develop case plans. The specialists coordinate service delivery and supervisory functions with the county Youth Services Commissions. Supportive after-care services include counseling; utilization of vocational, educational, and employment resources; and the use of residential living arrangements. Smaller caseloads afford specialists the time to work extensively with family members to resolve problems which may negatively impact on the ability of the parolee to adjust positively in the community.

### **MISCELLANEOUS PROJECTS**

The Joint Connection's Parolee Employment Assistance Project which was responsible for applicant screening, testing, job development and placement for parolees in districts 2,7,9 and 13 was not refunded for fiscal 1993 and is no longer in existence.

Students from various colleges and universities continue to serve internships at the Bureau field sites as part of a cooperative arrangement involving the Volunteers in Parole Program.

### **OFFICE OF INTERSTATE SERVICES**

Previously a part of the Bureau of Parole in the former Division of Policy and Planning, the Office of Interstate Services was transferred on December 1, 1986 to what is now the Division of Operations. Although it is no longer a part of the Bureau of Parole, presently there is a procedure whereby the New Jersey

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cases residing out-of-state are placed on a New Jersey district office case count. The district then becomes responsible for maintaining the correspondence, follow-ups and certain decision making authority concerning these cases. They also maintain contacts, as necessary, with other states through the Office of Interstate Services. Similarly, the New Jersey cases who are residing out-of-state and who have completed the time portion of their parole still owing revenue obligations are being monitored by the district offices for collection purposes.

### VOLUNTEERS IN PAROLE PROGRAM

As a component of the Bureau of Parole, the Volunteers in Parole Program is designed to provide a pool of individuals from the community that are qualified and willing to assist the Bureau personnel in serving the varied needs of its many diverse clients.

The following volunteer categories reflect the service needs of the Bureau of Parole while giving an indication of the scope of ways in which volunteers can provide valuable assistance.

Casework Aide - works in conjunction with a parole officer to provide one to one supervision and crisis intervention.

Parole Officer Aide - assists the parole officer with various investigations and acts as officer of the day.

Professional Aide - a member of a profession offering specific services on an as needed basis.

Administrative Aide - works in a district office in an administrative or clerical capacity.

Student Intern - assumes the same role as parole officer aide. The category is the development of the cooperation between the Bureau and institutions of higher learning.

### TWO YEAR COMPARISON - TYPES OF VOLUNTEERS

	<u>FY 92</u>	<u>FY 93</u>
Casework Aide	1	0
Parole Officer Aide	0	0
Professional Aide	0	0
Administrative Aide	0	0
Student Aide	44	12
<b>Total</b>	<b>45</b>	<b>12</b>

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### NCIC/SCIC OPERATIONS

The primary responsibilities of the NCIC/SCIC operator is to enter all "wants", supplemental wants, modifications and cancellations as well as to obtain administrative inquiries, criminal histories and to take the necessary actions in notifying the Office of Interstate Services and the district office involved of any "hits". Further, unit personnel directs that a notice to "clear" appropriate entries is forwarded and follows up to assure that the action is taken. In addition, all entries (wants) and cancellations are relayed to the Department's Central Communications Unit daily where a mirror file is kept so as to provide 24 hour a day, 365 days a year verification of the status of wanted persons for requesting agencies.

As a prerequisite for staying in the system, a validation of a selection of previously entered records must be completed and notice of same given to the New Jersey State Police on a monthly basis.

The yearly computer activity was as follows:

Entries	1531
Cancellations	1195
Criminal Histories	3820
Modifications	49
Supplementals	1367
Notifications	843
Teletypes	3
<b>Total Transactions</b>	<b>8808</b>

### PUBLIC RELATIONS

Positive public relations contacts are always an essential responsibility of each Bureau of Parole employee. Parole failures tend to be well publicized, while parole successes, although a good deal larger in number, are understandably usually known only to a relatively few. Further, as the Bureau's responsibilities expand into larger, more complex programs, emphasis must be placed on educating the public as to the role that the Bureau plays in New Jersey today.

A random sampling of some of the direct contacts within the community where impact is notable is as follows:

ALCON Project of Newark  
Alliance of Information and Referral Service of N.J.  
American Correctional Association, New Jersey Chapter

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American Probation and Parole Association  
Asbury Park Drug Free Alliance  
Atlantic Mental Health Center Oasis Program  
Bayshore Youth and Family Services  
Bergen Pines Hospital Out-Patient Drug Counseling  
Burlington County Detectives Association  
Center of Love (a drug and alcohol counseling center)  
Delaware Valley Law Enforcement Association  
Drug Enforcement Agency  
Essex Substance Abuse Center, Inc.  
Evergreen Detox Program  
Genesis Program of Union County  
Hamilton Township Detectives Association  
Hispanic Information Center of Passaic  
H.O.P.E. for Ex-Offenders of Hackensack  
Juvenile Conference Committees  
Mercer County Community Guidance Center  
Mid-Atlantic States Correctional Association  
Monmouth County Family Net Team  
Monmouth County Juvenile Conference Committee  
Monmouth/Ocean Intelligence Bureau  
Morrow project  
Orange Drug and Alcohol Abuse Center  
Passaic County Detectives' Crime Clinic  
Passaic Valley/Northern Valley Detective Group  
Salvation Army  
Union County Investigators Association  
Tri-State Investigators Association  
Volunteers in Courts and Corrections of New Jersey  
Volunteers of America

- and a variety of police agencies, prosecutors offices and other community agencies.

Staff of the Bureau of parole served organizations in the following capacities:

James Copp, SrPO, as a member of the Board of Directors of the New Jersey Chapter of the American Correctional Association

Leslie Couillard, SrPO, as a member of the Board of Directors of the Alliance of Information and Referral Services of New Jersey

Alexander Domorski, SrPO, as a member of the Bayshore Youth and Family Services

W. James Erdmann, SrPO, as President of H.O.P.E. of Ex-Offenders of Hackensack

Martin Fitzgerald, SrPO, as a member of the Juvenile Conference Committee in Red Bank

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Susanne Pavelec, DPS, as a member of the Board of Trustees of the Volunteers in Courts and Corrections of New Jersey, and as a member of the Special Classification Review Board at ADTC

Mario Paparozzi, SPO, as Treasurer and a member of the Board of Directors of the American Probation and Parole Association

Catherine Evans, PO, as Secretary and member of the Burlington County Detectives association

### STATISTICAL TABLES

The figures which are compiled for and reported in the following charts and tables are completed manually from manually maintained records. Various staff members from several of the operating units are responsible for this work in conjunction with many other job responsibilities. Therefore, a margin of error must be allowed.

At the start of last Fiscal Year 1992, the Bureau changed the manner in which statistical records were maintained in order to more realistically reflect the type and volume of the caseload responsibilities of the Bureau. But, as all records are still maintained manually, this conversion has in itself created a margin of error. During Fiscal Year 1993 the Bureau embarked on a mission of error correction preparatory to a conversion to total electronic record keeping. Due to these processes many comparisons to figures of prior years cannot be made. Hopefully, within a year or two comparisons can again be made, which in turn may allow for trend projections.

The categories of cases for which the Bureau is responsible are broken down as follows:

- \* general supervision cases with sub-categories by commitment type. These are both state and county sentenced parolees still serving the time portion of their sentence and residing in New Jersey.

- \* New Jersey cases residing out-of-state with no sub-categories. These are persons paroled from New Jersey state institutions and residing in another state while still serving the time portion of their sentence.

- \* revenue collection only cases with no sub-categories. These are state sentenced cases where the time portion of their sentence has expired, yet they still owe court imposed penalties, restitution, fees and/or fines.

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\* Home Confinement Program cases who are state sentenced inmates while they participate in the electronically monitored Home Confinement Program.

Not included are certain state sentenced inmates from various institutions for which the Bureau is responsible for the monitoring of their activities while they are on furlough/work release.

**Caseload** (See Table 1)

On June 30, 1993, the Bureau of Parole was responsible for 35,938 cases of which 18,488 were general supervision cases, 1,372 were New Jersey cases residing out-of-state, 16,078 were revenue collection only cases and there were no inmates in the Home Confinement Program.

Under Supervision 7/1/92.....	31,086
Total Cases Added.....	19,007
Total cases Supervised.....	50,093
Total Cases Dropped.....	14,155
Under Supervision 6/30/93.....	35,938

**Returns to the Institutions** (Tables 2 and 2A)

Figures concerning the recidivism rate require some elaboration. The percentages are based on the total general supervision cases supervised during the year, which because of the current decentralized manual record keeping process includes cases transferred between district offices. Further those sentenced subsequent to the expiration of maximum sentence for crimes committed while under parole supervision are not included in the commitment or recommitment figures. However, cases still under general supervision who are sentenced for crimes committed prior to the parole date are included in the figures. The revocation process for solely technical violations can only be initiated when the violations are interpreted as serious and/or persistent. In accordance with the Parole Act of 1979 as amended, proceedings cannot be initiated against those who admit guilt to a new offense or those whose arrests were under circumstances which might indicate prima fascia evidence of their guilt unless approval to do so is received from the State Parole Board. Returns to the institutions by commitments and technical violations during the fiscal year 1992-1993 were 11.9% of the Bureau's general supervision caseload. The court commitment/recommitment rate was 2.1% and the technical violation rate was 9.8%. As indicated previously these figures cannot be compared to prior years due to the record keeping conversion.

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### **Missing Cases** (Tables 3 and 3A)

The percentage of general supervision missing cases on June 30, 1993 in relation to the total number of general supervision cases at that time was 11.4%. Perhaps because of both the change in record keeping and the error correction, this represents a greater increase (1.7%) over the rate last year than the increase last year over the previous year (.5% increase).

### **Supervision** (Table 4)

In the course of supervising the Bureau's caseload during Fiscal Year 1993, the Bureau field staff made a grand total of 397,317 supervision contacts and 42,613 investigation contacts. A total of 136,251 hours of the officer's time was spent in the field and the state vehicles assigned to the district offices were driven 1,273,591 miles.

### **Conclusion**

In spite of the change in record keeping two fiscal years ago, the Bureau of Parole is still reliant solely on its components for the manual submission of information from which statistical data can be compiled. Efforts continue by Department personnel to bring the mainframe programming of the Offender Based Correctional Information System in line with the Bureau's needs. Once this is completed, the Bureau will be able to convert exclusively to electronic record keeping and to electronically generate the various statistical information.

TOTAL CASES UNDER SUPERVISION - FISCAL YEAR 1993 (BY COMMITMENT TYPE)

DISTRICT OFFICE 1-13 & CORU

TABLE #1

CATEGORY	TOTAL FIRST OF YEAR	ADDITIONS			INTERNAL CHANGES					DELETIONS							TOTAL		TOTAL END OF YEAR
		RE-LEASE	PAROLE	TRANS-FER IN	*FROM		*TO			RE-COMMIT	PV OR RE-TURN	MAX OR PAID	DISCHARGE FROM PAROLE OR EMHC	DEATH	RE-CALL	TRANS-FER OUT	ON	OFF	
					GENR SUPER-VISION	SPOP	GENR SUPER-VISION	SPOP	SS ONLY										
* SPOP	1452	17	522	0	1	524	0	179	0	3	37	181	45	5	0	2	718	798	1372
** SS X-MAX REVENUE	11093	2513	0	187	0	0	0	0	3833	1056	0	353	0	17	1	121	6533	1548	16078
EMHC INMATES	518	15	0	14	0	0	0	0	0	0	146	0	385	0	0	16	29	547	0
G GN	25	0	16	1	5	0	0	0	0	0	0	12	0	0	0	1	17	18	24
E WN	992	18	743	47	280	0	31	0	0	17	176	138	3	1	1	58	839	674	1157
N CO-F	240	6	512	1	0	0	1	0	0	1	18	525	10	0	0	7	520	561	199
E OS-F	58	0	19	15	0	0	0	0	0	0	0	21	5	0	0	14	34	40	52
R SUB-TOTAL																			
A FEMALE	1315	24	1290	64	285	0	32	0	0	18	194	696	18	1	1	80	1410	1293	1432
L JN	609	5	740	12	231	0	4	0	0	83	130	273	6	1	0	14	761	738	632
S YN	2255	24	552	59	187	0	39	0	0	96	361	244	10	11	2	36	674	947	1982
U PN	11316	219	8656	466	3131	0	273	0	0	468	2496	1656	71	92	10	468	9614	8392	12538
P DN	57	0	11	2	0	0	1	0	0	1	4	5	1	0	0	2	14	13	58
V CO-M	1765	32	3128	25	2	0	0	0	0	29	89	3681	4	1	0	16	3185	3822	1128
OS-M	706	0	283	147	0	0	0	0	0	11	39	146	38	9	0	175	430	418	718
R SUB-TOTAL																			
MALE	16708	280	13370	711	3551	0	317	0	0	688	3119	6005	130	114	12	711	14678	14330	17056
TOTAL GENERAL SUPERVISION	18023	304	14660	775	3836	0	349	0	0	706	3313	6701	148	115	13	791	16088	15623	18488
*GRAND TOTAL	31086	2849	15182	976	3837	524	349	179	3833	1765	3496	7235	578	137	14	930	23368	18516	35938

\* LEGEND: SPOP - NEW JERSEY CASE RESIDING OUT-OF-STATE  
 \*\* SS X-MAX REVENUE - RECORDED REVENUE  
 GENR SUPERVISION - GENERAL SUPERVISION

GRAND TOTAL - GENERAL SUPERVISION  
 + SPOP + SS X-MAX REVENUE  
 + EMHC INMATES

Internal Changes	4361	TOTAL ADDITIONS AND REMOVALS	TOTAL TIME	19860	PAROLEE CASELOAD	35938
From	4361	ADDITIONS	TOTAL REVENUE	16078	COUNTY CASES	1327
To	4361	REMOVALS				

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**TABLE #2**

**NUMBER AND PERCENTAGE OF RETURNS TO INSTITUTIONS  
BASED ON TOTAL NUMBER SUPERVISED  
BY DISTRICT  
1992-1993**

Districts	Total Number Supervised During Year	NUMBER AND PERCENT OF VIOLATORS				TOTAL	
		Committed or Recommitted		Returned as Technical Violators		Number	Percent
		Number	Percent	Number	Percent		
1. Clifton	2739	60	2.19%	193	7.05%	253	9.24%
2. East Orange	2593	30	1.16%	112	4.32%	142	5.48%
3. Red Bank	1859	49	2.64%	227	12.21%	276	14.85%
4. Jersey City	3256	63	1.93%	335	10.29%	398	12.22%
5. Elizabeth	2390	29	1.21%	341	14.27%	370	15.48%
6. Trenton	2903	73	2.51%	237	8.16%	310	10.68%
7. Camden	3200	44	1.38%	633	19.78%	677	21.16%
8. Atlantic City	2792	59	2.11%	375	13.43%	434	15.54%
9. Newark-East	1984	37	1.86%	71	3.58%	108	5.44%
10. Vineland	1995	23	1.15%	296	14.84%	319	15.99%
11. New Brunswick	2083	67	3.22%	129	6.19%	196	9.41%
12. Paterson	3239	115	3.55%	205	6.33%	320	9.88%
13. Newark-West	2729	57	2.09%	159	5.83%	216	7.91%
<b>TOTAL</b>	<b>33762</b>	<b>706</b>	<b>2.09%</b>	<b>3313</b>	<b>9.81%</b>	<b>4019</b>	<b>11.90%</b>

Revenue only cases and New Jersey cases residing out-of-state are not included in these figures

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TABLE #2A

NUMBER AND PERCENTAGE OF RETURNS TO INSTITUTIONS  
 BASED ON TOTAL NUMBER SUPERVISED  
 BY COMMITMENT TYPE  
 1992 - 1993

Districts	Total Number Supervised During Year	NUMBER AND PERCENT OF VIOLATORS				TOTAL	
		Committed or Recommitted		Returned as Technical Violators		Number	Percent
		Number	Percent	Number	Percent		
		Number	Percent	Number	Percent	Number	Percent
Juvenile Females	42	0	0.00%	0	0.00%	0	0.00%
Adult Females	1800	17	0.94%	176	9.78%	193	10.72%
Out-of-State Female	92	0	0.00%	0	0.00%	0	0.00%
County Females	759	1	0.13%	18	2.37%	19	2.50%
Juvenile Males	1366	83	6.08%	130	9.52%	213	15.59%
Youth Males	2890	96	3.32%	361	12.49%	457	15.81%
Adult males	20657	468	2.27%	2496	12.08%	2964	14.35%
Sex Offender (ADTC)	70	1	1.43%	4	5.71%	5	7.14%
Out-of-State Males	1136	11	0.97%	39	3.43%	50	4.40%
County Males	4950	29	0.59%	89	1.80%	118	2.38%
<b>TOTAL</b>	<b>33762</b>	<b>706</b>	<b>2.09%</b>	<b>3313</b>	<b>9.81%</b>	<b>4019</b>	<b>11.90%</b>

Revenue only cases and New Jersey cases residing out-of-state are not included in these figures

TABLE #3

RECORD OF GENERAL SUPERVISION MISSING CASES  
 BY DISTRICT  
 1992-1993  
 GRAND TOTAL

Institution	CASELOAD ON 6/30/93	Missing as of 6/30/92	Became Missing Between 7/1/92 and 6/30/93	Total Missing	Accounted for Between 7/1/92 and 6/30/93	Total Missing 6/30/93	NET CHANGE	PERCENT OF MISSING IN RELATION TO CASELOAD ON 6/30/93
1. Clifton	1403	103	163	266	149	117	14	8.3%
2. East Orange	1460	100	119	219	69	150	50	10.3%
3. Red Bank	954	76	91	167	79	88	12	9.2%
4. Jersey City	1961	202	288	490	221	269	67	13.7%
5. Elizabeth	1315	111	179	290	149	141	30	10.7%
6. Trenton	1691	180	29	209	50	159	-21	9.4%
7. Camden	1720	268	375	643	260	383	115	22.3%
8. Atlantic City	1459	79	125	204	89	115	36	7.9%
9. Newark-East	1139	134	63	197	83	114	-20	10.0%
10. Vineland	977	115	176	291	159	132	17	13.5%
11. New Brunswick	1190	49	111	160	77	83	34	7.0%
12. Paterson	1824	159	197	356	166	190	31	10.4%
13. Newark-West	1395	171	92	263	96	167	-4	12.0%
TOTAL	18488	1747	2008	3755	1647	2108	361	11.4%

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TABLE #3A

RECORD OF GENERAL SUPERVISION MISSING CASES  
 BY COMMITMENT TYPE  
 FISCAL YEAR 1992-1993  
 DO#1-13

Institution	CASELOAD ON 6/30/93	Missing as of 6/30/92	Became Missing Between 7/1/92 and 6/30/93	Total Missing	Accounted for Between 7/1/92 and 6/30/93	Total Missing 6/30/93	NET CHANGE	PERCENT OF MISSING IN RELATION TO CASELOAD ON 6/30/93
GN	24	3	3	6	2	4	1	16.7%
WN	1157	135	135	270	116	154	19	13.3%
OS-F	52	2	2	4	1	3	1	5.8%
CO-F	199	21	21	42	14	28	7	14.1%
JN	632	68	69	137	70	67	-1	10.6%
YN	1982	317	192	509	217	292	-25	14.7%
PN	12538	1063	1519	2582	1142	1440	377	11.5%
DN	58	7	3	10	1	9	2	15.5%
OS-M	718	21	8	29	19	10	-11	1.4%
CO-M	1128	110	56	166	65	101	-9	9.0%
TOTAL	18488	1747	2008	3755	1647	2108	361	11.4%

TABLE #4  
SUMMARY OF DAILY RECORDS OF ACTIVITIES  
1992-1993

District Office	OFFICE AND FIELD CONTACTS													REPORTS SUBMITTED							HOURS		MILEAGE					
	TYPE OF CONTACT (1)									SUPERVISION (2)				INVESTIGATIONS (3)			SUPERVISION (4)		INVESTIGATIONS (5)			SUMMARIES SUBMITTED (6)			OFFICE	FIELD	STATE	PER-SONAL
	C	E	H	N	O	S	PCH	FRH	P	PO	R	P	N	F-19	F-21	PP	SR	DR	TR	TS								
DO #1	7030	459	5868	3235	9842	9	134	179	19137	18080	2230	1463	897	1858	2305	1034	306	12	135	345	14907	11908	137576	482				
DO #2	1952	91	4225	2343	9091	5	78	42	12504	6103	648	788	833	470	788	918	274	0	84	209	14954	6089	34534	738				
DO #3	10983	433	7805	3880	10760	34	162	83	18680	19342	1890	1746	579	1217	1673	864	105	3	101	288	14326	11989	104425	0				
DO #4	8496	122	4020	1794	14762	3	402	154	22052	13276	2624	1380	381	2273	1886	1595	590	0	79	13	20447	7403	63186	188				
DO #5	7085	147	7025	2480	11332	81	279	130	23627	12553	1800	3492	1600	1403	1549	1168	251	10	94	306	16662	17910	76057	48				
DO #6	7713	486	7947	4285	13074	61	191	126	18726	14819	2175	2451	820	1337	1834	1500	9	27	196	508	17311	11950	97958	0				
DO #7	7856	318	13808	6995	22720	13	657	342	32224	26554	4962	6059	1217	2363	3547	2474	1253	9	173	583	24317	12211	126842	0				
DO #8	11228	370	8438	3306	14670	23	568	151	18705	20521	2546	2423	1185	2054	2658	1933	295	30	177	544	11858	12360	132731	0				
DO #9	2529	386	6315	2552	8548	20	148	43	13711	7804	1029	1450	1283	1420	1484	1320	0	0	177	301	14037	9220	53102	12				
DO #10	11467	387	4537	2236	14762	2262	389	88	17692	21583	2625	1437	622	1807	2578	1632	615	14	142	441	11787	9421	169581	0				
DO #11	5029	302	4894	1958	10108	34	1611	1273	16814	13974	2634	2350	544	1229	1514	1167	325	21	151	448	15497	8438	77756	553				
DO #12	7345	277	5423	2631	15841	57	1256	100	36413	16415	4580	3805	1550	1790	2598	2044	367	1	111	581	16164	10902	160936	2606				
DO #13	3448	139	4563	2104	9808	6	215	103	13545	8404	829	1661	657	788	1236	1333	404	3	107	291	14814	6450	38907	84				
TOTAL	92123	3917	84668	39779	165318	2808	6090	2614	263830	197428	30572	30485	12128	20009	25648	18982	4794	130	1737	4856	207081	136251	1273591	4671				
GRAND TOTAL	397,317									491,830				42,613			45,857		23,776			6,723			343,332		1,278,262	

Legend:

(1) C - Community contact other than E or S  
E - Employment Contact  
H - Home Contact  
N - Visit Made - No Contact  
O - Office Contact  
S - School Contact  
PCH - Probable Cause Hearing  
RH - Revocation Hearing

(2) P - Positive Contact with parolee  
PO - Positive Contact other than Parolee  
R - Case review with or without parolee

(3) P - Positive Contact  
N - Negative Contact

(4) F-19 Chronological Report  
F-21 Special Report

(5) PP - Preparole  
SR - Special

(6) DR - Discharge Summary  
TR - Transfer Summary  
TS - Termination Summary