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ANNUAL REPORT

STATE OF NEW JERSEY

DEPARTMENT OF CORRECTIONS

DIVISION OF POLICY AND PLANNING

BUREAU OF PAROLE

Whittlesey Road, Trenton
(P.O. Box 7387)

Fiscal Year July 1, 1980 - June 30, 1981



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Assistant Commissioner

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Senior Parole Officer

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Bureau of Parole

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New Jersey State Library

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MISSION (Goals)

As a component of the Division of Policy and Planning, Department of Corrections, the Bureau of Parole's mission is:

1. To provide appropriate investigations and effective supervision for those persons paroled from the Prison Complex (Trenton, Leesburg, and Rahway), the Youth Correctional Institution Complex (Annandale, Bordentown, Yardville), the Adult Diagnostic and Treatment Center (Avenel), the Training Schools for Boys and Girls at Jamesburg and Skillman, certain County Correctional Institutions, and from other states to a parole program in New Jersey. Bureau of Parole involvement with offenders begins while they are inmates, continues throughout the period of parole supervision, and can extend beyond the maximum expiration date of sentence on a voluntary basis for delivery of services and counselling.
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 Department mandates regarding Court assessed revenues (penalty, restitution, and fine).
4. To maximize community participation in the reintegration process by expanding the number and activities of citizen volunteers being recruited from both the private and the public sector. To increase community based agencies' awareness of offenders' needs and the degree of agency responsiveness to such needs.

MAJOR OBJECTIVES

1. To increase field staff's ability to respond appropriately to individual parolees' needs.
2. To facilitate preparation of inmates' release to parole supervision and serve in a liaison role between the several institutions and the Bureau of Parole field staff.
3. To provide an immediate and effective alternative to return as a parole violator of those parolees who cannot satisfactorily meet parole conditions by use of community based residential facilities which offer a variety of supportive services.
4. To provide United States Supreme Court mandated hearings for parolees whose adjustment has deteriorated markedly in one or more serious aspects. To promptly confine serious community threats.
5. To provide a program for interested and qualified community residents who wish to serve as volunteers in the reintegration process on a one-to-one basis. To maintain the program under continual refinement and expansion with a view toward opening the ranks of volunteers to individuals from all walks of life.

6. To collect, safeguard, and deposit certain revenues levied against offenders as part of custodial sentences, and to vigorously pursue delinquent accounts.

PERFORMANCE

1. The success rate for some 13,000 parolees processed yearly by the Bureau approximates 80 percent. An expansion of staff and support services would permit the Bureau to assume responsibility for that additional number of inmates whose parole release can appreciably reduce institutional overcrowding. Individualized, one-on-one counselling has been supplemented by Team supervision. The use of urine monitoring and a specialized caseload of substance abusers have been effective in controlling parolees whose antisocial activities are drug-related. A concentration of service delivery to parolees in the areas of job grooming, vocational preparation, and educational/vocational placement is standard procedure in the District Offices and has proved effective in meeting parolee needs to become self-sustaining. The Bureau's ability to purchase services as a response to medical, dental, or shelter crisis situations among parolees has been effective in stabilizing adjustment patterns.

The above-mentioned services are being made available to certain county correctional institution cases which come under jurisdiction of the State Parole Board. Although confinement is at county correctional institutions, some offenders have as much - or more - difficulty in terms of community planning and supervision than do many long-term offenders from state correctional institutions.

In accordance with recently enacted legislation, the Bureau is involved in the collection of certain revenues from offenders who have been placed under financial obligation as the result of their conviction for criminal offenses. Collection, recordkeeping, deposits, and supervisory follow-ups are being made throughout the state at District Parole Offices and at the Central Office for those New Jersey parolees resident out of state.

Investigations of proposals for furlough, home visit, work release, and study release plans enable the Bureau to establish relationships with inmates and their families prior to the parole dates. The Bureau also is able to provide employers and educators with a follow-up service regarding performance, absenteeism, and the structuring of career ladders.

2. The Institutional Parole Officer staff 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, 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.

An increase in Institutional Parole Office staff is seen as necessary to free District Office staff from having to further assist in providing services for the above-mentioned cases.

3. The Bureau's residential facility (PROOF) provides an around-the-clock, short-term alternatives to confinement as parole violators for those parolees who cannot adequately cope with personal and community situations. In Fiscal 1980 parolees were serviced at the residential facility for a total of 3,780 man-days. The facility maintains an after-hours and holiday telephonic hotline service for parolees, relatives, law enforcement agencies, and the general public. It also serves as a contact point for inmates released on furloughs. Additionally, staff members at that facility have developed group counselling sessions for relatives and friends of offenders who are facing adjustment difficulties. Development of a second, and preferably a third, residential facility patterned after the present one, would increase the Bureau's ability to provide essential services in the central and southern areas of New Jersey.

4. The Probable Cause Hearing Unit provides in-person hearings for parolees who have been accused of serious violations of parole. All conditions of the United States Supreme Court's Morrissey-Brewer mandate are met in the hearings. No parolee is exposed to revocation of parole for technical violations unless he has first been accorded the opportunity to participate in a Probable Cause Hearing. Some 2,000 hearings are conducted in any one year, many with Attorneys present as counsel for the parolees.

The present Probable Cause Hearing Unit is comprised of a Senior Parole Officer from each of the nine District Offices and from the Central Office. Duties attendant to Probable Cause Hearings seriously limit or prohibit these Senior Parole Officer's participation in casework assignments. The admission of legal counsel to many Probable Cause Hearings has made further demands upon the time of Bureau hearing officers. A Unit of five Senior Parole Officers operating in conjunction with, but independently of the District Offices, would assure objectivity and make the services of the nine Senior Parole Officers now involved in Probable Cause Hearings again available to the District Office responsibilities.

5. The Volunteers In Parole Program is functional in all nine District Parole Offices. Originally volunteers were recruited only from the legal profession. Lawyers are 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 lend their special talents to the reintegration process. As the scope of the Volunteer Program increases, training and guidance services to volunteers are being expanded to meet certain interests: some volunteers seek an on-going relationship with parolees while others request only a particular situational involvement.

ANTICIPATED NEEDS AND ISSUES

In the Bureau's efforts to increase responsiveness to demands upon its services, the following is recommended:

Institutional Parole Office services have been expanded to meet the needs of state prisoners serving state sentences in County Correctional Institutions, and the needs of 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. With staff increases, more attention can be given to indepth 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 structuring 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 a recent month, penalty assessment increased ten-fold. Tracking recipients of revenue payments is complicated, particularly as regards those slated to receive restitution.

The one computer terminal at the Central Office should be supplemented by one in each of the nine District Offices for the provision of not only revenue read-outs but also case management, including Criminal History Record checks and Motor Vehicle look-ups. The Bureau's needs are compatible to the function of the offender-based Correctional Information System proposed for implementation in early 1982.

Additional Parole Officers and Senior Parole Officers are needed to fully implement the weighted workload and Team concept. Supervision of County Correctional Institutions 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 will be involved in time-consuming activities as they seek leverage from the Courts to enforce payment. With implementation of Parole Board intention to extend maximums via loss of commutation time for various violations of the parole contract, caseloads will become heavier as will the recordkeeping attendant to changes in maximum expiration dates.

MAJOR UNITS

Central Office

The Central Office is the Administrative Unit of the Bureau of Parole. It is staffed by the Chief, Assistant Chief, five Supervising Parole Officers and the coordinators of such specialty programs as Revenue Collection, Volunteers In Parole, Furlough/Work Release and Information 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.

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 comes the activities attendant to the supervision of a daily average of some 9,100 parolees from New Jersey State Penal and Correctional Institutions, Training Schools and from out of State Institutions 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 eight 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. Institutional 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

The Bureau of Parole was awarded accreditation status in July 1981. A ceremony was held the following month during which the Governor was presented with the Certificate of Accreditation by the Commission on Accreditation of the A.C.A. The Governor, in turn, presented the Certificate to Bureau personnel. Efforts continue to maintain compliance with Accreditation Standards despite difficulties being encountered as a result of new legislation and budgetary shortfalls.

During the course of the fiscal year the Bureau lost nine clerical positions, six state vehicles and phased out its Manpower Vocational Service Program and NAB Liaison. The end of the fiscal year saw four Administrative and Supervisory staff members receive layoff notices to further diminish staff at a time of increasing responsibilities.

The Bureau's Revenue Program, mandated by legislative fiat, began slowly in late fall. Some Counties were reluctant, at first, to turn over to the Bureau those cases on which they were collecting. As the year wore on, more and more cases were turned over to the Bureau and almost all commitments were also assessed a Revenue obligation. The program has now been expanded to include collection from inmates. A million dollars a year potential is seen. The need for electronic aids and additional staff is sorely felt and appropriate requests for budgetary assistance have been made.

Implementation of an Act Concerning Parole has brought many changes this year in addition to revenue collection. Attorneys at Probable Cause Hearings, supervision of certain county cases, and the diminution of generic condition of parole in favor of special conditions are now accepted into the daily routine. Loss of arrest power and ability to move against parolees who commit new offenses, no matter the circumstances, independent of a prosecutor's request, highlight some of the more negative impact of the Bill on the Bureau.

Quite a bit of effort went into winning salary reclassification for the entire professional staff. Initial written justification was followed by Hearings in which the case for upgrades were presented. As the fiscal year closed, efforts were underway to win reclassification for the clerical staff. The entire review was stark indication of how the Bureau has accepted a myriad of additional duties in recent years.

Early in the fiscal year, agreement was reached between the Commissioners of the Department of Corrections and the Department of Human Services allowing Bureau personnel to conduct Probable Cause Hearings on DYFS parole cases. As the year drew to a close, however, an opinion from the Attorney General's Office mandated that all such parolees legally belong under the supervision of the Bureau. Efforts are now underway to effect that transfer.

DEVELOPMENTS

During the course of the fiscal year the Bureau has been working very closely with staff of the Department's Criminal Information System to integrate the parole caseload program with that of inmate tracking. Great strides have been made in this direction and with the advent of OBSCIS the parole caseload will be fully integrated into the system. Bureau stress, at this time, is to supplement its one Central Office Terminal with one in each District with capability of on-line capacity dealing with types of revenue obligations, amount of payments, arrearages, changes ordered by the Courts, transfer among Districts and the like. Further, there are other Bureau needs that we hope will be taken into consideration prior to finalizing the system.

The Bureau of Interstate Services is objecting to the forwarding of transfer requests on cases having left this state either without permission but finding legitimate plans or who have had approved travel permission and have found plans in other states. The District Offices are complaining, however, that the reverse is not the case. They advise frequent involvement in transfer requests from other states on cases already in residence in New Jersey prior to receipt of the request for transfer. The Districts feel that if they are required to handle cases under such circumstances, BIS should have the courtesy of forwarding their requests under similar circumstances.

The Chief presented the Outstanding Service Award for the past year to Senior Parole Officer William Strollo, District Office #3. The Award was presented at the Annual Banquet and was well attended by parole staff.

The Bureau was audited during the year by the Office of Legislative Services who interviewed the Chief and the Assistant and visited three District Offices. Representatives from OSPREY, a federally funded but privately managed research organization conducted an exhaustive study of the Bureau and its operations. A.B.T. Associates, another large research organization followed up their telephone interview with a questionnaire relative to Bureau operations.

Arrangements were completed and procedures written for the admission of parolees to Newark House. Essex County parolees now are able to utilize the facility as the need arises for up to six weeks in each instance.

Distribution of the Bureau's Administrative Manual has been completed. All Bureau components have at least one copy available at their facilities. A schedule for revision and updating has been supplied to each Supervising Parole Officer with the intent of keeping this reference document current within any given year. This single Manual has replaced the procedural memoranda and several outdated and less comprehensive handbooks.

PERSONNEL

As of June 30, 1981, the total complement of 276 staff members were distributed as follows:

Chief	1
Assistant Chief	1
Supervising Parole Officers	5
Program Development Specialist	1
Volunteers in Parole Program (Supervisor of Volunteers and Senior Parole Officer)	2
Federally Funded Research Specialist	1
Federally funded Senior Clerk Transcriber	1
Furlough Coordinator (Senior Parole Officer)	1
Statistics and Research (Senior Parole Officer)	1
District Parole Supervisors	9
Assistant District Parole Supervisors	13
Senior Parole Officers (Field and Institu- tional Parole Officers, one federally funded TRAP)	52
Residential Parole Officers (PROOF)	7
Parole Officers	105
Clerical	<u>76</u>
Total	276

During the year the federally funded M.V.S.C. Program was phased out and remaining personnel absorbed and reassigned into regular Bureau positions. Nine clerical positions were lost to the Bureau and the close of the fiscal year saw the removal of two Assistant District Parole Supervisor positions and the Program Development Specialist position from the Bureau's Table of Organization.

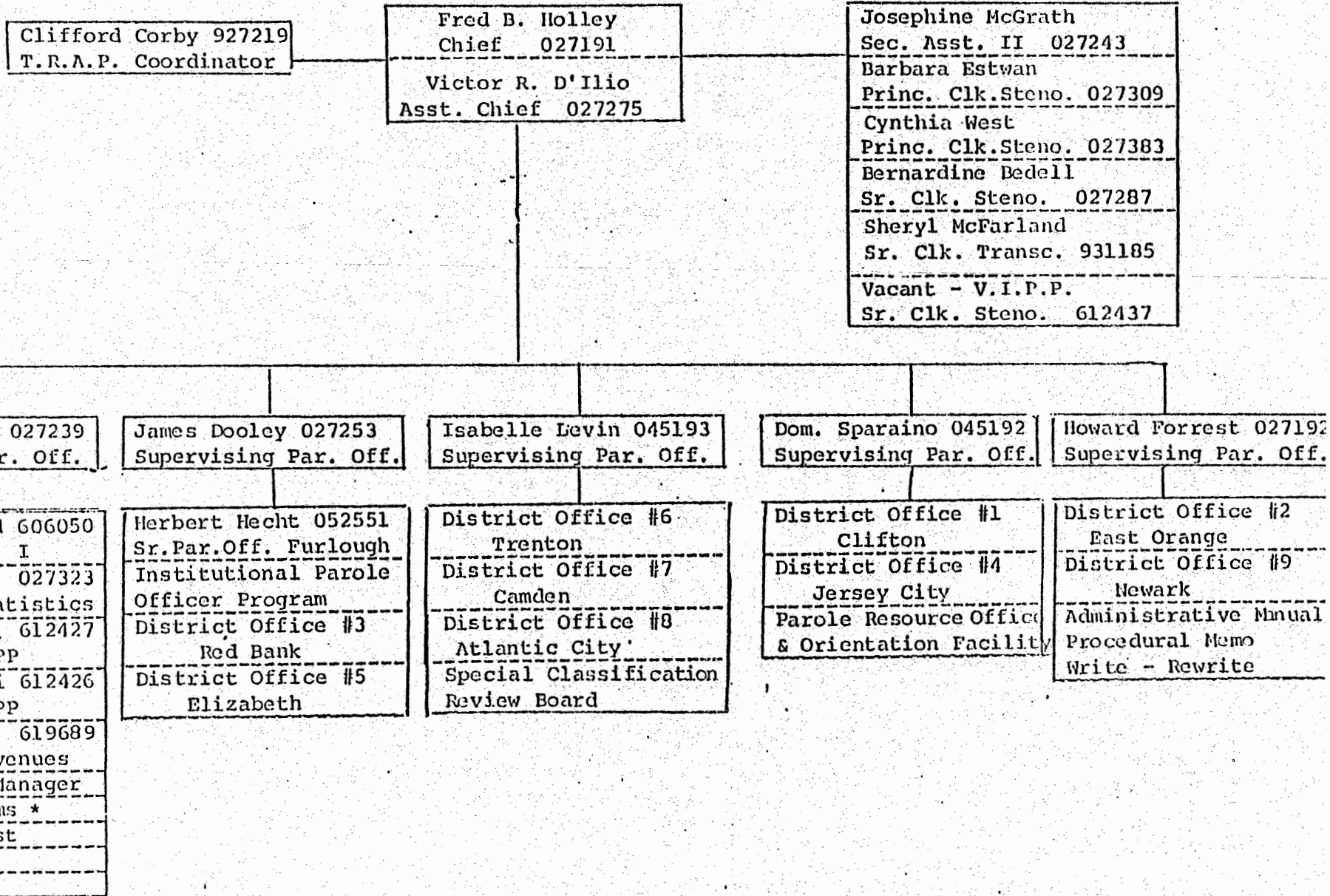
The federally funded Senior Parole Officer position assigned to the T.R.A.P. Program at Annandale will continue as long as funding remains as will the federally funded Research Specialist position and the attached Senior Clerk Transcriber.

A Senior Parole Officer position was created in the Central Office to coordinate Bureau revenue activities with particular emphasis on inmates and New Jersey parolees residing out of state.

Anna Spirko, former Principal Clerk Stenographer, District Office #5, retired November 1, 1980. Bureau staff was shocked and saddened to learn of the demise of Mr. Joseph Camisa (District Parole Supervisor, District Office #4 - retired) and his wife as a result of an automobile accident in March, 1981.

Updated (as of June 30, 1981) Bureau Organizational Chart follows.

BUREAU OF PAROLE



*Theresa Fritzes
Research Specialist 931163

CASELOAD

As of June 30, 1981, a total of 9,105 cases were reported under the supervision of the Bureau of Parole by its various components. This represented a total increase of 635 cases during the course of the fiscal year. District caseloads as of June 30, 1981, were as follows:

DO#1 - 1,224	DO#6 - 852
DO#2 - 1,106	DO#7 - 940
DO#3 - 1,479	DO#8 - 684
DO#4 - 999	DO#9 - 1,016
DO#5 - 753	COSF - 40

Bureau Total - 9,093

DISCHARGE PRIOR TO EXPIRATION OF MAXIMUM

Grants of Discharge from parole were extended by both the Board of Institutional Trustees and the Parole Board for the first several months of the fiscal year. As the unified paroling authority later took full control over its legislated prerogatives, the Parole Board became the sole body to decide these matters.

The following figures represent combined actions taken by paroling authorities on Bureau's recommendations:

<u>Type of Commitment</u>	<u>Granted</u>	<u>Denied</u>	<u>Total</u>
Prison	55	9	64
Young Adult	176	43	219
Juvenile	<u>31</u>	<u>0</u>	<u>31</u>
Total	262	52	314

PROBABLE CAUSE HEARINGS

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 our 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 1981:

a. Hearing requested and hearing held	820	
b. Hearing waived and hearing held	69	
c. No response from parolee and hearing held	765	
d. Hearing waived and no hearing held	331	
e. Probable Cause found and formal revocation hearing to follow	1,777	
f. Continuation on parole recommended although valid violations determined	191	
g. Continuation on parole -- no valid violations determined	17	
h. Other	<u>0</u>	
Total hearings scheduled (columns a+b+c+d)	1,985	
Probable Cause found (column e)	1,777	(89.5 percent)

DISTRICT PAROLE SUPERVISORS' DECISIONS:

<u>DO#</u>	<u>Authorization to Continue on Parole</u>	<u>Continue on Bail*</u>
1	131	154
2	181	168
3	219	145
4	167	365
5	158	154
6	163	237
7	240	195
8	72	132
9	<u>104</u>	<u>107</u>
Totals	1,435	1,657

*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 1981:

<u>Month/Year</u>	<u>Office</u>	<u>Field</u>	<u>Total</u>
July 1980	8,934	8,669	17,603
August	8,123	8,160	16,283
September	8,191	7,991	16,182
October	8,639	9,570	18,209
November	5,933	6,875	12,808
December	7,606	7,765	15,371
January 1981	8,321	7,896	16,217
February	7,364	7,847	15,211
March	8,411	9,474	17,885
April	8,418	9,045	17,463
May	7,763	8,571	16,334
June	<u>8,511</u>	<u>9,721</u>	<u>18,232</u>
Totals	96,214	101,584	197,798
Percent	48.6%	51.4%	100%

TREATMENT

As of June 30, 1981, the N.J. Rehabilitation Commission indicated that it was servicing a total parole caseload in Newark of 159 cases of which 113 were on Active status and 46 on Referred status. Although the Specialized Rehabilitation caseload covered the entire Essex County, funding cutbacks reduced service to only the City of Newark. A further more substantial anticipated reduction in funding for this program is anticipated. Area of service to be reduced or modified are, as yet, to be determined.

NIGHT VISITS

- DO#1 - Staff made total of 319 contacts after normal working hours.
- DO#2 - Staff made total of 55 contacts after normal working hours.
- DO#3 - Staff made total of 158 contacts after normal working hours.
- DO#4 - Staff made total of 101 contacts after normal working hours.
- DO#5 - Staff made total of 28 contacts after normal working hours.
- DO#6 - Staff made total of 103 contacts after normal working hours.
- DO#7 - Staff made total of 129 contacts after normal working hours.
- DO#8 - Staff made total of 221 contacts after normal working hours.
- DO#9 - Staff made total of 399 contacts after normal working hours.

Bureau staff made a grand total of 1,513 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 case-book. The check should be completed by a member of the supervisory staff together with the parole officer who made the entries.

During the year 103 reviews were completed, resulting in 7 (6.8 percent) unsatisfactory ratings. An unsatisfactory rating is to be followed for 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 (CETA)

As the result of Bureau referrals, it was determined that at the end of June 1981, 1,594 parolees had been accepted in one of the CETA programs.

FURLOUGH/HOME VISIT/WORK/STUDY PROGRAM

On January 12, 1976, the furlough program employed by the various Youth Correctional Institutions and the Prison Complex of the State of New Jersey was suspended due to serious difficulties in the administration of the program. The foremost criticisms addressed themselves to such areas as a lack of uniformity and consistency in operating procedures, a need for the verification of furlough destinations, and an absence of appropriate supervision for the inmates in the community.

Following an extensive investigation conducted by the Governor's Office, it was recommended that explicit provisions be made to involve the Bureau of Parole in a revised program geared to correct the deficiencies of the past. In addition, the Bureau of Parole was called upon to assume greater responsibilities in the area of other community release programs, namely work/study release.

The furlough work/study release component within the Bureau functions to insure uniformity and consistency in the operating procedures of the various District Offices per Departmental Standards and to provide for the protection of the community by conducting field investigations of furlough destinations and work release sites, to notify local law enforcement authorities regarding the particulars of proposed furloughs, to provide feedback to the Institutional Classification Committees, to assist them in making appropriate decisions with regard to inmate participants, to monitor the activities of inmates participating in study release and to provide general assistance and supervision to all inmates involved in community release programs.

The Bureau of Parole entered a new area of pre-parole temporary community release during the past fiscal year, the Juvenile Home Visit Program. The situation was very similar to that which occurred in the Adult Furlough Program during March/April of 1976; a program for the release of juveniles from the Training Schools at Jamesburg and Skillman had been operative for a number of years, but there had been no previous provision for field investigation/supervision by the District Parole Offices. Effective as of July 30, 1980,

Department Standards for the Juvenile Home Visit Program provided for the same kind of field supervision by the Bureau as in the Adult Furlough Program: prior investigation of the home visit destinations, notification of the respective District Offices prior to each home visit, corresponding notification of police departments by the District Offices, "check-in" telephone calls by the juveniles on home visit, and follow-up monitoring during or subsequent to the home visits.

The Home Visit Program actually "got off the ground" during December of 1980; thus, for the last seven months of the fiscal year, the District Offices completed 147 initial investigations, involving contacts at the home visit addresses and at local community agencies for a monthly average of 21 investigations. There were a total of 30 disapprovals, a rejection rate of 20.4%, primarily due to parental refusal to accept the juveniles home for visits. The nine District Offices initialed a total of 76 follow-up investigations at the home addresses or with local police departments; and with the weekend assistance of the staff of the Bureau's P.R.O.O.F. Facility, received 44 "check-in" telephone calls.

Even without the additional workload imposed by the juvenile program, the Adult Furlough Program registered a large increase the past fiscal year over the previous year and consequently increased the burden on the District Offices. A total of 1,176 initial investigations were completed, a 45.5% increase; disapprovals increased by 46 to a total of 154, with the rejection rate remaining at slightly over 13%; there were 1,784 follow-up investigations at furlough addresses or police departments (+21.9%); and a total of 1,008 telephone "check-in" calls were received by the nine District Offices and by P.R.O.O.F.

All of the above activity in both the Adult Furlough Program and in the newly instituted Juvenile Home Visit Program required the driving of 24,782 miles and the spending of 3,609½ hours, increases of 61.2% and 38.9% in mileage and time expenditure as compared to the previous fiscal year.

Another change occurred during the year in the area of temporary community release programs as it affected Bureau of Parole involvement. Revisions of the Work/Study Release Standards eliminated District Office monthly monitoring of work/study releasees and restricted Bureau responsibility to initial investigations of work release sites except by special request and arrangement by the institutions.

Activity for the year in this area by the six Districts reporting involvement totaled: the completion of 55 initial investigations of work release sites, five of which were disapproved; 143 contacts with employers and 23 with police departments with re: to the monitoring of work/study releasees, all prior to the change in Standards; the driving of 1,777 miles; and the expenditure of 162 work hours.

	INVESTIGATIONS COMPLETED								MILEAGE	HOURS
	HOME & P.D.		INITIAL				FOLLOW-UP (HOME OR P.D.)			
	Adult	H.V.	DIS-APPROVALS	REJECTION RATE (%)	Adult	H.V.	Adult	H.V.		
1979 - 1980	Adult	H.V.	Adult	H.V.	Adult	H.V.	Adult	H.V.		
JULY 1979	61	-	6	-	9.8	-	107	-	1060	161½
AUG. 1979	101	-	15	-	14.9	-	180	-	1489	278½
SEPT. 1979	56	-	4	-	7.1	-	131	-	1203	274
OCT. 1979	75	-	15	-	20.0	-	113	-	2025	286
NOV. 1979	74	-	15	-	20.3	-	116	-	1555	204
DEC. 1979	71	-	8	-	11.3	-	85	-	1091	192
JAN. 1980	77	-	12	-	15.6	-	88	-	1286	207
FEB. 1980	63	-	5	-	7.9	-	111	-	1288	249
MAR. 1980	51	-	1	-	2.0	-	143	-	1051	166
APR. 1980	69	-	10	-	14.5	-	122	-	1207	195½
MAY 1980	49	-	7	-	14.3	-	152	-	1113	204½
JUNE 1980	61	-	10	-	16.4	-	115	-	1004	180
(Avg. Per Mo.)	(67.3)	-	(9.0)	-	-	-	(121.9)	-	(1281.0)	(216.5)
TOTALS	808	-	108	-	13.4	-	1463	-	15372	2598
COMPARISONS										
% Increase	45.5%	-	42.6%	-	-	-	21.9%	-	61.2%	38.9%
% Decrease										
1980 - 1981										
JULY 1980	92	-	10	-	10.9	-	110	-	1380	229
AUG. 1980	92	-	5	-	5.4	-	107	-	1857	269
SEPT. 1980	89	-	10	-	11.2	-	142	-	1228	261
OCT. 1980	74	-	8	-	10.8	-	101	-	1558	271
NOV. 1980	80	-	12	-	15.0	-	164	-	1819	237
DEC. 1980	107	20	20	4	18.7	20.0	135	2	2011	290
JAN. 1981	84	18	16	4	19.0	22.2	129	7	2252	331
FEB. 1981	95	21	20	5	21.0	23.8	135	17	2445	253
MAR. 1981	115	12	12	4	10.4	33.3	186	15	2985	423½
APR. 1981	110	15	12	3	10.9	20.0	192	9	2088	292
MAY 1981	101	38	11	9	10.9	23.6	193	11	2439	329
JUNE 1981	137	23	18	1	13.1	4.3	190	15	2720	424
(Avg. Per Mo.)	(98.0)	(21.0)	(12.8)	(4.3)	-	-	(143.7)	(10.9)	(2065.2)	(300.8)
TOTALS	1176	147	154	30	13.1	20.4	1784	76	24782	3609½

INSTITUTIONAL PAROLE PROGRAM

Institutional Parole Offices located at the following Institutions provide necessary services between the Institution and field staff to effect a smooth, scientific reentry into the community by over 4,400 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.

	<u>Pre-Parole Interviews</u>	<u>Inmate Requested Interviews</u>	<u>Released On Parole</u>	<u>Parole Classes</u>	<u>Orientation Classes</u>
NJSP	3372	2548	1773	1468	20
YRCC	2114	1586	524	194	50
YCIB	1292	962	592	73	51
YCIA	1092	2652	684	242	23
TSB/G	873	1186	403	192	23
CIW	<u>255</u>	<u>1764</u>	<u>182</u>	<u>168</u>	<u>47</u>
TOTALS	8998	10698	4158	1468	214

Among the many IPO Services rendered by the Districts to the County Correction Facilities and Pre-Release Centers, are 247 pre-parole interviews and 108 parole classes provided by staff of District Office #2 to inmates at the Essex County Correction Center and 32 reported inmate parole preparation contacts by staff of District Office #6 at Volunteers of America/Trenton, Clinton House and Mercer County Correction Center. Other District Office staffs are providing similar services for other county facilities and pre-release centers, unfortunately at the expense of field supervision.

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 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, 1981, the District reported the following team involvement:

- DO#1 - One team of two officers, three teams of three, one of five.
- DO#2 - One team of five, three teams of four.
- DO#3 - One team of five, one of four, three teams of three.
- DO#4 - Four teams of four each.
- DO#5 - Two teams of three each.
- DO#6 - One team of four, two of three each.
- DO#7 - One team of five, one of four.
- DO#8 - Two teams of three each.
- DO#9 - Three teams of five 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 Sr. Parole Officers, continue to meet periodically in each District Office. They make decisions/recommendations regarding such casework matters as caseload assignments, status assignments/changes, degree of supervision, VIPP Matchups, Discharge consideration and like matters.

PAROLEE EARNINGS (Calendar 1980)

During the calendar year 1980, 11,521 parolees under supervision earned \$29,321,239, an increase of \$3,562,988 over 1979's year's earnings.

Fifty-two percent (5,978) of those under supervision during the year were classified as "employed," i.e. worked all or part of a period under supervision, which period of supervision could be from one week to the full year. Twenty six percent (2,981) were "unemployed" throughout their entire period of supervision, although employable. The remaining 22 percent (2,555) were classified as "unemployable" by reason of being missing or in custody, attending school, being engaged in homemaking or being incapacitated.

TRAINING

A. In-Service Training: Training was held on the following regional basis with the Senior Parole Officer or Administrative Assistant Supervisor 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

Programs included: presentations by Dr. Francis Cheek on Behavior Modification, Dr. John Belton on interviewing techniques; Mr. Peter Sterman from the Mercer County Guidance Center; Sgt. Harry Depew and staff on the pre-release program at the Wharton Tract Unit of YRCC; Mr. Ray Adams of Bureau of Professional Services; and a host of programs involving the interaction of local agencies with the Parole Districts.

B. Other Agency Training Programs: Field training of Correction Officers by field personnel in the Districts continued as scheduled.

Training of volunteers has been conducted throughout the year under the aegis of the Volunteers in Parole Program Coordinator.

Training for Community Resource Specialists and Vocational Services Center Project personnel was under the direction of the Project Director until the demise of the latter program as a result of cessation of funding.

Parole staff involved itself with training sponsored by the Administrative Office of the Courts; Correction Officers Training Academy; the Department of Health (A.N.D.A.T.E.C.); Civil Service; State Police Training Academy along with county and local police training academies and limited participation in national and regional conferences.

REVENUE PROGRAM

Revenue collection by the Bureau of Parole is authorized by recently 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 to \$10,000 shall be 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 shall apply entirely to the penalty balance until paid off completely.

Restitution - in addition to penalty or penalties and/or fine, the court may award crime victims financial restitution for loss suffered. The State Parole Board may require that the parolee make full or partial restitution, the amount of which shall be 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 will be 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.

Although collections did not begin until October, 1980, the following summarizes collections to date, by District, type of revenue, and totals:

	<u>FY 1981</u>	<u>District Total</u>
District Office #1	Penalty \$ <u>20</u>	
	Restitution _____	
	Fine \$ <u>2,465</u>	\$ <u>2,485</u>
District Office #2	Penalty _____	
	Restitution _____	
	Fine \$ <u>5,555.50</u>	\$ <u>5,555.50</u>
District Office #3	Penalty \$ <u>75</u>	
	Restitution \$ <u>280</u>	
	Fine \$ <u>5,490</u>	\$ <u>5,845</u>
District Office #4	Penalty \$ <u>75</u>	
	Restitution _____	
	Fine \$ <u>12,340</u>	\$ <u>12,415</u>
District Office #5	Penalty \$ <u>165</u>	
	Restitution _____	
	Fine \$ <u>3,449</u>	\$ <u>3,614</u>
District Office #6	Penalty \$ <u>95</u>	
	Restitution _____	
	Fine \$ <u>2,885</u>	\$ <u>2,980</u>
District Office #7	Penalty _____	
	Restitution \$ <u>507</u>	
	Fine \$ <u>352</u>	\$ <u>859</u>
District Office #8	Penalty \$ <u>115</u>	
	Restitution _____	
	Fine \$ <u>3,050</u>	\$ <u>3,165</u>
District Office #9	Penalty _____	
	Restitution _____	
	Fine \$ <u>945</u>	\$ <u>945</u>

	<u>FY 1981</u>	<u>District Total</u>
District Office #10	Penalty \$ <u>450</u>	
	Restitution \$ <u>105</u>	
	Fine \$ <u>17,641</u>	<u>\$ 18,196</u>
 Bureau Accumulative Total	Penalty \$ <u>995</u>	
	Restitution \$ <u>892</u>	
	Fine \$ <u>54,172.50</u>	<u>\$ 56,059.50</u>

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 a resource available to the field parole staff in the nine District Offices throughout the State. The facility, located in a public housing project in Jersey City, provides supportive services to male parolees who are experiencing adjustment problems in their community. It is staffed 24 hours per day, 365 days per year by parole officers skilled in counseling and community resource development.

The agency provides emergency housing and related services to up to 15 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 emergency situations the field officer is able to refer his client to PROOF for intensive supervision, supportive services and the development of a viable plan for reintegration into the community.

The residential setting permits extensive individual and group counseling, observation 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.

It's 'round the clock operation enables PROOF to act as an important resource to the community, law enforcement agencies, and other branches of the Department of Corrections.

Many parolees and their families often experience emergency situations during other than the 9-5 work day. Realizing this, the staff at PROOF mans a 24 hour per day hotline service where parole clients, their families and members of the community are able to have their questions answered quickly and effectively.

Often local law enforcement agencies contact PROOF for information concerning parole related problems. Many times out-of-state law enforcement agencies contact PROOF concerning interstate matters and are immediately serviced.

PROOF functions as a vital link in the institutional furlough program. All furloughees are required to notify the District Parole Office upon arrival at their furlough destination. Many furloughees arrive at that destination after normal business hours. Unable to contact the District Office they may call PROOF in compliance with the regulations of the furlough program.

In addition, the research mission of PROOF encourages the development and implementation of new ideas and techniques to assist the parole population.

II. Statistical Information

A. History

P.R.O.O.F. was opened late in 1969 and admitted its first resident on December 2nd of that year. Eleven and one-half years later it admitted its 1,436th resident on June 30, 1981.

B. Utilization Rate

From July 1, 1980, to June 30, 1981, there was a total of 5,475 resident days available. (15 resident x 365 days). Of this total, 4,332 days were utilized. The AVERAGE DAILY POPULATION was 11.7 residents for an operating average of 78.94% of capacity. For the same period last year the facility operated at 68.85 % of capacity. This represents a 10.09% increase in utilization. The average occupancy rate for the previous five years (FY 76-80) has been 66.97%.

C. Admissions

On June 30, 1980, there were ten parolees in residence at PROOF. From July 1, 1980 to June 30, 1981, there were 190 admissions. The previous year there were 154 admissions. The 190 admissions plus the ten in residence made a total of 200 cases serviced during the year. This is 40 more than the previous year's total of 160.

D. Terminations

During the year there were 189 terminations leaving 11 parolees in residence as of June 30, 1981. The 189 cases which were terminated had spent a total of 4,261 days in residence for an average length of stay of 22.5 days. This is down from last year's average length of stay of 24.5 days.

Seventy-five of the termination (39.7%) were by reason of relocation in the community. Thirty-five (18.5%) were AWOL and simply failed to return. Fifteen (7.9%) had been admitted on an emergency basis for one night only. Eight (4.2%) had been placed in other residential programs (drug, alcohol, hospital and training) more suited to their needs. Forty (21.2%) were expelled for various infractions of house rules. A total of 16 (8.5%) were terminated because of arrest and incarceration. Two of these were arrested by police on Parole Warrants issued by PROOF staff.

E. Referrals

The breakdown of referrals according to District Offices and Institutions is as shown in the Table following the narrative. District Office #4 provided the most admissions with 41.

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 Vocational Counseling Services, New Jersey State Employment Service, New Jersey Rehabilitation Commission, the Urban League, 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, 88 (47%) residents were employed.

B. Many residents have taken advantage of the education and training programs available in the area. Some have continued their education in General Equivalency Diploma programs and at Jersey City State College. Others have gained occupational training through CETA programs and through Community Help Corporation.

C. Most residents upon entering the facility are in a state of financial poverty. Often they arrive with only the clothing on their back 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 under the Community Resources Specialist Project.

During the year we were able to provide direct financial assistance through Mini-Grant totaling \$645.97. A total of 78 grants were made. Most grants were for transportation expenses. Some were for toilet articles and clothing. A few were for medical prescriptions.

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 clinics 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.

Problems with alcohol abuse have been referred to local group meetings of Alcoholics Anonymous. Drug related problems are referred to North Hudson Regional Council of Mayors Drug Program.

We have utilized the services of Roche Clinical Labs for drug screen testing of urine specimens received from residents. This service has greatly enhanced our ability to detect and control drug abuse among residents.

The Health Services Funds and the Mini-Grant Funds have been utilized to purchase medical prescriptions and other related types of health care needs for residents. We maintain at the facility a supply of aspirin, antacid tablets, antiseptic and bandages for treatment of minor ailments.

E. The recreational facilities of the local YMCA have been made available to PROOF residents on a selective basis by special arrangements at no cost to the residents. In house recreational facilities include ping-pong, chess, checkers, cards, frisbie, and basketball equipment as well as television viewing.

F. Counseling remains one of the most basic of services which we provide the resident. 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 resident's needs is than developed. A staff member is assigned to each resident to provide for continued counseling. The assigned counselor meets with the resident at least weekly to review prior performance, identify problems and suggest corrective measure, and to assist the resident in planning in relocation.

G. 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.

IV. Hotline And Furlough Reporting Services

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 three hundred ninety one calls. The number is one hundred seventy two more calls than received last year and represents an average of 32.6 calls per month. Since the start of the hotline service we have received a total of 1,311 calls.

B. During the year we received 617 furlough calls. This is 49 more than last year. All calls are recorded and are held for verification by the District Furlough Coordinator.

V. Personnel

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

VI. Public Relations

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 service 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.

VII. Program Highlights

A. The Parent Orientation Program (P.O.P.) which was developed at PROOF was the subject of an article published in the March 1981, issue of Federal Probation.

B. February 1981, saw the beginning of another program developed by PROOF staff. The Pre-Employment Preparation Workshop (P.E.P.) held its first session on February 18, 1981.

P.E.P. is an effort to take the loosely structured job grooming techniques utilized at PROOF and put them into a more formal and directed program. New admissions attend a workshop within one week of arrival. During the course of the workshop participants gain practical experience in the proper ways to complete an employment application, they participate in role playing of employment interviews, and discuss concepts of employee-employer relationships and responsibilities. When time and scheduling permits, participants are taken to local companies where they are assisted in completing employment applications and can put into practice the concepts discussed.

To date a total of 11 workshops have been held with a total of 24 residents participating. Initial impressions are favorable.

ADMISSION TO PROOF
BY DISTRICT OFFICE AND BY INSTITUTIONAL DESIGNATIONS
7-1-80 to 6-30-81

	TSB-J	YRCC	YCIA	YCIB	NJSP	OS	FY 81 TOTAL	FY 80 TOTAL
DO #1	4	4	7	3	11	0	29	13
DO #2	2	3	10	5	19	0	39	29
DO #3	0	4	7	3	4	0	18	19
DO #4	0	2	11	6	20	2	41	29
DO #5	3	6	2	2	10	1	24	15
DO #6	0	1	2	1	1	0	5	7
DO #7	0	1	0	3	1	0	5	8
DO #8	0	1	1	0	2	0	4	1
DO #9	1	2	6	5	21	0	35	33
FY 81 total	10	24	46	28	90	3	200	XX
FY 80 total	6	36	39	39	30	5	XXX	154

SPECIAL PROJECTS

Fiscal 1981 has been a difficult year for the Bureau's Special Project. September 30, 1980, saw the cessation of SLEPA funding for the Manpower Vocational Service Centers. Attempts by the Department to secure state pick-up of funding for this Program were unsuccessful. An attempt to secure alternate VSC funding through the Department of Labor's Governor's Discretionary CETA fund was also unsuccessful.

The dissolution of LEAA at the Federal Level resulted in SLEPA being unable to entertain proposals for new project funding. In that SLEPA has traditionally been the primary funding source for Bureau demonstration or action grants; this development has significantly limited potential funds for Special Projects. This situation may improve when block-grant funds become available to the State.

Since September 1980, the Bureau has endeavored to maintain a VSC capability, albeit in a drastically reduced format. District 9 terminated all VSC functions in September 1980. District 7 terminated its reduced VSC operation in February 1981. District 6 continues to have one Vocational Specialist assigned.

One bright spot in Special Projects this year has been provided by the National Institute of Corrections' funding of the Parole Classification Project. This grant has been provided to the Bureau to further develop a validated risk assessment instrument and to develop a needs assessment device to be used in conjunction with the risk device. Upon completion, the Bureau will be more able to objectively assign parolees to various levels of supervision intensity based on risk of recidivism and/or need for services.

Primary effort since personnel was hired in October 1980, has focused on literature review, meeting with consultants, and our Advisory Committee to maximize input, construction of population samples, development of a DATA Collection/Coding instrument and coding of data from parolee files. Significant progress has been made, but much work remains to complete the Project.

A concept paper was submitted to NIC in June 1981. This paper addressed the need for an additional year of funding to continue and complete this effort. A final determination regarding funding should be rendered in July/August, 1981.

Fiscal year 1980 SLEPA funds were used to carry on VSC operations through the first quarter of FY 1981. The following data table reflects services provided during FY 1980 that have been unreported in previous Bureau Annual Reports, in addition to services provided during the first Quarter of FY 1981.

Data for the remaining three Quarters of FY 1981 (10/1/80 - 6/30/81) is reported here in narrative form. It should be kept in mind that this data reflects the activity of two Vocational Specialists from 10/1/80 - 2/23/81 and only one Vocational Specialist from 3/1/81 - 6/30/81.

There were 101 clients screened with 26 intakes completed. There were 30 job placements, 6 treatment placements, 5 vocational placements and 4 educational placements. There were 15 pre-parole investigations submitted (primarily county jail inmates). Other problems resolved included 43 transportation, 19 shelter, 15 financial, 7 food, 4 substance abuse, 3 social security, and 1 mental health.

Table describing the last five fully funded quarters follows.

QUARTERLY OBJECTIVE REPORT
July 1, 1979 - September 30, 1980

<u>OBJECTIVES</u>	<u>YEARLY L.O.S.</u>	<u>FIRST FOUR QUARTERS</u> <u>7/1/79 - 6/30/80</u>	<u>EXTENDED QUARTER</u> <u>7/1/80 - 9/30/80</u>	<u>TOTAL FOR FUNDING</u> <u>PERIOD</u>
Counselling	3000	2011	387	2398
Plans Taken		331	40	371
Transportation	300	493	92	585
Job Grooming	3000	2550	435	2985
Housing	75	115	11	126
Food	75	243	4	247
Medical/Dental	40	47	3	50
Job Placements	260	322	45	367
Vocational Training	40	23	5	28
Educational Training	40	49	13	62

VOLUNTEERS IN PAROLE PROGRAM

The Volunteers In Parole Program, an auxiliary component of the New Jersey Bureau of Parole, provides community volunteer services to parolees who are being reintegrated into society.

In 1978 and again in 1981, the VIP Program underwent a reorganization. This resulted in a decentralization of responsibilities with the District Office VIP Coordinator assuming more operational involvement.

The intent of this managerial decision was to provide District Office personnel with the opportunity for greater flexibility and creativity. In addition, it was incumbent upon VIP staff to recognize that there exists a diversity of interests and a variety of roles that can be assumed for volunteers. With this in mind, new categories of volunteers evolved.

At present, we are employing our volunteers in a variety of capacities. We recognize the fact that due to personal and professional commitments, the amount of time and the type of activity expended by a volunteer vary drastically.

Our Casework-Aide Model employs volunteers to work in conjunction with the field Parole Officer to provide one-to-one supervision and crises intervention.

Some volunteers, not wanting crises intervention, have joined the VIP Program in a one/two episode a year special service. Under the Professional Aide Model, the volunteer is a member of the professionals offering specific services on an as needed basis.

The third type of volunteer is the Supervision-Aide Model. This individual would provide various services to cases under supervision within the District. The goal of this group would be to create a pool of service volunteers the District or Parole Officers could utilize.

The Administrative-Aide Model volunteer provides clerical or administrative assistance (i.e., receptionist, program coordinator, recruiter, trainer, office aide, and the like).

In January 1981, CPB/VIPP began reviewing and consolidating program operations at the Central Office level. This action was mandatory before a state-wide audit could be conducted. The audit, which covered a three month long region-by-region examination of the program, showed evidence for the most part, that staff had a low opinion of the value of volunteer supervision of cases. This opinion developed due to misinformation regarding the purpose of the program as well as some negative experiences encountered with volunteer supervision. This resulted in cases not being reassigned to volunteers once the parolee had terminated his parole supervision through a given volunteer. This created an eventual loss of volunteer personnel by non-involvement. Hand-in-hand with this was a lack of recruiting, because coordinators were too busy to put in hours for recruiting and because of their desire not to recruit.

In addition to the aforementioned problems, there existed basic record-keeping deficiencies which contributed to the lack of contact with volunteers once cases were terminated, and the lack of feedback from volunteers.

CPB/VIPP developed new recruiting, training, recordkeeping systems. Arrangements were made for Coordinators to undergo retraining regarding the program, and attempts are being made to meet with District Office staff personnel to explain the revisions and the purpose of the program.

In essence, the goals and objectives of the VIP Program as it pertains to the delivery of services and service needs of our clients, volunteers, and professional staff has been redefined. The following statistical table will delineate areas on a District by District basis, the present status of the program.

As of July 1, 1981

District Office	Untrained	Matched w/Inmates	Assigned	Unassigned	Inactive	Special Service	Total Assigned	Total Available	Total Vol.	% Assigned
1	10	0	7	25	5	2	7	42	49	14.2%
2	0	0	3	8	2	0	3	10	13	23%
3	2	3	13	11	2	0	16	15	31	51.6%
4	0	0	0	1	1	1	0	3	3	0%
5	0	0	2	0	7	0	2	7	9	22.2%
6	3	1	9	4	8	5	10	20	30	33.3%
7	1	0	3	4	7	1	3	13	16	18.7%
8	0	0	1	2	5	0	1	7	8	12.5%
9	0	0	1	0	0	0	1	0	1	100%
TOTAL	16	4	39	55	37	9	43	117	160	26.8%

TRAP PROGRAM

The New Jersey TRAP Project is a unique, model treatment program funded by LEAA and functioning within Cottage #3 at the Youth Correctional Institution, Annandale, New Jersey.

In September 1980, the first of two parole liaison positions were filled and thus began the final stage in the peak functioning of the TRAP model. It was the role of the parole liaison to start the process of establishing a six to nine month supervised out-patient aftercare phase as a condition of parole. Planning for aftercare treatment began in re-entry therapy groups held weekly, the focus being to help prepare the resident to leave the program. The goals in the aftercare phase were to maintain a supportive involvement in a treatment program until each participant demonstrated a successful re-entry into the community.

Parole liaison activities increased and diversified as residents graduated and were released on parole. A systematic approach towards perfecting the transitional phase from Re-Entry to Aftercare helped to define the role of the Parole liaison. Activities included, but were not limited to the following:

Field Site Visits - During the past year, 18 formal field site visits were conducted. These in-person visits aid TRAP in assessing a particular program and determining whether a referral would be practical and appropriate. Further, by establishing a solid working relationship with various community programs the aftercare treatment process was greatly enhanced.

Treatment Contacts - Once a graduate is released on parole with a condition to attend treatment, personal visits with their assigned counselors aid in monitoring a graduate's adjustment in their transition to community life. During the past year, 122 such treatment contacts were made.

District Office Contacts - Aftercare services are arranged in conjunction with field parole staff throughout the state. They assist in both the pre-release planning as well as the active parole supervision process. Functioning within a team concept has insured greater success in the transition from TRAP to community life. A total of 185 contacts were made with different Parole Officers throughout the various District Offices.

Home Visits - Home visits were conducted on a regular basis depending upon need; the initial visit occurs within the first week of a graduate's release. It is necessary for the parole liaison to complete location update forms used by the Institute for Human Resources Research for their follow-up research and evaluation. More importantly, though, home visits help the parole liaison to identify problem areas and establish specific goals in aiding the parolee while in the community. A total of 198 home visits were conducted during the past year.

Community Trips - A fairly recent development in the pre-release phase of the program has been the implementing of community trips for residents nearing their parole date. The resident is taken to the out-patient treatment program he is to attend following release. Such visits not only improve the continuity of care during the aftercare treatment phase, it has shown to be an extremely effective tool in getting the soon-to-be released resident to explore the more serious aspects of re-entry into community life. Seven (7) trips have been made thus far.

Other - Since aftercare involvement and community supervision are individualized on the basis of each graduate's needs, other services are available and have included employment assistance, family counseling, interfacing with various community programs, and referrals for a gamut of services.

In addition to the above, the Parole Liaison continued to co-facilitate the Re-Entry therapy group and is a member of the Cottage Classification Committee, which meets once a week and makes all the final decisions concerning each resident's progress in the program.

A major emphasis in the TRAP Program is the eventual involvement of the graduate in community alcohol or drug programs upon their release. Therefore, the aftercare phase of treatment is an important and crucial aspect of the TRAP Program. The task of establishing a systematic approach to aftercare services was begun during the past year and it has proven to be a vital and much needed concept of the TRAP model.

PUBLIC RELATIONS (Calendar 1979)

Public relations are merging 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 recent budgetary cutbacks 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
Mercer County Community College
Rutgers University
Hispanic Health and Mental Health Association of Camden
Frontiers International
Cape May County Investigators Association
American Red Cross
Deborah Hospital
Salvation Army
H.O.P.E.

N.J. Association on Corrections
Bayshore Detectives Taskforce
Newark Recycling Inc.
Brookdale College
Somerset Chaplaincy Council
N.J. Association for Ex-Offenders Services
Monmouth County Police Academy
Middlesex County College
N.J. Council of Churches
Glassboro State College
Essex County College

and a myriad of local police departments, drug clinics, schools, and churches.

NOTE

During the course of this past fiscal year the Central Office Special File (C.O.S.F.) has been redefined to include only those New Jersey cases residing out-of-state with a revenue obligation existing in New Jersey, whether or not the time portion of their sentence has expired. Certain inmates who have begun, but not completed, revenue payments may also be included on this caseload. Those cases traditionally comprising the C.O.S.F. are now being supervised by the District Offices. The redefinition and redistribution of the C.O.S.F. accounts for the dramatic differences in some of the figures presented on the following charts relative to C.O.S.F. statistics particularly concerning total caseload, missing cases and related data.

CASELOADS (See Table 1)

On June 30, 1981, the Bureau of Parole was responsible for the supervision of 9,053 cases in New Jersey and 40 cases in the Central Office Special File, with a grand total of 9,093. During the Fiscal Year, 13,550 cases were actively supervised by the Bureau 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 1980-81 Fiscal Year totaled 10.0 percent of the Bureau's entire caseload. The court commitment/recommitment equaled 4.0 percent while the technical violation rate equaled 6.0 percent of the total rate cited above. These figures represent an increase of 1.6 percent in commitments/recommitments over the past fiscal year and a decrease of 2.5 percent in technical violations for the same time period. The over-all increase in the violation rate drifted downward from 11.4 percent in Fiscal 1980 to 10.0 percent in Fiscal 1981, an over-all decrease of 1.4 percent.

MISSING CASES (See Tables 3 and 3A)

The percentage of missing cases, in relation to total Bureau caseload, totaled 10.9 percent. Parolees from the Correctional Institution for Women had the largest percentage of missing cases (15.7 percent); however, the caseload from Bordentown was close behind with 15.3 percent. The caseload from the Training School for Girls has become so small that it disallows reasonable comparison with the other institutions.

SUPERVISION

In the course of supervising the Bureau's caseload during fiscal 1981, Bureau field staff made a grand total of 360,309 contacts. An additional 14,122 investigation contacts were made. State vehicles assigned to Districts were driven a total of 802,170 miles in spite of difficulties encountered, in many instances, with service repair and gasoline shortages. A total of 100,442 hours or 51.0 percent of the officers' time was spent in the field. Again, gasoline shortages and difficulty with car service may have lowered the amount of time spent in the field.

CONCLUSION

The Bureau of Parole has now become reliant solely on its own components for information to compile statistical data. Statistics on numbers and activities of New Jersey cases paroled out-of-state have, by administrative action, been eliminated from the Bureau of Parole's reports. 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.

TABLE #1

TOTAL CASES UNDER SUPERVISION - FISCAL YEAR 1980-81 (BY INSTITUTIONS)

	IN NEW JERSEY				CENTRAL OFFICE SPECIAL FILE				TOTAL
	Under Supervision 7/1/80	*Total Cases Added	*Total No. Supervised 1980-81	Under Supervision 6/30/81	Under Supervision 7/1/80	*Total Number Added	*Total No. Supervised 1980-81	Under Supervision 6/30/81	Under Supervision 6/30/81
Training School for Girls	21	19	40	25	0	0	0	0	25
Correctional Institution for Women	307	140	447	299	6	2	8	5	304
Training School for Boys	216	233	449	294	0	0	0	0	294
Youth Correctional Institution, Annandale	1,367	723	2,090	1,442	3	1	4	1	1,443
Youth Correctional Institution, Bordentown	1,546	550	2,096	1,434	7	3	10	3	1,437
Youth Reception & Correction Center	1,341	662	2,003	1,245	21	1	22	3	1,248
State Prison	3,202	1,927	5,129	3,585	71	6	77	27	3,612
Adult Diagnostic & Treatment Center	60	21	81	61	0	0	0	0	61
Out-of-State Cases in New Jersey									
Female	32	11	43	27	0	0	0	0	27
Male	526	311	837	538	0	0	0	0	538
County	1	212	213	103	0	1	1	1	104
TOTAL	8,619	4,809	13,428	9,053	108	14	122	40	9,093
Under Supervision	<u>8,619</u>				<u>108</u>				8,727
Total Cases Added*		<u>4,809</u>				<u>14</u>			4,823
Total Number Supervised			<u>13,428</u>				<u>122</u>		13,550
Under Supervision				<u>9,053</u>				<u>40</u>	9,093

* Figures include cases involving transfers between Districts.

TABLE #2

NUMBER AND PERCENT OF VIOLATORS

BY DISTRICT AND SEX

BASED ON TOTAL NUMBER SUPERVISED

- FISCAL 1980-1981 -

MALE

District	Total Number Supervised During Year*	Number and Percent of Violators				TOTALS	
		Committed or Recommitted		Returned as Technical Vio.		Number	Percent
1. Clifton	1,680	88	5.2%	57	3.3%	145	8.6%
2. East Orange	1,594	57	3.5%	93	5.8%	150	9.4%
3. Red Bank	2,056	64	3.1%	138	6.7%	202	9.8%
4. Jersey City	1,484	50	3.3%	105	7.0%	155	10.4%
5. Elizabeth	1,123	54	4.8%	79	7.0%	133	11.8%
6. Trenton	1,249	39	3.1%	130	10.4%	169	13.5%
7. Camden	1,384	88	6.3%	111	8.0%	199	14.3%
8. Atlantic City	967	55	5.6%	43	4.4%	98	10.1%
9. Newark	1,361	51	3.7%	30	2.2%	81	5.9%
10. Central Office (Special File)	114	0	0%	2	1.7%	2	1.7%
TOTAL MALE	13,012	546	4.1%	788	6.0%	1,334	10.2%

FEMALE

1. Clifton	79	0	0%	2	2.5%	2	2.5%
2. East Orange	69	2	2.8%	4	5.7%	6	8.6%
3. Red Bank	77	1	1.2%	11	14.2%	12	15.5%
4. Jersey City	60	0	0%	6	1.0%	6	1%
5. Elizabeth	58	3	5.1%	7	12.0%	10	17.2%
6. Trenton	58	0	0%	4	6.8%	4	6.8%
7. Camden	41	0	0%	0	0%	0	0%
8. Atlantic City	28	0	0%	0	0%	0	0%
9. Newark	60	0	0%	1	1.6%	1	1.6%
10. Central Office (Special File)	8	0	0%	0	0%	0	0%
TOTAL FEMALE	538	6	1.1%	35	6.5%	41	7.6%
GRAND TOTAL	13,550	552	4.0%	823	6.0%	1,375	10.0%

*Figures include inter-office transfer of cases. Also as County Jail cases have not been differentiated between male and female by District report these figures are included in the male count.

TABLE #2A

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

DISTRICT	Total Number Supervised	Committed or Recommitted	Technical Violators	Total
1. Clifton	1759	5%	3.3%	8.3%
2. East Orange	1663	3.5%	5.8%	9.3%
3. Red Bank	2133	3.0%	6.9%	10.0%
4. Jersey City	1544	3.2%	7.1%	10.4%
5. Elizabeth	1181	4.8%	7.2%	12.1%
6. Trenton	1307	2.9%	10.2%	13.2%
7. Camden	1425	6.1%	7.7%	13.9%
8. Atlantic City	995	5.5%	4.3%	9.8%
9. Newark	1421	3.5%	2.1%	5.7%
10. Central Office (Special File)	122	0%	1.6%	1.6%
TOTAL	13,550	4.0%	6.0%	10.0%

TABLE #2B

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

Committed or Recommitted			Technical Violations			Total		
1979	1980	1981	1979	1980	1981	1979	1980	1981
3.3%	2.4%	4.0%	7.9%	8.5%	6.0%	11.2%	11.4%	10.0%

TABLE # 3

RECORD OF MISSING CASES

BY INSTITUTION

Institution	Total On Parole On 6/30/81	Missing As Of 6/30/80	Became Missing Between 7/1/80 and 6/30/81	Total Missing	Accounted For Between 7/1/80 and 6/30/81	Total Missing 6/30/81	Net Difference	Percent of Missing In Relation To Caseload On 6/30/81
Training School for Girls	25	4	3	7	3	4	0	16.0%
Correctional Institution for Women	304	44	32	76	28	48	+4	15.7%
Training School for Boys	294	7	16	23	12	11	+4	3.7%
Youth Correctional Institution, Annandale	1,443	142	170	312	136	176	+34	12.1%
Youth Correctional Institution, Bordentown	1,437	216	158	374	154	220	+4	15.3%
Youth Reception & Correction Center	1,248	148	134	282	126	156	+8	12.5%
State Prison	3,612	302	286	588	207	381	+79	10.5%
Adult Diagnostic & Treatment Center	61	2	4	6	2	4	+2	6.5%
Out-of-State: Female	27	0	1	1	1	0	0	0%
Male	538	3	28	31	18	13	+10	2.4%
County	104	0	12	12	7	5	+5	4.8%
TOTAL	9,093	868	844	1,712	694	994	+128	10.9%

TABLE #3A

RECORD OF MISSING CASES

BY DISTRICT

District	Caseload On 6/30/81	Missing As Of 6/30/80	Became Missing Between 7/1/80 and 6/30/81	Total Missing	Accounted For Between 7/1/80 and 6/30/81	Total Missing On 6/30/81	Net Difference	Percent of Missing in Relation to Caseload on 6/30/81
1. Clifton	1224	130	138	268	103	165	+35	13.3%
2. East Orange	1106	115	142	257	143	114	- 1	10.3%
3. Red Bank	1479	101	78	179	57	122	+21	7.9%
4. Jersey City	999	110	159	269	117	152	+42	15.2%
5. Elizabeth	753	73	59	132	50	82	+ 9	10.8%
6. Trenton	852	90	103	193	83	110	+20	12.9%
7. Camden	940	68	49	117	46	71	+ 3	7.5%
8. Atlantic City	684	44	28	72	18	54	+10	7.8%
9. Newark	1016	118	88	206	75	131	+13	12.8%
10. Central Office (Special File)	40	19	0	19	2	0*	-19	0%
TOTAL	9093	868	844	1712	694	994	+128	10.9%

* See Note on page 34 regarding redefinition of C.O.S.F. and resulting effects.

TABLE #4

SUMMARY OF DAILY RECORD OF ACTIVITIES

Districts	FIELD AND OFFICE CONTACTS												REPORTS SUBMITTED						SUMMARIES SUPPLIED				HOURS		MILEAGE	
	TYPE OF CONTACT (1)								SUPERVISION (2)			INVESTIGATION (3)		Supervision (4)		Investigation (5)		SUMMARIES SUPPLIED (6)				Office	Field	State	Personal	
	C	E	H	N	O	S	*PCH	*RH	P	PO	R	P	N	F-19	F-21	AR	PP	SR	DR	OA	TR					TS
DO#1	6826	408	7451	1800	8232	39	126	69	12296	13621	1605	1226	425	2341	2615		585	66	38	4	119	175	13364	13028	120641	2937
DO#2	6291	210	5264	2815	8701	1	114	63	11768	12100	1300	1158	524	2740	2363	3	675	279	9	24	137	224	13799	11012	46032	753
DO#3	11481	572	7603	2192	13112	25	132	111	15710	17415	2727	1657	731	2161	2624	4	897	189	62	11	208	148	11882	13718	160143	323
DO#4	14174	275	6351	1885	7935	10	192	120	13034	17102	3220	1019	402	2076	3648	1	641	295	53	40	165	232	10744	11821	65773	10
DO#5	5722	189	4320	1089	5057	12	91	59	7677	10659	1131	2041	322	1235	1990	11	404	260	44	18	138	93	7767	7637	55052	424
DO#6	9296	686	7482	1761	9158	44	203	127	10326	15663	3076	959	230	1900	2468		522	212	38	91	113	155	10594	12044	101595	594
DO#7	10276	129	4568	1493	10774	6	175	100	9964	17273	2494	818	327	1432	3012		538	102	31	10	244	130	9339	9663	76424	
DO#8	5358	372	2824	713	7035	29	101	28	6963	8771	1729	778	233	963	1490	40	419	229	7	61	89	135	9012	8071	131085	250
DO#9	6809	600	10011	1099	8033	135	52	30	11796	15731	532	948	324	2067	2104	10	492	175	31	19	116	162	9935	13448	37164	2926
TOTAL	76233	3441	55874	14847	78037	301	1186	707	99534	128335	17814	10604	3518	16915	22314	69	5173	1807	313	278	1329	1454	96436	100442	793909	8261
GRAND TOTAL	230,626								129,683			14,122		39,299		7,049		3,374				196,878		802,170		

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

