

974. 901

P153

C.3

PROPERTY OF NEW JERSEY STATE LIBRARY
ANNUAL REPORT

SEP 4 - 1984
185 W. State St.
Trenton, N.J.

STATE OF NEW JERSEY

DEPARTMENT OF CORRECTIONS

DIVISION OF POLICY AND PLANNING

BUREAU OF PAROLE

Whittlesey Road (P.O. Box 7387)
Trenton, New Jersey 08628

Fiscal Year July 1, 1983 - June 30, 1984



John P. Zerillo
Assistant Commissioner

Donald Ide
Senior Parole Officer

Fred B. Holley, Chief
Bureau of Parole

Victor R. D'Ilio
Assistant Chief

New Jersey State Library

CONTENTS

Mission.	Page 1
Major Objectives	Page 1
Performance.	Page 2
Anticipated Needs and Issues	Page 4
Major Units.	Page 5
Highlights	Page 6
Developments	Page 8
Personnel.	Page 9
Caseload	Page 11
Discharge Prior to Expiration of Maximum	Page 11
Probable Cause Hearings.	Page 11
District Parole Supervisor's Decisions	Page 12
Ratio of Field to Office Time.	Page 12
Treatment.	Page 13
Night Visits	Page 13
Casebook Reviews	Page 13
Comprehensive Employment and Training Act/Job Training and Partnership Act	Page 14
Furlough/Home Visit/Work/Study Program	Page 14
Institutional Parole Program	Page 17
Parole Advisory Committee.	Page 18
Team Supervision	Page 18
Parolee Earnings (Calendar 1983)	Page 19
Training	Page 19
Revenue Program.	Page 20
Parole Resource Office and Orientation Facility.	Page 24
Special Projects	Page 31
Office of Interstate Services.	Page 31
Volunteers in Parole Program	Page 32
NCIC/SCIC Operations	Page 34
County Identification Team	Page 34
Public Relations	Page 35
Note	Page 37
Caseloads.	Page 37
Return to Institutions	Page 37
Missing Cases.	Page 38
Supervision.	Page 38
Conclusion	Page 38
Charts and Tables follow	

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:

1. To provide appropriate investigation and effective supervision for those persons paroled from state and county correctional facilities and from other states which release offenders to programs in New Jersey. Bureau of Parole involvement with offenders begins while they are inmates, continues through the period of parole supervision, extends beyond the maximum expiration date whenever parolees have not completed revenue payments, and is available on an informal basis when ex-offenders seek counselling or delivery of services.
2. To improve the level of community protection against parolees whose potential for recidivism is high by use of surveillance, urine monitoring, mental health treatment services, and ongoing cooperation with law enforcement agencies.
3. To meet the legislative and administrative mandates regarding court assessed revenues (penalty, restitution, and fine).
4. To assure the proper and orderly movement of correctional clientele across state lines in accordance with the Juvenile Compact, the Parole and Probation Compact, the Corrections Compact, the Agreement on Detainers and the uniform extradition act.
5. To increase community participation in the reintegration process by involving citizen volunteers from both the private and public sectors in Bureau programs.

MAJOR OBJECTIVES

1. To increase field staff's ability to respond appropriately to individual parolee's needs, the reduction of caseloads below the present 1:79 ratio being a high priority.
2. To facilitate preparation of some 8000 state and county inmate's release to parole supervision and to serve in a liaison role between personnel of correctional institutions and training schools and Bureau of Parole field staff.
3. To provide an alternative to reconfinement of some 200 offenders by use of community-based residential facilities for parolees who are failing to satisfactorily meet certain parole conditions.
4. To provide United States Supreme Court mandated hearings for approximately 2000 parolees whose adjustment has deteriorated markedly in one or more serious aspects.
5. To provide a program for 20 additional interested and qualified citizens from all walks of life who wish to serve as volunteers in the Bureau's effort to reintegrate adult and juvenile parolees from correctional institutions and training schools.
6. To collect, safeguard, and deposit some \$400,000 in penalties, fines and restitutions levied against offenders by the sentencing court, or by the Parole Board. To vigorously pursue delinquent accounts and to initiate formal collection procedures whenever offenders are unresponsive to Bureau efforts to elicit payments.

7. To facilitate client movement, by legitimate means, to any area of the country which may be required to meet the needs of the larger criminal justice community and/or to provide a broader range of alternatives/opportunities to approximately 1000 offenders.

PERFORMANCE

In that nearly 90 percent of parolees complete the parole period successfully, parole officers are performing a highly cost-effective function. A parole officer's yearly salary and share of office and vehicular expenses total less than the cost of keeping two inmates in a maximum security institution.

Over the last five years the Bureau's average daily caseload has gone from 8000 to over 13,000. The total number of parolees processed in one year also has shown a pronounced increase, particularly since the Bureau was given responsibility for hundreds of offenders committed to and subsequently paroled from county correctional institutions. Responsibility for these relatively short-term county cases has helped raise the total number of offenders processed throughout the year from 11,000 to approximately 11,500. Both daily and yearly totals are expected to continue increasing. Numerical increases have been accompanied by increases in the complexity of parole officer duties and in the number of offender groups served.

While there has been a marked reduction in generic parole conditions, the Parole Board makes wide-ranging use of Special Conditions. Thousands of parolees are under specific obligations via imposition of various Special Conditions. Frequently Special Conditions mandate the acquisition of particular professional services, or certain volunteer efforts, where necessary facilities are not readily available.

Both generic and Special Conditions must be monitored by Parole Bureau personnel regarding compliance. Where persistent/serious non-compliance is found, Bureau field staff must advise the Board via a formal, structured hearing (legal counsel and witnesses present). Such hearings are time-consuming and may, in essence, be duplicated should the initial hearing officer conclude that parole is to be revoked.

The Board's expanding role with county correctional institution cases has necessitated greatly increased Bureau activity in the areas of pre-release services, investigations, and supervision. Whenever case developments may cause the Board to make last-minute additions to lists of potential parole candidates, the Bureau has to make a priority response and, of necessity, reschedule other less urgent business which then can become urgent because of the enforced delay in completion. Bureau involvement with county correctional institution cases may be for a relatively short period when compared to state commitments, but county offenders comprise a volatile, multi-problem group, many of whom require as much planning and supervision as state offenders.

The Bureau's legislatively mandated takeover of responsibility for juvenile offenders formerly paroled to the Division of Youth and Family Services, presented another need for delivery of service to an offender group without an increase in Bureau staff. The acquisition of new Bureau positions would be particularly welcome in that these youngest of the state's parolees can, with little or no advance notice, become involved in crisis situations which demand an inordinate amount of staff time to effectively resolve. Many are capable of rapidly exhausting personal resources, unfettered by concern for long range consequences.

By legislative mandate, the Bureau entered into collection of penalties, fines, and restitution, assessed against prisoners committed to the custody of the Commissioner, Department of Corrections. Some three quarters of a million dollars have been collected. Several millions list as collectibles.

Collections, record keeping, and the making of deposits are carried on at district offices and at the Central Office. Collection efforts extend to all obligated New Jersey parolees living out-of-state. Bureau collections activities are under review not only by departmental auditors but also personnel from the office of Legislative Services and the Treasury Department's audit unit.

In addition to duties as Collector, the Bureau disburses "gate" money and "mini-grants" at the district office level for state and county prisoners being paroled from county correctional facilities. It also distributes inmate wage checks. The Bureau's ability to purchase services on a limited basis in response to crisis situations involving medical, dental, or sustenance needs, as well as transportation and tools for the early stages of employment, has proven effective in helping to stabilize parolee adjustment patterns.

Refinement of home visit and furlough standards for juvenile and adult inmates has increased the Bureau workload. The fact that juvenile commitments are immediately eligible for parole consideration has forced Bureau members to accelerate investigative contacts regarding proposed community sites. Work release and study/release programs further involve the Bureau in community activity on behalf of prisoners, including the provision to employers and educators of a follow-up service on absenteeism, performance, and particular inmate goals and aspirations. Should work release and furlough privileges be given state prisoners housed in county facilities, the Bureau will face an appreciable increase in activity.

Institutional parole staff service all penal and correctional institutions and training schools. Staff members conduct personal interviews with inmates, counselling on specific matters to resolve problems, and to develop suitable pre-parole plans. Staff members afford every inmate pre-release classes. They also assist inmates in obtaining necessary clothing and transportation from institutions to residences. The increase in use of home visits and furloughs and the number of state prisoners in county correctional facilities have added considerably to the workloads of institutional parole office staff. Because of this increase in workloads for institutional parole staff, field staff have been pressed into assisting them. This provision of assistance causes backlogs in completion of regular field assignments.

The Office of Interstate Services is an operations component of the Central Office. It is charged with assuring the proper and orderly movement and the monitoring of corrections clientele across state lines. Over 800 New Jersey parolees reside out-of-state while some 500 individuals paroled from other jurisdictions reside in New Jersey. Other aspects of OIS responsibilities include initiating and following up action on various aspects of matters pertaining to inmates (both convicted and pending dispositions) across jurisdictional lines.

The Bureau's residential facility - PROOF - is the only unit in the state which provides around-the-clock, short term alternatives to confinement of selected parole violators. Also it assists parolees who are at a temporary loss to cope with personal and community situations. PROOF maintains an all hours hotline telephone service for parolees, their relatives, law enforcement units, and the general public. Counselling by staff members has expanded to include concerned relatives and friends of parolees. Development of other PROOF facilities is essential, if the needs of youngsters, women, and geriatric cases are to be met. There is ongoing need for a South Jersey PROOF so that adult failures do not have to be carried across the state for shelter and counselling, far from the areas in which they eventually will have to make a stabilized community adjustment. PROOF's value has been amply demonstrated for nearly fourteen years, in a densely populated North

Jersey environment. Bureau personnel have the knowledge and ability to assure the successful operation of a PROOF in South Jersey.

The Bureau's Probable Cause Hearing Unit was developed in response to the Supreme Court's Morrissey Brewer mandate that alleged violators receive pre-return hearings. No parolee is exposed to parole revocation unless he has first been accorded the opportunity to participate in a hearing at which he may have counsel. Some 2,000 hearings are held yearly by senior parole officers from nine district offices and the Central Office. This obligation to serve as probable cause hearing officers takes them from casework assignments and diminishes the Bureau's ability to cope with more recalcitrant parolees.

The Volunteers in Parole Program has a limited function in all nine district parole offices. Originally, volunteers were recruited only from the legal profession, lawyers paired with parolees on an individual basis. Expansion of the volunteers' role and a widening of the base from which they are drawn have allowed interested individuals from various walks of life to offer their special talents to the reintegration process. As the scope of the volunteer program is increased, training and guidance services to volunteers must be expanded to meet certain interests: some volunteers seek an ongoing relationship with parolees while others request only particular situational involvement. Because of life experience, including (in some cases) very serious criminal histories and many years of imprisonment, parolees pose marked problems in terms of finding volunteers capable of developing an effective relationship with them.

ANTICIPATED NEEDS AND ISSUES

The Bureau's efforts to increase responsiveness to demands upon its services will require additional administrative and personnel resources.

Institutional parole office services have been expanded to meet the needs of state prisoners serving state sentences in county correctional facilities and the needs of the county correctional institution cases which come under jurisdiction of the State Parole Board. There is need for additional expansion to provide services to inmates housed in community residential centers (both pre-release facilities and those units which are satellites for adult and juvenile institutions). Institutional parole office personnel face increasing involvement in furlough, home visit, work/study release, and revenue collection activities and present staff cannot cope with the expanding workload. With staff increases, more attention can be given to in-depth counselling and pre-release planning, not only with inmates but with their relatives and friends.

A Revenue Collection and Service Unit has been structured from existing staff. This structure has placed additional strain upon field personnel in the discharge of their supervisory/investigative responsibilities toward parolees and inmates. The revenue collection activities of the Bureau are becoming more complex as staff seeks payment of penalty, fine and restitution. In the past year, penalty assessment on juvenile commitments began. Tracking recipients of revenue payments is complicated, particularly in regards those slated to receive restitution.

Present staffing patterns in the Office of Interstate Services should be expanded to meet increased demands. Over 400 New Jersey sentenced inmates are presently serving time in other states prior to return to commence service of sentence here. Certain case monitoring is essential. Each inmate paroled from a N.J. institution to another state leaves with a revenue obligation which requires certain efforts toward collection. A more elaborate involvement in the corrections compact might be to the state's advantage. Assuring backups in times of absence and during periods of peak work flow in this unit is essential.

The Central Office needs a head bookkeeper to help assure that revenue collection, disbursement of gate money, mini-grants, inmate wages, and payments for medical services and for meeting costs of resolving emergency situations (food, shelter, clothing, etc.), are handled in an efficient, professional manner. The bulk of Bureau records are maintained by manual systems which do not lend themselves to easy updating. Computer terminals are vital to the Bureau's addressing fiscal management needs in an efficient, cost-effective manner. Such terminals also can serve a dual role, by aiding in case management through criminal history record checks, motor vehicle look-ups, reduction of response time to law enforcement inquiries, and the tracking of parolee movement both within the state and among various states.

Past staff increases have reduced officer caseload averages to the high 70's. Additional parole officers and senior parole officers are needed to fully implement the weighted workload and team concept. Supervision of county correctional institution parolees calls for a staff increase, as does the Bureau's assumption of supervision of all parolees previously supervised by the Division of Youth and Family Services. Furlough and home visit programs are placing increasing demands upon Bureau services, particularly where juvenile offenders are concerned. Because the Parole Board no longer has any obligation regarding revenue collection in those cases whose time portion of sentences has expired, Bureau personnel is involved in time-consuming activities as they seek leverage from the courts to enforce payment. With Parole Board use of extended maximums via loss of commutation time, for various violations of the parole contracts, caseloads become heavier as does the record keeping attendant to changes in maximum expiration dates.

An increase in the staff of Volunteers in Parole Program is of particular significance since the Bureau now has responsibility for the very youngest of the state's paroled offenders. Recruiting and training volunteers from a wide range of backgrounds would provide a bank of resource persons who could assist whenever parolees' emotional or physical needs require intervention without sanction. Enthusiasm on the part of volunteer candidates is essential, but not enough; adequate training is vital if misdirection and exploitation are to be avoided.

A full-time training unit is necessary to the professional growth of employees. New duties, new programs, changes in the pertinent statutes, and administrative codes refinements have exposed staff to a variety of procedural changes which demand specific training if response is to be adequate. The training units would carry the additional duty of evaluating recruitment and assessment techniques. Professional growth of the Bureau's over three hundred employees can no longer be assured by pressing line staff into the additional duties of attempting to keep colleagues conversant with law enforcement, legal and correctional state-of-the-art.

MAJOR UNITS

Central Office

The Central Office is the Administrative Unit of the Bureau of Parole. It is staffed by the Chief, Assistant Chief, four supervising parole officers and the coordinators of such specialty programs as Revenue Collection, Volunteers in Parole, Furlough/Work Release and Informations Systems. Policy, personnel and certain budgetary matters are also managed from this office. Central Office staff makes frequent visits to field sites in order to remain conversant with and assist in solving operational problems.

Office of Interstate Services

The Office of Interstate Services is an operations unit within the Central Office of the Bureau of Parole. It is charged with assuring that the movements of offenders across state lines is in accordance with various interstate compacts and agreements. It is staffed by the supervising interstate specialist with professional and clerical support. It monitors and coordinates activities between New Jersey and various other states paroling authorities, supervision agencies, the clientele, and the larger criminal justice system.

District Offices (9)

District offices are strategically located in the areas of heaviest population concentration for particular catchment zones. Each office has a supervisor, his assistant, and various field staff and their clerical support. From these offices come the activities attendant to the supervision of a daily average of some 13,000 parolees from New Jersey penal and correctional institutions and certain county jail cases, training schools and from out of state institution who reside in New Jersey while completing a parole obligation. Services are also provided to prisoners released at expiration of their maximum sentence. District staff also 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 ten major New Jersey institutions, services all penal and correctional institutions, and the training schools at Jamesburg and Skillman. Staff members conduct personal interviews with inmates to resolve problems assist in preparation of pre-parole plans and provide detailed pre-release instructions and counselling. Parole staff members have an additional assignment, that of providing services to certain county correctional institutions and to various community release/residential centers.

Parole Resource Office and Orientation Facility (PROOF)

Operated solely by the Bureau of Parole and located in a public housing project in Jersey City, PROOF provides a necessary service as a community based facility which supplies total support to parolees who are experiencing difficulty. For the recent institutional releasee PROOF can provide a transitional phase back into the community. As an alternative to incarceration for those who have become involved in community problems with which they cannot adequately cope, an opportunity is offered the parolee to reside at PROOF, and participate in a program of social diagnosis and treatment on a 24 hours a day, 365 days a year basis.

HIGHLIGHTS

July's audit by the visiting committee of the Commission on Accreditation for corrections led to their recommendation that the Bureau be continued in an accredited status. The Bureau was also complimented on it's professionalism and it's high percentage (96.5%) of compliance to A.C.A. Standards. Reaccreditation was subsequently awarded to the Bureau at the November meeting of the American Correctional Association.

The Bureau of Parole officially absorbed the former Bureau of Interstate Services on September 19 and, at that time, the Office of Interstate Services was created. Consolidation Committee Meetings were held periodically throughout the year to discuss emergent issues. The supervising parole officers were temporarily assigned, on a part-time basis, to assist with some of the newly designed procedures to deal with the work flow. Integration efforts continued even as the fiscal year drew to a close.

Following a late summer meeting among NIC personnel, the sited coordinator, Division Administrators, and Bureau field and Central Office staff, the Departmental decision was to terminate further involvement in the model probation/parole management project. Among the determining factors were continuing heavy caseloads and the Bureau's inability to have freedom in establishing degree of supervision and treatment regimens, even on a one district experimental basis. Later, the former site coordinator published an extensive critique of the program finding that the validity of the programs risk assessment instrument was not universal.

In cooperation with the Division of Adult Institutions and the Division of Administration, the Bureau developed and implemented a system integrating the inmate wage, gate money, and revenue programs. District staff, upon making a claim on inmate wages for a parolee (or max case) now provide information on the amount of gate money issued and designate a percentage of the revenue obligation to be deducted from the wage payment. The parolee then receives his reduced wage check, the Central Gate Money Account is appropriately reimbursed, and the individual revenue account is appropriately credited.

A Bureau/Board meeting was chaired by Mr. Steven Carnes, Assistant Counsel to the Governor. Mr. Carnes acknowledged the Bureau's needs, particularly regarding staff, and advised that these needs have been made known to the Governor's office. Resolutions in the form of additional funding to meet these requirements are being considered for fiscal year 1985. He also indicated that pending legislation, would, if passed, restore arrest authority to parole staff. Considerable time was also spent in the discussion of special conditions.

Bureau Management has expressed interest in changing the name of the Bureau and the designation of all its professional titles. It is the feeling that the Bureau of Correctional Field Services would be more properly reflective of the responsibilities vested in it. Beyond parole supervision, staff is responsible for revenue collection, furlough/home visit matters, work release investigations, inmate wage matters, county correctional institution pre-release activities, operation of a residential unit, administration of interstate compacts, ect. Professional staff would be assigned various correctional agent titles.

In view of the interest shown in exploring the possibilities of representation by the P.B.A. or F.O.P. of Bureau staff, a Parole Officers Benevolent Association has been formed and officers installed. Under the guidance of their attorney, the Organization is in the process of adopting by-laws and collecting dues.

The Bureau's entire professional staff and selected clerical personnel attended a seminar on the acquired immune deficiency syndrome (A.I.D.S.). Medical personnel attached to the Office of Institutional Support Services presented the program on four separate occasions thereby allowing each officer the opportunity to participate in a session and to receive responses to legitimate questions. The program was meaningful and addressed specific parole related concerns, including the handling of urine specimens. Feedback was favorable.

Dissolution of the Institutional Parole Office, Prison Complex, was accomplished during the fall. Each major institution now houses institutional parole staff assigned to service the needs of the facilities own population. Reassignment of the centralized staff also benefitted District Office No. 6 and the Central Office.

The Bureau's recipient of the Departments Annual Merit Award for the past year was Sr. Parole Officer Carl Figu , presently attached to District Office No. 5. In so choosing, his peers recognized the variety of assignments capably handled by Mr. Figur during his eleven year tenure with the Bureau. The award was presented during ceremonies at a departmental banquet held in April.

As the fiscal year drew to a close, a non-refundable mini-grant program was established and became operational out of the nine district offices and PROOF. Small financial grants can now be made upon a demonstrated need of departmental clientele. Continuation funding will be sought.

DEVELOPMENTS

The department approved the use of extraordinary overtime throughout the fiscal year for work done in conjunction with county correctional institution cases. At any given time there were approximately 800 such cases under supervision. However, that figure is not really reflective of CCI-related activity which also involves the movement of several hundred cases on and off the Bureau's caseload every month.

Remote terminals and printers have been purchased for each district office and PROOF. Necessary renovations and installation of telephone equipment continued throughout the year. District Office Nos. 1, 2, 3, 9, and PROOF did, in fact, receive terminals and began minimal operations. Full scale involvement by trained staff awaits installation at all sites. Initial concentration, in all probability, will be directed toward updating OBCIS files followed by building the electronic revenue records.

Newark Recycling Incorporated merged with the Joint Connection and became known as the Vocational Service Unit of the Joint Connection. District Office Nos. 2, 9, and Newark House were involved in referring departmental charges to the V.S.C. for job testing, counselling and placement in accordance with the contractual agreement. The Bureau Central Office became the coordinator between field sites and other Central Office components.

The Bureau has begun coordinated efforts with the recently developed collections unit of the Attorney General's office to deal with cases reaching maximum expiration of time portion on their sentences but delinquent in revenue payments. A computer compatible summary format provided by the collections unit is being used by Bureau staff to bring appropriate cases to their attention. Probable cause action on those delinquent in revenue payments remains the proper due process for those who have yet to reach maximum expiration of time portion of their sentence.

The Bureau's final Annual Arrest/Disposition Report was distributed during the past year. With the significant amount of time given to it's preparation came the clear indication that, in it's final format, the report had lost much of the meaning it once conveyed. A complete revision in content and matters interpreted would be necessary to again compile such a report.

Renewed emphasis on reviewing parolee arrests resulted subsequent to a dramatic policy change by the Parole Board. The Parole Act of 1979 precluded the use of new offenses, absent a request by the prosecutor, in the revocation process. The Board recently decided that it might contact prosecutors in certain instances and discuss the possibility of the latter making the proper request. An Attorney General's opinion also allowed the implementation of the revocation process based on a disorderly persons arrest, without the request from the prosecutor.

A Mutual Agreement Program, implemented toward the end of the year, allowed inmates an opportunity for moveups in parole dates as a reward for successful participation in an alcohol treatment program. The Bureau is charged with the paroling of these inmates from scattered sites and for their supervision in accordance with the special conditions set. In a related matter, the department began housing inmates in the Gloucester County Jail in accordance with contractual provisions. The Bureau is also charged with paroling from this facility.

During the course of the year, the Bureau cooperated in several research projects. Counted among them were the Rutgers University/Don Godfredson study on the effects of criminal sanctions and followups into the current status of some of the initial highfields inmates. One staff member was granted leave to study factors in parole success versus failure. The Bureau itself ran its own survey on the types of controls vested in parole supervisory agencies in other states. The Parole Board engaged three clergymen to interview certain parolees and parole violators to ascertain factors in parole success. District staff was requested to cooperate in this endeavor. A second Rutgers study was in process as the fiscal year ended.

For the third time in the past several years a parole officer assigned to District Office No. 4 was beaten and robbed during the course of his routine field responsibilities. As in the past, the perpetrators could not be identified as parolees. The district supervisor prevailed upon Dr. Harry Campbell, lecturer at the Jersey City State College and consultant to various federal and state police agencies, including the Jersey City Police Department, to speak to his staff and offer suggestions on how to cope with these experiences. The feedback was quite positive.

As the year ended, the Bureau continued to await disposition of various Legislative proposals which might have significant impact on the Bureau's operations. Total appropriations for the Bureau's 1985 budgetary allotment will likewise have a significant impact.

PERSONNEL

As of June 30, 1984, the total complement of 311 staff members were distributed as follows:

Chief	1
Assistant Chiefs	2
Supervising Interstate Specialist	1
Supervising Parole Officers	4
Supervisor of Volunteers (Sr. P.O.)	1
Revenue Coordinator (Sr. P.O.)	1
County Classification Team (Sr. P.O.)	1
County Intensive Program (Sr. P.O.)	1
Statistics and Research (Sr. P.O.)	1
Interstate Specialist I	2
Supervising Interstate Escort Officer	1
Senior Interstate Escort Officer	1

District Parole Supervisor	9
Assistant District Parole Supervisor	12
Senior Parole Officer (Field)	42
Senior Parole Officer (Institution)	11
Residential Parole Supervisor (PROOF)	1
Residential Parole Officer (PROOF)	7
Parole Officer	121
Administrative Assistant	1
Clerical	90
TOTAL	311*

*(Three Special Services positions were also assigned to the Bureau as of June 30, raising the total of Bureau employees to 314.)

With the creation of the Office of Interstate Services, the Bureau absorbed the positions of Supervising Interstate Specialist, two Interstate Specialists, two Escort Officers, three clericals and a Special Services position.

A second Special Services position was utilized in the Central Office for several months and was assigned to VIPP and out-of-state Revenue responsibilities.

As the year ended, yet a third Special Services position was assigned to the Newark area as a Job/Career/Placement Specialist for clientele.

A second Assistant District Parole Supervisor position was assigned to District Office No. 2, as their caseload approached 1500. A second Assistant was also assigned to District Office No. 6 upon the dismantling of the centralized parole office servicing the prison complex. Three districts now have two ADPS'.

Each major institution is now serviced by an institutional parole staff, housed in their facility, which also handles satellites of the main institution. Formerly, the prison complex staffing was semi-centralized with an office on the departmental grounds.

The position of coordinator of volunteers (Sr. P.O.), along with it's incumbent, was upgraded and reassigned to the Commissioners office to work with the departmental liaison.

Upon promulgation of a list of eligibles as a result of Civil Service testing for the position of Parole Officer, over a dozen provisional appointees, hired while awaiting the Civil Service procedure, were replaced with those placing uppermost on the list.

Assistant District Parole Supervisor James Joyce began a year of detached service to do research on the factors involved in parole success and failure with the National Institute of Justice.

Retirements during the course of the year included former Supervising Parole Officer Stanley Magnes and Hilda Feingold, former Senior Clerk Typist, DO #9. Anticipated retirements as of the first day of the new fiscal year are those of James Coliz, Parole Officer, Helen Martelli, Head Clerk, and Mary Stankiewicz, Principal Clerk Stenographer, all attached to DO #2. Former Senior Parole Officer Robert Lintner and former Senior Clerk Stenographer Ann Russo, both of DO #1, also retired during the course of the year.

CASELOAD

As of June 30, 1984, a total of 13,317 cases were reported under the supervision of the Bureau of Parole by it's various components. This represented a total increase of 1,417 cases during the course of the fiscal year. District caseloads as of June 30, 1984 were as follows:

DO #1 - 1739	DO #6 - 1301
DO #2 - 1580	DO #7 - 1336
DO #3 - 1375	DO #8 - 1297
DO #4 - 1501	DO #9 - 1166
DO #5 - 1174	*OIS - 848

Bureau Total - 13,317

*The Office of Interstate Services (OIS) caseload, as reported above, are those New Jersey cases being supervised by out of state jurisdictions and certain max cases residing out of state who have yet of fully amortize their revenue obligations.

Total Bureau caseload of 13,317 included 613 females under supervision in New Jersey.

DISCHARGE PRIOR TO EXPIRATION OF MAXIMUM

Grants of Discharge from parole are extended by the Parole Board upon the recommendation of the Bureau.

The following figures represent the actions taken during the fiscal year by the paroling authority on Bureau's recommendations:

<u>Type of Commitment</u>	<u>Granted</u>	<u>Denied</u>	<u>Administrative Termination</u>	<u>Total</u>
Prison	54	24	5	83
Young Adult	64	22	18	104
Juvenile	5	2	0	7
Total	123	48	23	194

PROBABLE CAUSE HEARINGS

This hearing, mandated by the Supreme Court Morrissey vs. Brewer Decision, was initiated under urgent requirements with the assignment of supervising parole officers (highest level under Chief and Assistant Chief) to formulate operating procedures, establish policy and to conduct the hearings. Having accomplished these goals, in January 1978 a Probable Cause Hearing Unit composed of four senior parole officers was established. Under the supervision of a supervising parole officer, the senior parole officers were responsible for conducting all probable cause hearings throughout the state.

As of September 1979, due to vehicle and budgetary restraints, the Probable Cause Hearing Unit was disbanded and the hearings were held by the administrative senior assigned to each district.

In order to comply with a Supreme Court Decision, the following tabulation of probable cause hearings and decisions was compiled in Fiscal 1984:

a. Hearing requested and hearing held	1023
b. Hearing waived and hearing held	102
c. No response from parolee and hearing held	784
d. Hearing waived and no hearing held	433
e. Probable cause found and formal revocation hearing to follow	2000
f. Continuation of parole recommended although valid violations determined	270
g. Continuation on parole - no valid violations determined	67
h. Other	<u>5</u>
Total Hearing Scheduled (columns a+b+c+d)	2342
Probable cause found and revocation hearing to follow	2000 (85.4 percent)

DISTRICT PAROLE SUPERVISORS' DECISION

<u>DO#</u>	<u>Authorization to Continue on Parole</u>	<u>Continue on Bail*</u>
1	154	325
2	106	193
3	265	256
4	220	418
5	210	239
6	226	218
7	315	211
8	139	243
9	<u>66</u>	<u>229</u>
Totals	1701	2332

*Prosecutors did not request probable cause action. Bureau currently lacks authority to act regardless of circumstances surrounding offense.

RATIO OF FIELD TO OFFICE TIME

The following chart indicates the hours and percentage of officers' time spent in the office as compared to field in Fiscal 1984.

<u>Month/Year</u>	<u>Office</u>	<u>Field</u>	<u>Total</u>
July 1983	8,309	8,574	16,883
August	9,680	10,263	19,943
September	9,310	9,856	19,166
October	8,908	10,188	19,096
November	8,052	9,266	17,318
December	8,496	9,217	17,713
January 1984	9,308	9,904	19,212
February	8,490	10,255	18,745
March	9,445	11,334	20,779
April	8,540	10,535	19,075
May	9,306	10,871	20,177
June	9,298	10,292	19,590
Totals	107,142	120,555	227,697
Percent	47%	53%	100%

TREATMENT

As of June 30, 1984, the New Jersey Rehabilitation Commission indicated that it was servicing a total parole caseload in Newark of 126 cases of which 77 were on Active status and 49 Referred status. Although, at one time, specialized rehabilitation caseload covered the entire Essex County, funding cutbacks reduced service to only the city of Newark.

NIGHT VISITS

DO #1 - Staff made total of 1,280 contacts after normal working hours.
DO #2 - Staff made total of 127 contacts after normal working hours.
DO #3 - Staff made total of 336 contacts after normal working hours.
DO #4 - Staff made total of 12 contacts after normal working hours.
DO #5 - Staff made total of 53 contacts after normal working hours.
DO #6 - Staff made total of 535 contacts after normal working hours.
DO #7 - Staff made total of 1205 contacts after normal working hours.
DO #8 - Staff made total of 480 contacts after normal working hours.
DO #9 - Staff made total of 326 contacts after normal working hours.

Bureau staff made a grand total of 4,354 contacts after normal working hours.

CASEBOOK REVIEWS

Casebook reviews are considered a management tool of the district supervisor in that it permits a check of actual recorded contacts on each case assigned against the recorded activities of any specific day. Ideally, a spot-check by a supervisor of contacts recorded against a return visit to the contactee in the community would confirm the entries in the casebook. The check should be completed by a member of the supervisory staff together with the parole officer who made to entries.

During the year 125 reviews were completed, resulting in 9 (7.2 percent) unsatisfactory ratings. An unsatisfactory rating is to be followed by a 30 day period during which the opportunity will be provided to remedy the deficiencies with the ultimate resolution of termination of employment if the deficiencies are not corrected.

COMPREHENSIVE EMPLOYMENT AND TRAINING ACT/JOB TRAINING AND PARTNERSHIP ACT (JTPA)

As a result of Bureau referrals, it was determined that as of October 1983 601 parolees had been accepted into the various C.E.T.A. programs.

C.E.T.A.'s phaseout was followed by the implementation of the Job Training Partnership Act. Throughout the remainder of the fiscal year, 1055 parolees were referred, accepted, or otherwise involved with the various agencies administering this program.

FURLOUGH/HOME VISIT/WORK/STUDY PROGRAM

Much of the credit for the continued success of the pre-parole temporary community release programs can be claimed by the Bureau of Parole, as the district offices maintain their role in the investigation and monitoring of adult furlough and juvenile home visit sites, initial investigation of employment sites for institutional work release programs as well as the work/study sites of inmates at "halfway houses" and sustaining liaison/contact with the appropriate police departments affected by these programs. The Bureau's contributions include: insuring uniformity and consistency in operating procedures, notifying law enforcement authorities, and providing feedback to Institutional Classification Committees.

Volume of activity in the Furlough Program was at approximately the same level during the past year as compared to Fiscal '83. In the most vital aspect, the initial investigation of furlough destinations, there was a slight increase of 0.3%, with a total of 1595 completed contacts at the home and with appropriate police departments; the rejection rate of these investigations increased somewhat, from slightly under 13% in Fiscal '83 to almost 14½% during the past year. Both follow-up investigations at furlough address or at local police departments (2201) subsequent to the initial investigations, and telephone "check-in" calls at district offices or at P.R.O.O.F. (1549), registered decreases during the past year, -8.2% and -5.4% respectively.

Although temporary in nature, workload in connection with the Juvenile Home Visit Program decreased significantly during Fiscal '84. The 157 initial investigations of home visit destinations and the 386 "follow-up" contacts represented decreases of 31.9% and 4.0%. The disapprovals of 23 of the home visit destinations, however, maintained approximately the same rejection rate: 14.7% during the past year as compared to 15.5% in Fiscal '83.

All of the above activity in both the Adult Furlough Program and the Juvenile Home Visit Program during 1983-1984 required the driving of 33,577 miles and the spending of 4010 work-hours, an increase of 21.6% in mileage and a decrease of 3.6% in time expenditure, as compared to the previous fiscal year.

The program which continued to demand greater time and effort from the district offices was the Work/Study Release Program. Improvement in the State's economy, expansion of institutional work release programs, and more complete compliance with Standards by the contract halfway houses, all combined to increase the number of

work release site-investigations which were sent to the district coordinators. With all of the districts involved to some degree: 243 initial investigations were completed, a 51.9% increase over Fiscal '83; 33 of the work sites were found to be defective (+32.0%); 4863 miles were driven (+68.3%); and 372½ hours were expended (+17.0%) to accomplish the work. As was noted in the last annual report, current program Standards do not provide for on-going monitoring of work/study releasees from either the institutions or the halfway houses except by special request. No such requests were received during the past year and, therefore, no monitoring was performed by the district offices.

All indications continue to point to increased volume of activity for the Bureau in connection with these programs. In fact, some reporting figures for the past year (as in the case of the Furlough Program) would have shown greater increases if it had not been for an unusual amount of "carry-over" of pending investigations, received late in June and remaining to be completed.

As the number of State institutions and the inmate population increases, the number of furloughs and required investigations will likely increase, simply on the basis of a comparable increase in the number of eligible inmates. Standards for Home Visits from the Juvenile Community Release Centers and the Training School at Skillman are scheduled to go into affect during the early part of the new fiscal year and will most certainly involve three or four times the amount of time and effort currently expended on the juvenile program by the district offices. Placements in the halfway houses are scheduled to increase, requiring additional furlough and work/study site investigations. Providing the privilege of work release for state-sentenced inmates, housed at county facilities, remains a possibility; enlarging the scope of the program in this way would require additional initial investigations and could very well add the responsibility of on-going monitoring in those counties having work release programs.

In the pre-parole Community Release Programs, as in other areas of the Bureau activity, the work load constantly becomes greater.

1982 - 1983	INVESTIGATIONS COMPLETED								MILEAGE	HOURS
	INITIAL						FOLLOW-UP (HOME or P.D.)			
	HOME & P.D.		DISAPPROVALS		REJECTION RATE (%)					
	ADULT	H.V.	ADULT	H.V.	ADULT	H.V.	ADULT	H.V.		
JULY 1982	145	41	20	7	13.8	17.1	266	41	2990	451
AUGUST 1982	119	15	10	1	8.4	6.7	226	42	1327	303
SEPTEMBER 1982	121	8	22	1	18.2	12.5	225	48	2058	322
OCTOBER 1982	131	17	16	2	12.2	11.8	270	38	2103	324
NOVEMBER 1982	117	16	17	2	14.5	12.5	219	38	1986	321
DECEMBER 1982	116	15	18	2	15.5	13.3	213	34	1326	283
JANUARY 1983	140	13	16	2	11.4	15.4	168	21	3163	370
FEBRUARY 1983	121	18	13	4	10.7	22.2	165	20	2401	355
MARCH 1983	123	12	19	0	15.4	0.0	193	41	2799	361
APRIL 1983	153	19	18	3	11.8	15.8	165	32	2549	362
MAY 1983	161	17	21	4	13.0	23.5	134	26	2028	365
JUNE 1983	144	16	16	4	11.1	25.0	153	21	2883	343
(AVG. PER MONTH)	(132.6)	(17.3)	(17.2)	(2.7)	-	-	(199.8)	(33.5)	(2301.1)	(346.7)
TOTALS	1591	207	206	32	12.9	15.5	2397	402	27613	4160
COMPARISONS										
% INCREASE	0.3		11.7		-	-			21.6	
% DECREASE		31.9		34.8			8.2	4.0		3.6
1983 - 1984										
JULY 1983	149	21	23	3	15.4	14.3	131	29	1729	352
AUGUST 1983	151	15	13	4	8.6	26.7	203	31	2344	361
SEPTEMBER 1983	142	14	20	3	14.0	21.4	206	4	2945	315
OCTOBER 1983	145	21	18	2	12.4	9.5	193	36	2477	318½
NOVEMBER 1983	127	4	17	0	13.4	0.0	209	26	2039	293
DECEMBER 1983	114	14	23	1	20.2	7.1	187	26	3150	316
JANUARY 1983	124	10	20	2	16.1	20.0	176	32	3338	309½
FEBRUARY 1983	136	18	20	2	14.7	11.1	191	32	3904	355
MARCH 1983	122	10	21	2	17.2	20.0	194	36	2933	301
APRIL 1983	143	10	13	1	9.1	10.0	199	45	2956	343
MAY 1983	123	8	25	2	20.3	25.0	161	38	2576	380
JUNE 1983	119	12	17	1	14.3	8.3	151	31	3186	366
(AVG. PER MONTH)	(132.9)	(13.1)	(19.2)	(1.9)	-	-	(183.4)	(32.2)	(2798.1)	(334.2)
TOTALS	1595	157	230	23	14.4	14.7	2201	386	33577	4010

INSTITUTIONAL PAROLE PROGRAM

Institutional Parole Offices located at the following institutions provide necessary services between the institution and field staff to affect a smooth, scientific reentry into the community by over 4,100 parolees during the past calendar year. Other services not included in the statistics listed below have overtaxed the current staff members and a need for expansion in personnel in some offices is evident, as is the need for a unit to service county facilities and pre-release centers.

Through September 1983, the prison institutional complex was administered by a centralized unit with sub-offices at some of the facilities. As of October 1, all major prisons housed institutional parole offices which also serviced their satellites. The figures compiled and presented below for each of the prisons are statistics commencing from October 1, except for Trenton State Prison whose figures for July, August and September also include data relevant to all of the other prisons.

	<u>Pre-Parole Interviews</u>	<u>Inmate Requested Interviews</u>	<u>Released On Parole</u>	<u>Parole Classes</u>	<u>Orientation Classes</u>
TSP	1444	1278	565	155	55
RSP	449	206	196	196	9
MSCF	470	383	127	121	33
LSP	892	276	449	85	
SSCF	351	334	94	78	11
CIW	551	1537	220	167	14
YRCC	676	2471	539	215	49
YCIB	960	1210	449	90	37
YCIA	1529	2230	871	164	16
TSB/J	722	1274	506	196	15
TSSK	406	535	147	117	
Totals	8450	11734	4163	1584	239

In addition, the districts report the following I.P.O. activities in various county and community release facilities:

D.O.	Preparole Interviews	Parole Classes	Parole Releases
DO#1	461	253	450
DO#2	896	652	611
DO#3	361	140	128
DO#4	611	301	330
DO#5	242	71	90
DO#6	829	504	526
DO#7	507	339	341
DO#8	567	367	367
DO#9	217	249	248
Totals	4691	2876	3001

PAROLE ADVISORY COMMITTEE

Conceptualized in the early months of 1977, the Parole Advisory Committee has grown to maturity rapidly and for good reason.

The Committee is composed of representatives of every operating component in the Bureau and draws its participants from all levels of staff.

It is a forum for problem presentation and mutual exchange of ideas. Situations that do not lend themselves to ready resolution are researched for later discussion and policy development.

Anyone in the Bureau may raise issues, problems, or ideas through their representatives. Through the minutes of these meetings, policy is distributed uniformly throughout the state.

Begun experimentally, meetings are still held, less frequently, but as required in order to resolve pertinent current issues and dispel unfounded rumors.

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. The caseload is comprised of service and hard-to-manage categories of parole supervision: no routine involvement of orientation cases. As of June 30, 1984, the districts reported the following team involvement:

- DO #1 - One team of two officers, two teams of three, one team of four, one of five.
- DO #2 - Two teams of three each, two teams of four each, one team of six.
- DO #3 - Three teams of four each, one team of three.
- DO #4 - Four teams of four each, one team of five.
- DO #5 - Two teams of three each, one team of four.
- DO #6 - Two teams of three, two of four each.
- DO #7 - Three teams of five each.
- DO #8 - Four teams of three each.
- DO #9 - Three teams of six each.

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.

Further, classification teams comprised 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, changes, degree of supervision, VIPP matchups, discharge consideration, and like matters.

PAROLEE EARNINGS (Calendar 1983)

During calendar year 1983, 16,512 parolees under supervision earned \$38,729,638, an increase of \$6,482,466 over earnings for calendar year 1982.

Forty-six percent (7595) of those under supervision during the year were classified as employed (worked all or part of the period under supervision, which period of supervision could be from one week to the full year) and thirty-three percent (5449) were unemployed throughout their entire period of supervision, although employable. The other twenty-one percent (3468) were classified as unemployable by reason of being missing, or in custody for the entire period of supervision during the year, or attending school, being engaged in homemaking, or being incapacitated.

TRAINING

- A. In-Service Training: Training is held on the following regional basis with an administrative senior parole officer in each district responsible for the program on a rotating bi-monthly basis:

Region North:	Districts 1, 4, and PROOF
Region Metro:	Districts 2 and 9
Region Central:	Districts 3 and 5
Region South:	Districts 6, 7, and 8

Speakers for the training sessions are recruited from those sources which can best meet the needs of staff. Included are agency personnel, academia, and Bureau of Parole staff.

- B. Other Training Activities: District staff provided orientation to field services at least monthly, usually more frequently, to correction officers attending formal training at the academy.

The Bureau provided a one day orientation to programs and administrators to newly hired staff.

Selected members of the Bureau's supervising staff continued participation in a course of certified public management while other staff members began the course. It is sponsored by the Department of Civil Service in conjunction with Rutgers University.

The Bureau's managerial staff was addressed by staff of the Bureau of Personnel.

Several staff members attended a course, sponsored by the Correction Officers Training Academy, dealing with advanced Juvenile officers training.

Selected personnel attended the Annual Conference of the Middle Atlantic States Correctional Association, New Jersey Volunteers in Courts and Corrections, American Probation and Parole Association and the National Extradition Officers Association.

Secretarial staff participated in a secretarial orientation held twice during the year and a secretarial seminar.

Selected supervisory staff attended a sub-executive seminar held at C.O.T.A.

Standardized drive training was given to each professional and selected clerical staff by the Department of the Treasury.

Certain supervisors attended a seminar on professional and institutional liability.

Selected secretarial staff were given a Civil Service sponsored course in error recognition.

A seminar on Women and the Job Training Partnership Act was attended by interested professional staff.

Bureau staff interfaced with Probation staff in a seminar on Compulsive Gambling.

Interested professionals attended a forum involving problems of the incarcerated female sponsored by the Department of Community Affairs.

Selected staff attended a Conference on Child Sexual Abuse co-sponsored by Cornell and Rutgers Universities.

Training of appropriate Central Office personnel on Computer Operations continued during the first half of the fiscal year.

Selected clerical staff attended a secretarial symposium.

Interested Hispanic officers participated in a training program relating to Immigration Law and non-citizen clients.

REVENUE PROGRAM

Revenue collection by the Bureau of Parole is authorized by recently (1981) enacted laws resultant from former Assembly Bills 3093 and 3648. The Bureau's involvement in revenue collection is in the following three areas:

Penalty - a court imposed assessment ranging from \$25 (\$10 on juvenile commitments) to \$10,000 collected and forwarded to the State Department of Treasury for deposit in a separate account available to the Violent Crimes Compensation Board. Penalty payments have first priority and all payments apply entirely to the penalty balance until paid off completely.

Restitution - in addition to penalty or penalties and/or fines, the court may award crime victims financial restitution for losses suffered. The State Parole Board may require that the parolee make full or partial restitution, the amount of which is set by the sentencing court upon request of the Board. Restitution has second priority in that a penalty assessment must be paid in full before any payment is made for restitution, and restitution payments must be paid in full before any payment is made for a fine assessment.

Fine - in addition to penalty or penalties and/or restitution, the court may impose a fine as partial punishment upon conviction of a criminal act. Fines collected are deposited to the Anticipated Revenue Account of the Administrative Office of the Courts. Fines, having the third priority, are the last balances to be paid off when the parolee is obligated to make penalty and/or restitution payments in addition to fine payments.

Fiscal 1984 was one of tremendous growth in revenue income. Receipts for 1984 were 80% greater than 1983, and contributed to a 90% increase in the Bureau's cumulative receipts over a four year period. Of special note is that 23% of all money collected by the Bureau was collected at Central Office.

Also, the caseload responsibility of Central Office increased by 112% over fiscal year 1983.

The receivables for the Department are not completely known, as it is currently impossible for the Central Office unit to post accounts of all inmates. However, a conservative estimate would place our accounts receivable at a 1000% more than our current cumulative receipts, which would be near seven million dollars.

Obviously, the legislative trend is set, convicted persons are being forced to make monetary compensation for their crimes.

The following two pages provide a summary of collections to date, by district, type of revenue and totals. Further, it contrasts the collecting of Fiscal Year 1984 with Fiscal Year 1983; Fiscal Year 1982 and that of Fiscal Year 1981, the first four years of the Bureau's involvement in this type of responsibility.

FY '83

FY '84

4 yr. Cumulative

Total

-22-

DO 1	PENALTY	<u>\$ 8,171.00</u>	<u>\$ 12,886.00</u>	<u>\$ 24,113.50</u>
	RESTITUTION	<u>994.00</u>	<u>3,652.01</u>	<u>4,871.01</u>
	FINE	<u>6,238.00</u>	<u>10,357.00</u>	<u>23,420.00</u>
	TOTAL	<u>\$ 15,403.00</u>	<u>\$ 26,895.01</u>	<u>\$ 52,404.51</u>
DO 2	PENALTY	<u>\$ 5,537.00</u>	<u>\$ 9,386.20</u>	<u>\$ 16,262.20</u>
	RESTITUTION	<u>20.00</u>	<u>904.00</u>	<u>924.00</u>
	FINE	<u>10,624.00</u>	<u>14,817.80</u>	<u>40,553.75</u>
	TOTAL	<u>\$ 16,181.00</u>	<u>\$ 25,108.00</u>	<u>\$ 57,739.95</u>
DO 3	PENALTY	<u>\$ 8,376.50</u>	<u>\$ 17,222.46</u>	<u>\$ 30,338.96</u>
	RESTITUTION	<u>1,435.00</u>	<u>3,595.56</u>	<u>6,770.56</u>
	FINE	<u>10,560.00</u>	<u>5,005.00</u>	<u>41,045.30</u>
	TOTAL	<u>\$ 20,371.50</u>	<u>\$ 25,823.02</u>	<u>\$ 78,154.82</u>
DO 4	PENALTY	<u>\$ 4,538.50</u>	<u>\$ 9,681.00</u>	<u>\$ 15,281.50</u>
	RESTITUTION	<u>50.00</u>	<u>590.00</u>	<u>740.00</u>
	FINE	<u>18,838.98</u>	<u>28,009.00</u>	<u>69,970.98</u>
	TOTAL	<u>\$ 23,427.48</u>	<u>\$ 38,280.00</u>	<u>\$ 85,992.48</u>
DO 5	PENALTY	<u>\$ 6,923.09</u>	<u>\$ 13,864.25</u>	<u>\$ 23,191.55</u>
	RESTITUTION	<u>1,006.00</u>	<u>2,027.00</u>	<u>3,033.00</u>
	FINE	<u>4,290.00</u>	<u>8,674.00</u>	<u>21,033.00</u>
	TOTAL	<u>\$ 12,219.09</u>	<u>\$ 24,565.25</u>	<u>\$ 47,257.55</u>
DO 6	PENALTY	<u>\$ 7,205.00</u>	<u>\$ 9,628.50</u>	<u>\$ 18,333.50</u>
	RESTITUTION	<u>964.18</u>	<u>2,582.29</u>	<u>3,546.77</u>
	FINE	<u>12,015.00</u>	<u>8,756.00</u>	<u>28,709.67</u>
	TOTAL	<u>\$ 20,184.18</u>	<u>\$ 20,966.79</u>	<u>\$ 50,589.64</u>

FY '83

FY '84

4 yr. Cumulative

Total

-23-

DO 7	PENALTY	\$ <u>8,168.00</u>	\$ <u>11,566.50</u>	\$ <u>21,347.50</u>
	RESTITUTION	<u>423.00</u>	<u>1,141.50</u>	<u>2,533.66</u>
	FINE	<u>4,305.00</u>	<u>5,486.00</u>	<u>12,154.00</u>
	TOTAL	\$ <u>12,896.00</u>	\$ <u>18,194.00</u>	\$ <u>36,035.16</u>

DO 8	PENALTY	\$ <u>11,795.52</u>	\$ <u>21,098.60</u>	\$ <u>37,179.12</u>
	RESTITUTION	<u>4,385.48</u>	<u>3,787.69</u>	<u>9,213.72</u>
	FINE	<u>10,215.00</u>	<u>60,897.00</u>	<u>79,063.00</u>
	TOTAL	\$ <u>26,396.00</u>	\$ <u>85,783.29</u>	\$ <u>125,455.84</u>

DO 9	PENALTY	\$ <u>2,650.20</u>	\$ <u>6,248.50</u>	\$ <u>9,353.70</u>
	RESTITUTION	<u>0</u>	<u>0</u>	<u>0</u>
	FINE	<u>3,200.00</u>	<u>4,620.00</u>	<u>11,200.00</u>
	TOTAL	\$ <u>5,850.20</u>	\$ <u>10,868.50</u>	\$ <u>20,553.70</u>

DO 10	PENALTY	\$ <u>30,445.03</u>	\$ <u>45,483.18</u>	\$ <u>87,920.40</u>
	RESTITUTION	<u>1,602.00</u>	<u>2,704.91</u>	<u>4,561.91</u>
	FINE	<u>15,497.00</u>	<u>35,807.00</u>	<u>109,598.00</u>
	TOTAL	\$ <u>47,544.03</u>	\$ <u>83,995.09</u>	\$ <u>202,080.31</u>

BUREAU	PENALTY	\$ <u>93,809.84</u>	\$ <u>157,065.19</u>	\$ <u>283,321.93</u>
	RESTITUTION	<u>10,879.66</u>	<u>20,984.96</u>	<u>36,194.33</u>
	FINE	<u>95,782.98</u>	<u>182,428.80</u>	<u>436,747.70</u>
	TOTAL	\$ <u>200,472.48</u>	\$ <u>360,478.95</u>	\$ <u>756,263.96</u>

FY '82 - \$139,253.03

FY '81 - \$ 56,059.50

PAROLE RESOURCE OFFICE AND ORIENTATION FACILITY

I. Statement of Purpose

The Parole Resource Office and Orientation Facility (P.R.O.O.F.) is a community based facility operated by the Bureau of Parole, Division of Policy and Planning, Department of Corrections. It is resource available to the field parole staff of the nine district offices statewide, which provides supportive services to parolees who are experiencing difficult adjustment problems in the community. It is staffed 24 hours per day, 365 days per year by professional parole officers who are skilled in counselling and community resource development.

A unique aspect of PROOF is its ability to provide emergency housing for up to 15 dislocated male parolees. Newly released parolees, as well as those who have been in the community for extended periods, frequently find themselves unable to maintain themselves in the community as a result of unemployment, collapse of family support, and other reasons. In such situations of stress, the parolee is referred by the field officer to PROOF for intensive supervision and casework services which are designed to assist the resident with his efforts to reorganize or reintegrate with the community.

The residential setting permits extensive individual and group counselling, observations and evaluation of social and behavioral problems; designing and planning of a comprehensive community reintegration program which may include employment, medical and financial support services, etc.; and organization and mobilization of community resources through appropriate referrals and follow through. PROOF is non-custodial and is not viewed as an alternative to incarceration but rather as an intervention tool which might, when properly used, prevent eventual return to an institution.

PROOF maintains a 24 hour per day Hotline service. All persons released on parole are advised of the number, as are family members and all police agencies. If a problem arises at a time when district offices are closed, a parole officer can be reached for information, advice and counselling.

PROOF also maintains a complete mirror file of all Bureau issued NCIC-SCIC Wanted Person Notices. Through PROOF, the Bureau of Parole is therefore capable of providing nearly instant confirmation of "hits" on a 24 hour, seven day a week basis. This capability is vital to the Bureau's participation in the NCIC-SCIC information network.

Its 365 day per year operation also enables PROOF to function as a vital link in the institutional furlough program. All furloughees are required to notify the district parole office upon arrival at their destination. Many furloughees arrive at their destination after normal business hours or their furlough commences on a weekend when district offices are closed. They call into PROOF in compliance with the regulations of the furlough program.

II. Statistical Information

A. History

PROOF was opened late in 1969 and admitted it's first resident on December 2 of that year. Fourteen and on half years later, on June 30, 1984, we admitted

the 1945th resident.

B. Utilization Rate

From July 1, 1983 to June 30, 1984, there were a total of 5490 resident days available. (15 beds x 366 days). Of this total, 3684 days were utilized. The Average Daily Population was 10.2 residents for an operating average 67.1%. For the same period last year, the facility operated at 74.5% of capacity with an average daily population of 11.2. The average occupancy rate for the previous five years (FY 79-83) has been 73.93%.

C. Admissions

On 6-30-83 there were fifteen parolees in residence at PROOF. From 7/1/83 to 6/30/84 there were one hundred seventy (170) admissions. In FY 83 there were one hundred seventy-two (172) admissions. The fifteen in residence plus one hundred seventy (170) admitted made a total of one hundred eighty-five (185) residents services during the year. This is the same number as last year.

D. Terminations

During the year, there were one hundred seventy-one (171) terminations of residency leaving fourteen (14) parolees in residence as of 6/30/84. These 171 cases spent a total of 3969 days in residence for an average length of stay of 23.2 days. This is up from last years average length of stay of 22.8 days.

Ninety-seven (56.7%) of the terminations were by reason of relocation in the community. Nineteen (11.1%) were AWOL, failed to return and are presumed to have relocated in the community. Nine (5.3%) had been admitted on an emergency basis for the night only and were referred to the district office for further assistance. Eight (4.7%) entered other residential programs more suited to their needs (drug, alcohol or hospital). Thirty-one (18.1%) were asked to leave for various infractions of house rules ranging from curfew violations to assaulting staff members. Four (2.3%) were known to be arrested on new charges in the community. One was detained by Immigration Authorities for deportation proceedings. The last two were arrested on parole warrants issued by PROOF staff.

E. Referrals

We received 274 referrals during the year which resulted in the above noted 170 admissions. The breakdown of admission according to referring district office and institutions of parole is shown on Table I which is appended to the end of this section. District Office #4 provided the most admissions with forty-eight (26%).

III. CASEWORK

A. One of the major goals of the program is to assist residents in developing self-sufficiency so that they can maintain themselves in the community. For most residents this means obtaining full time employment. To this end we have

employed the services of various community resources such as New Jersey State Employment Service, New Jersey Rehabilitation Commission, U.S. Armed Forces, Newark Services Agency, and Job Bank. Almost all residents are usually successful in obtaining temporary employment on a daily basis through private agencies as Labor Pool, Olsten's, Thompson's Staff Builders and Manpower.

Staff also works to the best of its abilities in developing direct employment referrals for the residents. At the time of their termination, one hundred (61.4%) residents were employed.

The overwhelming majority of those who left residence without employment stayed at PROOF for only brief lengths of time. About 5% are unemployable and staff assists these individuals in applying for SSI or Welfare benefits as is appropriate.

B. Many residents have taken advantage of the education and training programs in the area. Some have continued their education in General Equivalency Diploma Programs and at Jersey City State College and at Hudson County Community College. Others have gained occupational training through federally funded programs.

C. Most residents upon entering the facility are in a state of financial poverty. Often they arrive with only the clothing on their backs and no money in their pockets. There is thus an immediate need for clothing, toiletry items and cash for transportation and other minor expenses. To assist them we have utilized the resources of the Jersey City Municipal Welfare Department, Gate Money Funds from the Institution. Health Services Funds from Central Office, and the Mini-Grant Account.

During the year we were able to provide financial assistance through Mini-Grant totalling \$34.95. A total of 8 grants were made. Most grants were for transportation expenses. Some were for toilet articles and clothing. A few were for medical prescriptions.

The lack of re-funding of the Mini-Grant until the fiscal year ended, had severely curtailed our ability to help indigent residents with minor but necessary expenses for transportation etc. Residents often arrive with no financial resources and are unable to buy a 75¢ bus ride to the various industrial areas where most of the jobs are. Fortunately this program was re-funded at the very end of FY 84 and will be of great help during FY 85.

Clothing is solicited and many donations of used items are received during the year for resident use.

D. Health care needs also present a problem for residents. Acute illnesses are treated through the Jersey City Medical Center Emergency Room and various clinic including the dental clinic and the Venereal Disease Clinic.

Restorative dental care and other health services have also been provided through New Jersey Rehabilitation Commission. New Eyes for the Needy have provided several residents with prescription eyeglasses. Community Mental Health Center has been used for the mental health care of the residents.

E. Counselling remains one of the most basic services which we provide the residents. The intensive, indepth intake interview enables the staff to evaluate the resident's current situation and problems. A plan for return to the community which is individually designed to meet the residents' needs is then developed. A staff member is assigned to each resident to provide for continued counselling. The assigned counsellor meets with the resident at least weekly to review prior performance, identify problems and suggest corrective measures, and to assist the resident in planning for relocation.

F. Attendance at the weekly house meeting is required of all residents. Under the direction of RPO Serge Gremmo, the groups enter into free wheeling, open ended discussion of a wide range of topics. Meetings are not considered therapy, nor just bull sessions, but deal with the practical problems facing residents such as employment, sexual relationships, group living etc.. The rate of unexcused absences is low and resident interest and participation is quite good.

G. During the year we have continued Pre-Employment Preparation (P.E.P.) Workshops. All new admissions are strongly encouraged to attend PEP. The session provides an overview of the current employment situation in the area, gives information on various resources that are available and helps residents plan an employment seeking strategy. The strategy covers where to look, how to file an application, how to interview and how to follow up an application. Most participants respond favorably to the experience and report positive results when they employ various aspects of the strategy.

IV. HOTLINE AND FURLOUGH REPORTING SERVICE

A. The hotline was established at PROOF on October 1, 1974. All parolees upon their release, as well as most police agencies are informed of our number. Over the past year we received a total of six hundred-twenty-four (624) calls. The number is 138 more calls than received last year and represents an average of 52 calls per month. Since the start of the hotline service, we have received a total of 2839 calls.

Effective 1/28/82, a "mirror file" of all NCIC-SCIC Wanted Persons Notices issued by the Bureau was established at PROOF. This file has enabled the Bureau, through PROOF, to provide 24 hour confirmation of "Wants" in response to NCIC "hits" with a "turn around time of 10 minutes or less". The capability is mandated as a National Policy for all users of NCIC. This year we have responded to a total of 157 NCIC inquiries.

B. During the year, we received 1154 furlough calls. All calls are recorded and are held for verification by the District Furlough Coordinator.

V. PERSONNEL

A. There are a total of nine staff positions assigned to PROOF. These include one Supervisor, Parole Residential Facility, seven Residential Parole Officers, and one Senior Clerk Transcriber.

B. All positions were filled at the beginning of the Fiscal Year. RPO Harold Smith resigned effective May 11, 1984 and RPO Stephen D'Erchia resigned effective June 8, 1984.

P.O. John Jordon, DO #2 was promoted to Residential Parole Officer effective June 23, 1984. The remaining position was unfilled at the end of the year.

VI. MANAGEMENT

A. PROOF continues to function without benefits of a lease. The lease with Jersey City Housing Authority expired October, 1978. PROOF continues to work towards a new lease agreement and have been encouraged by some signs of apparent movement. In the meantime, major repairs which are necessary for the health and safety of residents and staff are pending.

B. PROOF has been inspected twice during the year by the State Department of Health. In November, 1983, PROOF received a satisfactory rating. In April the rating was downgraded to conditionally satisfactory. The reason for the lower rating was a lack of progress in correcting various health violations. Since these deficiencies are structural in nature, they fall under the area of responsibility of the lessor. Without a lease, the Housing Authority is unwilling to make the necessary improvements.

C. The computer remote terminal was installed March 23, 1984. This gave us access to information on all offenders in the Department's jurisdiction. Eventually, we will have access to a wide range of different types of information.

D. Since the closing of the Jersey City Medical Center cafeteria in January, 1983, residents have been taking meals at a local restaurant. The arrangements has been working out satisfactorily.

E. A six year long association with Claremont Janitorial Service ended in April when they lost the contract bid to Occupational Center of Essex County. The new service appears to be working out well.

F. At the beginning of the year, the laundry service at Rahway State Prison closed down. PROOF went to a private vendor for this service and find it to be much more convenient than trucking to Rahway with our soiled linens.

G. During the year, PROOF accomplished the replacement of all bedroom furniture with new dressers and beds. The new furniture is attractive and improves the appearance of the rooms considerably. Also, drapes have been installed on all windows in the public areas of the facility.

VII. PUBLIC RELATIONS

A. The reintegration of the parolee within his environment cannot be accomplished without the cooperation, assistance and support of the community. A good rapport with many agencies and individuals in the community is essential to the effective operation of the facility. Throughout the year we are in frequent contact with various employment placement agencies, social services agencies, medical facilities and private citizens. We believe we are fortunate in enjoying a good working relationship with the people most helpful and vital to our operations.

B. RPO Roger Bedford has represented the facility at meetings throughout the year at the N.J. Coalition for the Homeless.

C. SPRF Modrow has visited several district offices during their staff meetings to discuss improving relations and service between the District Parole Offices and PROOF.

Table I

ADMISSION TO PROOF BY DISTRICT OFFICE AND BY INSTITUTIONAL DESIGNATIONS
7-1-83 to 6-30-84

	TSBJ	YRCC	YCIA	YCIB	NJSP	OS	COUNTY JAIL	FY 84 TOTAL	FY 83 TOTAL
DO #1	1	1	2	1	13		1	19	18
DO #2		3	2		7		2	14	18
DO #3	4	8	8	5	15			40	35
DO #4	5	7	6	5	17	4	4	48	50
DO #5	1		10	2	11	3		27	19
DO #6			2	2	2			6	8
DO #7		2		1	1			4	5
DO #8					2			2	5
DO #9		3	8		13		1	25	27
FY 84 TOTAL	11	24	38	16	81	7	8	185	XXX
FY 83 TOTAL	9	20	29	24	89	6	8	XXX	185

SPECIAL PROJECTS

Reduced availability of federal funding has diminished Bureau involvement in Special Projects for the third consecutive year.

Participation in the National Institute of Corrections sponsored client classification and management program terminated in late summer. Among the determining factors were continuing heavy caseloads and the Bureau's inability to have freedom in establishing degree of supervision and treatment regimens, even on a one district experimental basis.

Assistant District Parole Supervisor James Joyce is midway through a year of detached service from the Bureau to complete research on the factors involved in parole success vs. parole failure. The sponsor of the project is the National Institute of Justice.

The Bureau continues participation in the Turrell Fund's Scholarship Program. Field units, submit applications on behalf of qualifying parolees who wish to be considered for a scholarship to the college of their choice. This long standing cooperative effort has led to the education of quite a few individuals who might have not otherwise been afforded the opportunity.

The Bureau continues to monitor the contract existing between the department and the Vocational Service Unit of the Joint Connection. Client referrals for job placement are made from District Parole Office Nos. 2 and 9 and Newark House. The Vocational Service Unit is responsible for applicant testing, job development and placement.

Both C.E.T.A. and VISTA workers continued working with the Bureau for a brief period early in the year in various assignments. By October 1, all funding for such programs had eroded and program participation within the Bureau ceased.

OFFICE OF INTERSTATE SERVICES

In September, 1983 the Bureau of Interstate Services became "Office of Interstate Services" (OIS), a working unit under the jurisdiction of the Bureau of Parole. The chief's title was changed to Supervising Interstate Specialist.

Generally, OIS maintains a cooperative relationship with the Parole Board on matters of returns of parole violators. Differences in interpretation on Compact matters have arisen and are pending further negotiations.

OIS processes out of state plans over 90 days. Those under 90 days to a projected max continue to be issued travel passes. To date, we have not experienced any negative responses from out of state authorities, on those county cases.

Despite continued screening of parole violators, the transportation cost rose to \$59,078.53, or almost a 98% increase in expenditures. In the past 12 months a total of 115 trips were made, namely, the return of 138 parole violators and ten escapees. The services of private air transportation companies were utilized on occasion. There were 314 man days worked, 224 officers used and 56,585 miles driven. There were 81 officers borrowed at an overtime cost over eight months at \$5,658.57.

Overtime balances for two officers equalled 389 hours.

The unit is currently awaiting two new police package automobiles as replacement vehicles.

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 serve 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 provide valuable assistance.

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

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.

Volunteers are needed in all categories as recruitment of volunteers has been much less than hoped for this past year, thus continuing a trend of decreased participation of recent years. If this trend is to be reversed, new and innovative ways must be found to make the public aware of our program and attract the many qualified groups and individuals into participating.

The chart on the following page is a statistical break down of the program:

SCATTER AND TYPES OF VOLUNTEERS
1983-1984

DO#	ASSIGNED	UNASSIGNED	INACTIVE	SPECIAL SERVICE	TOTAL ASSIGNED	TOTAL AVAILABLE	TOTAL VOLUNTEERS	PERCENT ASSIGNED
1	1	0	0	1	1	2	2	50%
2	0	0	2	0	0	0	2	0
3	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0
5	1	0	0	0	1	1	1	100%
6	2	4	14	4	2	10	24	8 1/3%
7	0	4	2	0	0	4	6	0
8	0	1	0	0	0	1	1	0
9	0	0	4	0	0	0	4	0
TOTAL	4	9	22	5	4	18	40	10%

NCIC/SCIC OPERATIONS

The VIPP Central Office coordinator is also responsible for operation of the Central Office NCIC/SCIC computer terminal. In previous years, there were two positions assigned to the VIPP/NCIC section, however, one position was "lost" this past year and it now remains the function of the VIPP coordinator to execute the duties of both positions.

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 process all "hits/locates" received by the computer, from both in and out of state. In addition all entries (wants) and cancellations are relayed to PROOF daily where a "mirror file" is kept so as to provide 24 hour a day, 365 day a year verification of the status of wanted persons for requesting agencies.

Also as a prerogative for staying in the system a validation of all records must be completed every six months for the State Police.

The figures for computer activity for the fiscal year indicate a high rate of usage, which was luckily accomplished with a minimum of "down time" as most of the bugs, which plagued the previous year, appeared to have been worked out of the system.

The yearly computer activity was as follows:

Entries	666
Supplementals	459
Modifications	13
Inquiries	220
Cancellations	525
Criminal Histories	696
Hits Processed	559

COUNTY IDENTIFICATION TEAM

The major activity of the County Identification Team during the year has been the priority processing of state inmates confined in various county facilities who are awaiting transfer into an appropriate state institution. The prevailing situation improved somewhat during the year, with the opening of Southern State Correctional Institution, and it is hoped that the Camden Correctional Facility will relieve further the backlog of inmates awaiting transfer into the prison system. The status at Monmouth, Hudson, Passaic and Bergen County Jails remained particularly grave as efforts continued to reduce a sizeable number of state sentenced inmates at each facility. During the past year, arrangements were made with the county jails in Essex, Atlantic, Union, Middlesex and Ocean to ship inmates soon after the date of sentence. In most instances, inmates were transferred into Yardville Reception Center within a month of their conviction. It is anticipated that this trend will continue in the coming year.

Team scheduling practices improved significantly during the year, thereby enhancing overall effectiveness. Sudden changes in site visits were virtually eliminated as unanticipated emergencies arising at a particular county jail seemed to be on the decline. While the county jail waiting list remained substantial, the crisis

situation has been downgraded to a more manageable problem.

Another team function that saw improvement this past year was the development of procedures in providing to the State Parole Board classification material used at parole hearings. Duplication of effort no longer exists. The Board has agreed to accept as a complete package material provided by the Team at the time of initial identification.

The team continued to distribute information regarding the Bureau's procedures for collection of court assessed fines, penalties and restitution. Additionally, the team has provided the Revenue Unit with a copy of the Judgement of Conviction on each inmate processed during the month.

Finally, the Bureau utilized the services of the team's Senior Parole Officer to assist the Institutional Parole Office at Jamesburg two days per week. Emphasis was placed on assuming responsibility for the many satellite units located throughout the state. During the past year, two additional units were opened: Sandy Hook Residential Group Center and the Cedar Run Program. This part time assignment is insufficient to provide complete latitude in servicing the satellite units throughout the entire state. A full time position could be reasonably justified.

Statistical Data:

Total number of inmates processed	3226
State Prison	2593
Indeterminate	633
Pre-Parole Interviews	64

Workload by County (seven busiest jails) -- Percentages ('83-'84 change)

Essex	23%	+5%
Hudson	12%	+2%
Monmouth	11%	0
Union	10%	+6%
Bergen	9%	+1%
Passaic	9%	0
Atlantic	4%	-1%
	<u>78%</u>	<u>8%</u>

Note: 15 remaining sites generate less than 28% of total workload.

TSB&G Jamesburg (Satellite Units)

a) Parole Releases:	73
b) Number of Parole Classes and Participants:	54 (80)
c) Requested Inmate Interviews granted:	241
d) Pre-Parole Interviews held:	184

PUBLIC RELATIONS

Public relations are emerging as an ever-increasing necessary and important function of the Bureau in view of the fact that parole failures are well publicized and parole successes are usually noted only by the Bureau and the clients involved (most of whom are, understandably, not desirous of publicizing their specific

situations). However, in view of budgetary restraints in the face of an increasingly complex range of responsibilities, emphasis must be placed on educating the public as to the role that the Bureau of Parole plays in New Jersey today.

A random sampling of some of the direct contacts with the community where impact is notable indicates the following specific persons or agencies as recipients:

Delaware Valley Law Enforcement Association
Tri-State Association of Criminal Investigators
Rutgers University
Hispanic Health and Mental Health Association of Camden
Frontiers International
Deborah Hospital
Salvation Army
H.O.P.E.
Hispanic Coalition on Alcohol and Drug Abuse
Essex County Mental Health Association
N.J. Association for Ex-Offender Employment Services
Camden County College
Hispanic Office of the Public Affairs, Trenton
St. Joseph's Medical Center, Paterson
Young Adult Resource Center of Camden
Rider College
Brookdale College
Union County Occupational Center
Essex County College
International Youth Organization
N.J. Association on Corrections
Monmouth County Police Academy
Glassboro State College
Violent Crimes Compensation Board

and a variety of police departments, prosecutors offices, Mental Health Facilities, and other community agencies.

District Office No. 1's softball team - The Absconders - meet and play a variety of other teams representing both the public and private sector.

District Office No. 1's Parole Officer Bernal continued as vice-chairman of the Hispanic Coalition of Alcohol and Drug Abuse.

District Office No. 2's ADPS Joyce continued on the Board of Trustees of the International Youth Organization.

District Office No. 3's P.O. Fitzgerald was sworn in as a member of the Red Bank Juvenile Conference Committee.

District Office No. 4's Senior Parole Officer Erdmann continues on the Board of Trustees for Project HOPE for ex-offenders.

District Office No. 6's Senior Parole Officer Borgen continues on the Board of Trustees of New Jersey Association for ex-offender employment services.

District Office No. 9's District Parole Supervisor Patterson continued as Vice-President of the New Jersey Association on Corrections and Chairman of their personnel committee.

The chief gave a telephone interview to news staff of WOR-TV (Channel 9). Later, DO #9's DPS Patterson and P.O. Fanning participated in a filmed news segment dealing with parole in New York and New Jersey.

The Bureau of Parole's contribution to the Delaware Valley United Way Drive during this past year exceeded that collected from any other single unit in the Department.

The Bureau's responsibilities and personnel were highlighted in articles appearing in the Bergen Record, Elizabeth Daily Journal, The Patterson News, Passaic County Dateline Journal, and the Newark Star Ledger.

NOTE

Figures compiled for and reported in the following charts and tables are completed manually. Various staff members from several of the operating units are responsible for this duty along with many other job responsibilities. Hence a small margin of error must be allowed.

The Central Office Special File (COSF) has now been defined to include only those New Jersey inmates who are making payments on their revenue obligations. Because of their inmate status, they have been removed as an integral part of the Parole count, and will not appear in the following charts and tables as it has in previous years.

The Office of Interstate Services was absorbed into the Bureau of Parole well into the fiscal year. Some statistical data concerning the unit is available and is reported herein. Other information could not be tabulated for this reporting period but it is hoped that in the coming years, increasing amounts of data will be available for inclusion.

CASELOADS (See Table I)

On June 30, 1984, the Bureau of Parole was responsible for the supervision of 12,469 cases in New Jersey and 848 cases residing out-of-state, for a grand total of 13,312. During the fiscal year, 19,464 cases were actively supervised by the Bureau in New Jersey while it continued to handle cases released at their maximum expiration date, referrals from other components of the criminal justice system, and various investigative responsibilities.

RETURNS TO INSTITUTIONS (See Tables 2, 2A, and 2B)

Returns to institutions by new commitments and technical violations during the 1983-1984 fiscal year totaled 8.7 percent of the Bureau's entire caseload. The court commitment/recommitment equaled 3.1 percent while the technical violations rate equaled 5.6 percent of the total rate cited above. These figures represent a .2 percent increase in commitments/recommitments over the prior fiscal year and a decrease of .1 percent in technical violation rate. The overall rate drifted upward from 8.6 percent in Fiscal 1983 to 8.7 percent in Fiscal 1984, an overall increase of .1 percent.

MISSING CASES (See Tables 3, 3A, and 3B)

The percentage of missing cases, in relation to total Bureau caseload, totaled 8.8 percent. Parolees from the Youth Correctional Institution at Bordentown had the largest percentage of missing cases (13.7 percent); however, the caseload from Clinton was close behind with 12.2 percent.

SUPERVISION (See Table 4)

In the course of supervising the Bureau's caseload during Fiscal 1984, Bureau field staff made a grand total of 296,957 contacts. An additional 29,004 investigation contacts were made. State vehicles assigned to districts were driven a total of 953,193 miles in spite of difficulties encountered, in many instances, with service, repairs, and car shortages. A total of 128,934 hours or 54.6 percent of the officers' time was spent in the field. Again, automobile shortages and difficulty with car service may have lowered the amount of time spent in the field.

CONCLUSION

The Bureau of Parole is now reliant solely on its components for manual submission of information to compile statistical data. Statistics on numbers and activities of New Jersey Cases paroled out-of-state are again being compiled, at least, to a limited extent. Attempts to further refine our statistics have not been completely successful; with manual data gathering, and turnover in personnel, a margin of error still exists. Hope for the future is bright: Terminals are being installed at field sites and updating of electronic files will eventually be done daily.

mps

TABLE #1

TOTAL CASES UNDER SUPERVISION - FISCAL YEAR 1983-84 (BY INSTITUTIONS)

Institution	IN NEW JERSEY				OFFICE OF INTERSTATE SERVICES				TOTAL
	Under Super- vision 7/1/83	*Total Cases Added	*Total No. Super- vised 1983-84	Under Super- vision 6/30/84	Under Super- vision 7/1/83	*Total Cases Added	*Total No. Super- vised 1983-84	Under Super- vision 6/30/84	Under Super- vision 6/30/84
Training School for Girls	28	28	56	41					41
Training School for Girls, Skillman	10	16	26	22					22
Correctional Institute for Women	424	202	626	468				31	499
Training School for Boys, Jamesburg	568	511	1079	684				22	706
Training School for Boys, Skillman	170	133	303	161				6	167
Juvenile Medium Security Facility	0	39	39	34				1	34
Youth Correctional Institution, Annandale	1733	823	2556	1874				59	1933
Youth Correctional Institution, Bordentown	1467	456	1923	1396				105	1501
Youth Reception and Correction Center	1435	576	2011	1421				184	1605
State Prison	4393	2299	6692	4949				388	5337
Adult Diagnostic & Treatment Center	69	20	89	74				5	79
Out-Of-State Cases in New Jersey (Male)	507	374	881	599					599
Out-Of-State Cases in New Jersey (Female)	25	18	43	21					21
County (Male)	728	2162	2890	666					666
County (Female)	44	206	250	59				1	60
**Other								47	47
TOTAL	11601	7863	19464	12469				848	13317
Under Supervision (1983)	<u>11601</u>				—				11601
Total Cases Added *		<u>7863</u>				—			7863
Total Number Supervised			<u>19464</u>				—		19464
Under Supervision (1984)				<u>12469</u>				<u>848</u>	13317

*Figures include cases involving transfers between districts.

**Revenue cases, residing out-of-state, maximum time portion of sentence expired.

TABLE #2

NUMBER AND PERCENTAGE OF VIOLATORS

BY DISTRICT AND SEX

BASED ON TOTAL NUMBER SUPERVISED

FISCAL 1983-1984

MALE

District	Total Number Supervised During Year*	Number and Percent of Violators				TOTAL	
		Committed or Recommited		Returned as Technical Vio.		Number	Percent
1. Clifton	1,781	100	5.6%	125	7.0%	225	12.6%
2. East Orange	2,314	75	3.2%	91	3.9%	166	7.1%
3. Red Bank	1,923	58	3.0%	137	7.1%	195	10.1%
4. Jersey City	2,213	44	2.0%	97	4.4%	141	6.4%
5. Elizabeth	1,712	74	4.3%	92	5.4%	166	9.7%
6. Trenton	1,956	44	2.2%	133	6.8%	177	9.0%
7. Camden	1,925	49	2.5%	140	7.3%	189	9.8%
8. Atlantic City	2,151	78	3.6%	181	8.4%	259	12.0%
9. Newark	1,705	70	4.1%	73	4.3%	143	8.4%
10. **Office of Interstate Services							
TOTAL MALE	17,680	592	3.3%	1,069	6.1%	1,661	9.4%

FEMALE

1. Clifton	935	4	.4%	6	.6%	10	1.0%
2. East Orange	152	0	0%	0	0%	0	0%
3. Red Bank	135	2	1.5%	8	5.9%	10	7.4%
4. Jersey City	115	1	.9%	1	.9%	2	1.8%
5. Elizabeth	69	0	0%	2	2.9%	2	2.9%
6. Trenton	125	0	0%	8	6.4%	8	6.4%
7. Camden	95	0	0%	3	3.2%	3	3.2%
8. Atlantic City	79	1	1.3%	0	0%	1	1.3%
9. Newark	88	1	1.1%	1	1.1%	2	2.2%
10.**Office of Interstate Services							
TOTAL FEMALE	1,793	9	.5%	29	1.6%	38	2.1%
GRAND TOTAL	19,473	601	3.1%	1,098	5.6%	1,699	8.7%

** The Office of Interstate Services' pertinent data for Fiscal 1984 not available. This unit became a part of the Parole Bureau well into the reporting period.

* Figures include inter-office transfer of cases.

TABLE 2A

PERCENTAGE OF RETURNS TO INSTITUTIONS
 BASED ON TOTAL NUMBER SUPERVISED
 BY DISTRICT
 1983-1984

	1	2	3	4
District	Total Number Supervised	Committed or Recommitted	Technical Violators	Total
1. Clifton	2,716	3.8%	4.8%	8.6%
2. East Orange	2,466	3.0%	3.7%	6.7%
3. Red Bank	2,058	2.9%	7.0%	9.9%
4. Jersey City	2,328	1.9%	4.2%	6.1%
5. Elizabeth	1,781	4.2%	5.3%	9.5%
6. Trenton	2,081	2.1%	6.8%	8.9%
7. Camden	2,020	2.4%	7.1%	9.5%
8. Atlantic City	2,230	3.5%	8.1%	11.6%
9. Newark	1,793	4.0%	4.1%	8.1%
10. *Office of Interstate Services				
TOTAL	19,473	3.1%	5.6%	8.7%

TABLE 2B

PERCENTAGE OF RETURNS TO INSTITUTIONS
 BASED ON TOTAL NUMBER SUPERVISED
 FIVE-YEAR COMPARISON

Committed or Recommited					Technical Violators					Total				
1980	1981	1982	1983	1984	1980	1981	1982	1983	1984	1980	1981	1982	1983	1984
2.4%	4.0%	4.0%	2.9%	3.1%	8.5%	6.0%	5.9%	5.7%	5.6%	11.4%	10.0%	9.9%	8.6%	8.7%

* The Office of Interstate Services pertinent data for Fiscal 1984 not available. This unit became a part of the Bureau of Parole well into the reporting period.

TABLE #3

RECORD OF MISSING CASES
BY INSTITUTION
1983-1984

Institution	Total on Parole on 6/30/84	Missing as of 6/30/83	Became Missing Between 7/1/83 and 6/30/84	Total Missing	Accounted for Between 7/1/83 and 6/30/84	Total Missing 6/30/84	Net Difference	Percent of Missing in Relation to Caseload on 6/30/84
Training School for Girls	41	3	5	8	5	3	0	7.3%
Training School for Girls, Skillman	22	1	0	1	0	1	0	4.5%
Correctional Institute for Women	468	47	36	83	28	55	+8	12.2%
Training School for Boys, Jamesburg	684	23	29	52	32	20	-3	2.9%
Training School for Boys, Skillman	161	2	2	4	2	2	0	1.2%
Juvenile Medium Security Facility	34	0	0	0	0	0	0	0%
Youth Correctional Institution, Annandale	1,874	184	111	295	137	158	-26	8.8%
Youth Correctional Institution, Bordentown	1,396	201	95	296	115	181	-20	13.7%
Youth Reception & Correction Center	1,421	139	75	214	91	123	-16	9.7%
State Prison	4,949	441	335	776	244	532	+91	10.9%
Adult Diagnostic & Treatment Center	74	1	2	3	1	2	+1	2.7%
Out-of-State: Male	599	11	16	27	21	6	-5	1.7%
Female	21	0	1	1	1	0	0	0%
County: Male	666	16	23	39	23	16	0	1.5%
Female	59	1	1	2	1	1	0	1.7%
TOTAL (*In New Jersey)	12,469	1,070	731	1,801	701	1,100	+30	8.8%

TABLE #3A

RECORD OF MISSING CASES
BY DISTRICT
1983-84

District	*Caseload on 6/30/84	Missing as of 6/30/83	Became Missing Between 7/1/83 and 6/30/84	Total Missing	Accounted for Between 7/1/83 and 6/30/84	Total Missing on 6/30/84	Net Difference	Percent of Missing in Relation to Caseload on 6/30/84
1. Clifton	1,739	193	88	281	123	158	-35	9.1%
2. East Orange	1,580	127	127	254	128	126	- 1	8.0%
3. Red Bank	1,375	85	39	124	21	103	+18	7.5%
4. Jersey City	1,501	148	132	280	103	177	+29	11.8%
5. Elizabeth	1,174	104	98	202	76	126	+22	10.7%
6. Trenton	1,301	111	39	150	60	90	-21	6.9%
7. Camden	1,336	67	61	128	48	80	+13	6.0%
8. Atlantic City	1,297	95	76	171	65	106	+11	8.2%
9. Newark	1,166	140	71	211	77	134	- 6	11.5%
TOTAL	12,469	1,070	731	1,801	701	1,100	+30	8.8%

TABLE #3B

PERCENT OF MISSING IN RELATION TO TOTAL CASELOAD
5 YEAR COMPARISON

1982	1983	1984	1985	1986
10.9%	9.3%	8.8%		

* In New Jersey

TABLE #4

SUMMARY OF DAILY RECORDS OF ACTIVITIES

1983-1984

District Offices	FIELD AND OFFICE CONTACTS													REPORTS SUBMITTED						SUMMARIES SUBMITTED (6)				HOURS		MILEAGE	
	TYPE OF CONTACT (1)								SUPERVISION (2)			INVESTI- GATION (3)		SUPERVISION (4)		INVESTI- GATION (5)											
	C	E	H	N	O	S	PCH	RH	P	PO	R	P	N	F-19	F-21	AR	PP	SR	DR	OA	TR	TS	(8) OFFICE	(9) FIELD	STATE	PER- SONAL	
DO# 1	7825	425	11728	2982	10444	146	190	73	15919	17680	1976	2797	796	3399	3972		1476	143	15		125	542	14983	15270	154936	6578	
DO# 2	6885	190	6296	4246	9508	8	85	43	13515	13659	980	1801	1051	3789	3607	8	1342	541	9	35	149	508	13822	13349	53000	2625	
DO# 3	12612	361	7499	1837	10732	27	149	99	14909	14869	1292	1698	479	1830	2169	3	904	327	25	28	124	278	11213	13511	133514	415	
DO# 4	19610	517	6968	3283	8243	3	100	82	17111	19121	3044	2314	951	2314	3022	68	1191	436	21	44	107	497	11755	13782	87330	53	
DO# 5	6625	202	7679	1846	7259	11	134	51	10775	12711	929	1507	467	1704	2534	2	860	253	10	84	132	203	10231	11160	80396	384	
DO# 6	12207	588	6871	1713	8979	51	103	75	13811	14281	1791	2963	350	2049	2896		1035	146	21	50	154	358	12220	12333	101059		
DO# 7	11881	386	5104	1616	20573	7	173	47	14302	22515	3984	2272	904	1934	4472	8	1414	367	18	416	123	447	12267	12018	101323	179	
DO# 8	9698	469	7515	2148	13471	89	360	71	13400	16700	5147	5216	1022	3087	3004	38	1550	891	13	536	152	228	9346	20771	197105	19047	
DO# 9	7816	687	12031	1422	8517	109	133	44	14252	17672	612	1566	850	2219	1959	6	962	113	20	7	96	388	11364	16740	44530	2596	
TOTAL	95159	3825	71691	21093	97726	451	1427	585	127994	149208	19755	22134	6870	22325	27635	133	10734	3217	152	1200	1162	3449	107201	128934	953193	31877	
GRAND TOTAL	291,957								296,957			29,004		49,960		14,084		5,963				236,135		985,070			

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) AR - Admission Report
 Supplemental Report
 PP - Preparole Report
 SR - Special Report
 (6) DR - Discharge Summary
 OA - Other Agency
 TR - Transfer Summary
 TS - Termination Summary

