

STATE OF NEW JERSEY  
DEPARTMENT OF CORRECTIONS

ANNUAL REPORT  
OF  
BUREAU OF STATE USE INDUSTRIES  
FISCAL YEAR  
1980 - 1981

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ANNUAL REPORT, BUREAU OF STATE USE INDUSTRIES 1980-1981

TO: Mr. Herbert B. Blumenthal  
Assistant Commissioner  
Division of Administration

FROM: I. Seligman, Chief  
Bureau of State Use Industries



The following Annual Report is a summary of the Bureau of State Use Industries activities for the fiscal period ending June 30, 1981.

A "line and staff" relationship exists between this Bureau and the industrial operating units within the Department of Corrections. The cooperation of all concerned is necessary if our organization is to accomplish its objective of providing a meaningful industrial work program.

Department Standard 610, mandates this Bureau to provide staff technical services, capital equipment and finances required to maintain a diversified, on-the-job industrial training operation. Useful products manufactured by the industries are sold to tax supported agencies in New Jersey. State Use Industries does not receive appropriated funding and is required to be self-supporting. The industries are operated with the aid of a Revolving Fund (R.S. 30:4-100) and the program is financed exclusively from earned profits.

The Bureau of State Use Industries was created by the Legislature under the Laws of 1918. The Bureau operates under legislative powers currently vested in the Commissioner of Corrections (R.S. 30:4-4 and R.S. 30:4-92 thru 100). State Use Industries was reassigned as a unit within the Division of Administration when the Department of Corrections was established in November 1976.

ADMINISTRATION

The Bureau's Central Office was forced to vacate premises previously occupied at the Trenton State Prison in November 1979 as a result of expanding the institution. Temporary office quarters were provided at the Department of Corrections complex.

## ADMINISTRATION (continued)

Utilizing inmate labor and some technical assistance, State Use Industries built a new Central Office in our Warehouse structure, purchased the previous year with Bureau funds. The Central Office was moved to these new quarters in December 1980.

Our Warehouse operations had been functioning since November 1979 in the new building. A number of internal repairs and improvements were instituted by our Maintenance Section to upgrade the premises, once the new office facility was completed. The Warehouse exterior is presently being sealed and painted. A number of additional building renovations are being developed for future implementation.

The Bureau continued its program to upgrade various industrial machinery items. The training and productive capacity was improved by an additional expenditure of \$144,290. to purchase necessary equipment

Plans to develop a new Tire Retreading industry at Annandale have not been implemented because the building requires extensive roof repairs. The Department's staff is reviewing this situation and also the condition of the Bordentown Soap industry building, which needs renovation after years of deterioration.

The Auto Tag industry has successfully resolved the technical difficulties experienced with the straw numeral coating on the new blue license plates. The Division of Motor Vehicles has required the industry to develop a number of new, special license plates for selected groups of motorists. While the industry has increased productive output, we are just about meeting current demands. The present order backlog represents about 625,000 pair of assorted license plates and the Bureau is pleased to have these orders on hand.

The Legislature has passed Assembly Bill #681, which has been signed into law by Governor Byrne. This requires fully reflectorized license plates after January 1982. Thus far our Bureau has not received any specifications for the style or type of license plates required from the Division of Motor Vehicles.

State Use Industries has been studying the possible acquisition of a new 12" blanking line for more than 1½ years. A waiver request for this vital equipment was submitted through channels during March 1981. The waiver request was denied by the Purchase Bureau! The latter is now in the process of preparing bid proposals which I strongly suspect will further delay this Bureau's ability to manufacture the new reflectorized license plates until the equipment is installed.

## ADMINISTRATION (continued)

There have been a number of problems associated with the Printing industry located at the Trenton Prison. Attempts to resolve these issues by those concerned staff members have not been satisfactory. The industry was finally split into two shops by this Bureau to relieve the internal pressures. Various printing equipment was transferred to an operation hurriedly established in our Warehouse building and several additional staff personnel were hired. This action was questioned by the Printer's Union, but amicably resolved at the Commissioner's level.

The Bureau has experienced strained customer relationships because of extensive delays in delivering printing products. We are slowly eliminating the heavy backlog that was created. But, a number of printing orders had to be released for outside purchase. The Bureau is being left to its own devices to resolve this situation and we will keep trying to do so. But, the present condition is not suitable from our viewpoint or the using agencies.

This Bureau has been a pioneer in developing a prototype "Neo-glass" mattress. New Jersey has been recognized nationally for its leadership position in implementing this program. The ability of these material combinations to successfully inhibit toxicity and flammability factors makes this the safest, sophisticated mattress available today. The Bureau staff is proud of its contribution in producing this life saving product. It is my belief there will be substantial carry-over into the commercial hotel, home furnishings and transportation areas in the near future.

Bureau staff has been in close contact with the N.J. Transit Authority attempting to develop various sign programs for public transportation. A pilot project for special bus signs has recently been approved.

The Rahway Sign industry has completed a special assignment requiring the silk screening of license plates for the National Governor's Conference being held in Atlantic City next month.

The Department of Transportation continues an excellent working relationship with this Bureau. We still receive a number of orders, but there has been a sizeable reduction in their requirements due to the curtailment of Federal funding.

Due to the lack of skilled inmate workers and retirement of instructor staff, the Bureau was forced to close down a number of manufacturing functions in the Textile industry. Some of the major products were transferred to our Clothing industry and combined with their product line, enabling this Bureau to continue a modified service to the Using Agencies.

## ADMINISTRATION (continued)

The line of Patient Aid Equipment has been eliminated because of our inability to obtain contracts with manufacturing vendors from the Purchase Bureau. This was a unique program that served a valuable using agency function for some 10 years and enabled the inmate workers to receive beneficial training in the use of pneumatic hand tools and assembly techniques.

State Use Industries has been a major participant in negotiating a settlement for a sizeable damage claim which occurred in November 1979 to the industrial building roof at the Trenton Prison. The Attorney General has approved the proposed settlement and we anticipate that the necessary legal paperwork will be completed shortly.

Bureau staff played a leading role in contesting the House of Representatives Sub-Committee's negative comments on H.R. 6417 (The Surface Transportation Act of 1980). There was great support by other concerned States for the New Jersey position and cooperative assistance was provided by our Departments of Transportation and Corrections. The ultimate result was that the Federal Highway Administration re-instituted its original policy permitting the use of convict made goods on Federal-Aid highway projects.

State Use Industries is presently involved in the final phase of an "Industrial Feasibility Study" being conducted by the American Institute of Criminal Justice for the Department of Corrections.

This Bureau's program for controlling staff overtime has been effective and required overtime scheduling has been minimal.

The Bureau Chief and Assistant Chief have been active participants in the Northeast Correctional Industries Conference. The Chief continues to serve as a Director of the ACA affiliated Correctional Industries Association.

Our representatives attended the League of Municipalities Convention in Atlantic City's Convention Hall during November 1980. An exhibit was prepared and the display booth was manned by staff personnel.

Bureau Chief served as a panelist discussing "Work Ethics In A Correctional Setting" in Boston, Massachusetts during September 1980.

The Chief completed his three year appointment by Governor Byrne as the Department of Corrections representative to the N.J. Advisory Council on Vocational Education.

## ADMINISTRATION (continued)

Chief and Assistant Chief served on the Program Committee for the Second National Forum on Criminal Justice in Cherry Hill, N.J. during June 1981.

Staff members have participated in several training programs, including industrial management and defensive driving.

This Bureau has cooperated with a number of Correctional Industry programs from other States. Technical assistance has been exchanged with the following:

California, Connecticut, Canada, Delaware, Florida, Georgia, Illinois, Iowa, Kentucky, Minnesota, Michigan, Massachusetts, New Hampshire, New York, New Mexico, North Carolina, North Dakota, Oklahoma, Pennsylvania, Rhode Island, Utah, Virginia and Wisconsin.

## ORGANIZATION

The industries employed a total of 1396 inmates, approximately 11% of the resident population and worked 247 days during the fiscal year. This Bureau operated 16 industries at 6 institutions.

All State Use staff members at the operating units report to the Institution Superintendent as their Appointing Authority. All business transactions are channelled through the Bureau's Central Office. State Use Industries personnel supervise the inmate work force at the various institutions.

Central Office staff personnel completed 261 visitations during this fiscal year. Several State Use exhibits were also operated during the past year.

The Bureau staff travelled 24,937 miles during this period. In addition, State Use Industries operated 6 trucks for the delivery of products. These vehicles travelled a total of 65,669 miles. The total mileage of 90,606 is 923 miles more than last year's total mileage of 89,683. The travel program is consistent with this Bureau's attempt to conserve gasoline and other fuel utilities.

## INDUSTRIAL INFORMATION

### Shops of the Bureau

#### State Prison, Trenton

Clothing  
Knitting  
Machine Shop  
Mattress  
Printing

#### Youth Corr. Inst., Bordentown

Metal Industry  
a. Metal Furniture  
b. Sheet Metal & Screen  
Soap

#### Correctional Inst. for Women Clinton

Clothing  
a. Mop

#### State Prison, Rahway

Clothing  
Machine & Bed  
Signs & Industrial Finishing  
Textile  
Miscellaneous Manufacturing  
a. Patient Aid Equipment

#### State Prison, Leesburg

Auto Tag  
Clothing

#### Youth Reception & Corr. Center Yardville

Miscellaneous Manufacturing  
a. Brushes

#### State Use Central Office

a. Warehouse  
b. Printing

## INMATE EMPLOYMENT

The number of inmates employed by State Use Industries continued to decline from last year's average of 432 to 419 inmate workers. The turnover rate per job unfortunately increased to a rate of 3.5. There were 979 new workers assigned and 865 inmates dropped during the fiscal year. The inmate manpower situation remains unstable, incomplete and unsatisfactory.

This Bureau's industrial program requires a reliable, stable work force. We have previously expressed concern over the existing policy. A re-evaluation of the current work assignment procedures and priorities at the Department level is very necessary if the present erosion of the Bureau's industries is to be turned around. Inmate workers cannot be trained adequately under existing circumstances.

INMATE EMPLOYMENT (continued)

Average Full Time Jobs	Inmates Assigned During Year								Average Inmates Per Job			
	<u>78</u>	<u>79</u>	<u>80</u>	<u>81</u>	<u>78</u>	<u>79</u>	<u>80</u>	<u>81</u>	<u>78</u>	<u>79</u>	<u>80</u>	<u>81</u>
Prison	114	110	103	108	213	221	208	239	1.9	2.0	2.0	2.2
Rahway	124	112	101	89	476	501	288	306	3.8	4.5	2.9	3.4
Bordentown	62	78	63	55	330	325	258	224	5.3	4.2	4.1	4.0
Annandale	16	---	---	---	161	---	---	---	10.0	---	---	---
Clinton	37	42	47	48	111	132	144	176	3.0	3.1	3.1	3.6
Yardville	24	20	14	16	78	63	51	64	3.3	3.2	3.6	4.0
Leesburg	<u>110</u>	<u>93</u>	<u>104</u>	<u>103</u>	<u>329</u>	<u>303</u>	<u>327</u>	<u>387</u>	<u>3.0</u>	<u>3.3</u>	<u>3.1</u>	<u>3.7</u>
	487	455	432	419	1,698	1,545	1,276	1,396	3.5	3.4	3.0	3.5

Inmate daily wage rates are paid in conformance with Administrative Order 1:21-4 and Standard #620. The last increase in these industry base rates occurred October 1, 1979.

	<u>Below Average</u>	<u>Average</u>	<u>Above Average</u>
15% Skilled	\$1.10	\$1.15	\$1.20
45% Semi-Skilled	1.00	1.05	1.10
40% Unskilled	.90	.95	1.00

Those industries utilizing the daily wage rate also pay a bonus of 25¢ per day to inmates working a minimum of 5 hours daily.

An hourly wage rate is in effect at State Use Industries located in Clinton, Trenton, Leesburg, Rahway, Bordentown. Bureau policy is "No Work - No Pay" regardless of the reason for absence! The following hourly wage rates are currently paid:

15% Skilled	"A" rate	50¢ per hour
45% Semi-Skilled	"B" rate	40¢ per hour
40% Unskilled	"C" rate	25¢ per hour
Learner	"D" rate	20¢ Per hour

A special job category of Inmate Instructor Assistance has been established. Selection is limited to qualified inmates only and pays 80¢ per hour. Training is at management levels and gradually requires the inmate to accept responsibility for operating the industry.

BUREAU OF STATE USE INDUSTRIES

	<u>Units Mfd.</u>	<u>Inmates Working</u>	<u>Inmates Assigned</u>	<u>Inmates Dropped</u>	<u>Inmates Short</u>
<u>State Prison, Trenton</u>					
Clothing	38,678 ea.	482	41	52	234
Knit	9,502 doz.	137	16	11	103
Machine	137 jobs	9	1	1	4
Mattress	14,011 ea.	114	3	8	11
Print	17,969,080 Impressions	301	12	12	68
Storeroom, Office, Runners		48	7	11	11
Central Warehouse		201	50	48	8
		<u>1,292</u>	<u>130</u>	<u>143</u>	<u>439</u>
<u>State Prison, Rahway</u>					
Clothing	(Textile) 314,218 ea. (Clothing) 57,772 ea.	311	58	49	23
Machine & Bed	991 ea.	101	27	17	51
Miscellaneous	7,025 ea.	256	51	49	0
Paint & Sign	(Signs) 14,820 ea. (Posts) 7,151 ea.	304	49	52	0
Storeroom, Office, Runners		111	35	31	1
		<u>1,083</u>	<u>220</u>	<u>198</u>	<u>75</u>
<u>State Prison, Leesburg</u>					
Auto Tag	2,900,432 ea.	404	92	72	29
Clothing	44,969 ea.	831	189	179	76
		<u>1,235</u>	<u>281</u>	<u>251</u>	<u>105</u>
<u>Youth Corr. Inst., Bordentown</u>					
Metal Industries	12,984 ea.	462	113	79	200
Soap	418,487 lbs. 33,820 gals.	190	65	64	100
		<u>652</u>	<u>178</u>	<u>143</u>	<u>300</u>
<u>Corr. Inst. for Women, Clinton</u>					
Clothing and Mop	55,683 ea. 29,781 ea.	581	121	84	126
<u>Youth Recept. &amp; Corr. Ctr. Yardville</u>					
Miscellaneous (Brush)	13,417 ea.	189	49	46	7
+ Represents grand total of working inmates reported on each monthly payroll.	TOTALS	+5,032	*979 415 <u>1,394</u>	865	1,052

\* Add average inmate work force available 7/1/80.

## FINANCIAL STATISTICS

A physical inventory was taken on the last two days of the fiscal year in accordance with statutory requirements (RS 30:4-100).

A Balance Sheet and Operating Statement will be forwarded when the inventory is priced and extended. This will indicate the fiscal results of our industrial program for the past year.

### SALES

The Bureau's activities during this fiscal period produced a sales volume of \$4,587,953.24. This is about 7% more than last year's figure of \$4,291,307.39.

Sales distribution was 18% for Department of Corrections, 30% Department of Human Services, 44% to other State Departments and 8% to Counties and Municipalities. The following chart indicates the relative comparisons in dollar thousands:

	<u>1979-80</u>	<u>1980-81</u>	<u>Net Change</u>
Dept. of Corrections	567	823	+45%
Dept. of Human Services	1,164	1,363	+17%
Other State Departments	2,229	2,026	-10%
Counties and Municipalities	331	375	+13%

Inflationary cost factors have an adverse effect on the Bureau's ability to maintain price stability as our existing inventory is depleted. This factor is usually beyond our control.

Total productive output is slightly improved over last year's figures. There have been sales volume increases in our Clothing, Mattress, Knitting, Printing, Soap, Furniture and Bed industries. The urgent need to furnish products for the expanding Trailer Housing Program, due to inmate over population, is a significant factor in the sales volume increase, particularly within the Department of Correction figures.

Although our net return cannot be determined until the accounting process is completed, we anticipate that the industrial program will record another profitable operation for the 1980-81 fiscal year.

SALES (continued)

The Bureau is pleased with the sales increases noted above and we hope the trend continues to improve. The reduction in "Other State Departments" is primarily attributed to the considerable reduction in traffic sign orders when the Federal grant program was eliminated.

We are indebted to the State Use Industries staff for the efforts expended in achieving another profitable operation for the eighth consecutive year. This Bureau continues to encounter various handicaps and in spite of these difficulties, the staff attempts to resolve the problems as required by the emergency situation.

The following Bureau statistics indicate valuable trend comparisons based on earlier 5 year intervals:

1.	<u>Fiscal Year 1980-81</u>	
	Sales Volume	\$4,587,953.
	Operating Industries	16
	Inmates Employed	419
	Staff Employees	69
2.	<u>Fiscal Year 1975-76</u>	
	Sales Volume	\$3,811,943.
	Operating Industries	20
	Inmates Employed	538
	Staff Employees	76
3.	<u>Fiscal Year 1970-71</u>	
	Sales Volume	\$2,668,000.
	Operating Industries	25
	Inmates Employed	830
	Staff Employees	93

## CAPITAL EXPENDITURES

Total equipment purchased during the year exceeded \$144,290. This expenditure contributed to the continued modernization of the industries.

Included in these equipment purchases were:

### A. Delivered Items

Electric Typewriter	Sewing Machine Heads (2)
Impact Hammer/Drill	Cloth Spreader
Fork-lift Truck (rebuilt)	Safety Cabinets (4)
Ford Truck, 10 ton	Desk Calculators (6)
Ford Station Wagon	Scaffold Sections
Drum Pumps (3)	Wet-Dry Vacuum Cleaner
Paint Sprayer	Arc Welder
Truck Jacks (3)	Pallet Hand Truck
Compressor, 2 H.P.	Vacuum Cleaner
Hand Trucks (3)	Hydraulic Jack, 10 ton
Hand Tools, miscellaneous	Vehicle Safety Stands (2)
Sewing/Cuffing Machine	Office Equipment
Sewing/Overlock Machine	Office Furniture
Vacuum Steam Presses (2)	Security Fence

### B. Purchased Items - Not Delivered

- Olivetti Computer
- Pallet Racking
- Steel Mezzanine Deck
- Sewing/Bartack Machines (2)
- Sewing/Safety Lock Machines (2)
- Clicker Die Cutting Press
- Dodge Sedan

## STAFF NOTES

Bureau Chief was re-elected a Director of the Correctional Industries Association. Also participated in the ACA Mid-Winter Conference during January 1981 in Phoenix, Arizona.

Chief and Assistant Chief attended (3) regional meetings of the Northeast Correctional Industries Conference.

Industrial Manager I C. Burd participated in a seminar on industrial management sponsored by the National Institute of Corrections in Atlanta, Georgia.

Chief and Assistant Chief attended the 2nd National Forum on Criminal Justice at the Cherry Hill, N.J. Hyatt House in June 1981.

A retirement dinner was sponsored by the Trenton Prison State Use staff for Trade Instructors M. Price and H. Israel.

Staff attended the Department Merit Awards luncheon on February 26th and recognized the contribution of this Bureau's awardee, Meyer Kleinwaks.

In April 1981 the Department of Corrections held a special awards ceremony for some 65 Trenton Prison retirees. Seven former State Use employees were honored.

There were some security problems at Trenton, Rahway and Leesburg which required closing the industries for various time periods.

Trade journal subscriptions have been maintained.

Management pamphlets have been distributed periodically to staff members.

A number of supervisory meetings have been held during the year.

As required, Industrial Directives have been reviewed, upgraded and distributed.

The safety record for both inmate workers and staff members has been very satisfactory. Most of the accidents reported were of the first aid variety and generally due to carelessness. A Bordentown inmate lost time and was treated for crushed fingers. Several Bureau employees lost time due to: (1) a hand fracture, (2) sprained ankle, (3) leg injury, (4) solvent in the eye.

## STAFF NOTES (continued)

Moving the Bureau's Central Office to our new location in the Warehouse presented some logistical difficulties. But the staff worked diligently to resolve the problems and become fully operational within a month.

There were some staff disciplinary problems during the year. A truck driver and inmate helper were involved in an incident with the Trenton Police Department. The Trenton Prison cooperated with this situation. The inmate lost his minimum status and the driver was suspended by this Bureau for (3) days. The latter ultimately found employment in another State department.

Several truck drivers were brought in for verbal counsel and clarification of job assignments. There were (3) written reprimands issued for other violations.

## STAFF PERSONNEL COMMENTS

### Leaves of Absence:

Anton Lander, Inst. Tr. Instr. I (Mach.-Salvage & Repair) Bordentown  
Charles Kelley, Industrial Manager II, S.U. - Central Office  
Gerald Hrabchak, Inst. Tr. Instr. I (Sheet Metal & Screen) Bordentown  
Ernest Dziesiuta, Inst. Tr. Instr. I (Metal Furniture) Rahway  
Richard Wood, Asst. Storekeeper - Central Office (Warehouse)  
Anthony Domenico, Inst. Tr. Instr. I (Production Cloth Cutter) Leesburg  
John Schneider, Inst. Tr. Instr. I (Printing Composer) Prison  
Arthur Shinkle, Inst. Tr. Instr. I (Allied Chemical) Bordentown  
John Sheppard, Truck Driver - Central Office (Warehouse)  
Nina Boehme, Inst. Tr. Instr. I (Needle Trades) Clinton  
Elide Angelino, Sr. Clerk - Central Office

### Transfers:

Bene Clayton, Truck Driver - Central Office (Warehouse) to Dept. of Treasury (Postal Clerk)	10/80
George Kinney, Industrial Manager II, Prison to YCI, Annandale (Supt. of Grounds)	10/80

Service Awards: None

## STAFF PERSONNEL COMMENTS (continued)

### Promotions:

John Sargent, Inst. Tr. Instr. I (Machinist) - Prison	7/80
Jules Kazarow, Industrial Manager II, S.U. - Leesburg	7/80
Meyer Kleinwaks, Supervg. Inst. Tr. Instr. (Clothing) - Rahway	11/80
Paul Reed, Inst. Tr. Instr. II (Industrial Finisher) - Rahway	11/80
Dewitt Page, Asst. Storekeeper - Central Office (Warehouse)	2/81
Robert Malkin, Field Representative - Central Office	3/81
Shirley Crisler, Sr. Clerk Bookkeeper - Central Office	3/81
Barbara Stewart, Sr. Audit Acct. Clerk - Central Office	3/81

### New Employees:

Robert Malkin - Helper	7/80
Nicholas Myers - Principal Clerk	7/80
Bene Clayton - Truck Driver	7/80
Thomas Kerchner - Helper	7/80
John Hampton - Sr. Clerk Typist	10/80
James Lomerson - Industrial Manager II	10/80
Gregory Alloway - Truck Driver	12/80
George Goldenbaum - Helper	12/80
Charles Pannone - Inst. Tr. Instr. I (Production Cloth Cutter)	12/80
Cleiffus Hargrove - Helper (Special Services)	2/81
Joseph Foggia - Inst. Tr. Instr. I (Sheet Metal)	2/81
Jose Ramirez - Inst. Tr. Instr. I (Printing Pressman)	3/81
Frank Camarda - Sr. Offset Machine Operator	4/81
Jeraldine Offermann - Clerk Typist	4/81
Alex Timocin - Machinist	4/81
Maribeth Rossi - Clerk Typist	5/81
Merle Piazza - Inst. Tr. Instr. II (Needle Trades)	5/81
Sheila VanKirk - Clerk Typist	6/81
Joseph Rosie - Helper	6/81

### Resignations or Terminations:

Gina Maisto - Clerk Typist	8/80
Sharon Gorlaski - Clerk Typist	10/80
Stephen Faunce - Machinist	2/81

### Retired:

Mitchell Price, Inst. Tr. Instr. I (Production Cloth Cutter)	10/80
Henry Israel, Inst. Tr. Instr. I (Printing Pressman)	2/81
Nina Boehme, Inst. Tr. Instr. I (Needle Trades)	5/81
Arthur Shinkle, Inst. Tr. Instr. I (Allied Chemical)	5/81

### Deceased:

Ernest Dziesiuta, Inst. Tr. Instr. I	8/9/80
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### State Prison, Rahway:

Meyer Kleinwaks, Supervising Inst. Tr. Instr. (Clothing) was honored as the State Use Industries Merit Awardee.

## MONTHLY REPORT LOG

## SUMMARY

Inmates Employed	Staff Visits
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JULY 1980

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The Bureau's Annual Report was printed and distributed. Construction on the new Central Office is progressing in the Warehouse. A change in the interpretation of the Federal statutes could have a dire effect on our Sign industry if H.R. 6417 is enacted (The Surface Transportation Act of 1980). Definite improvements noted in the completed year end physical inventory process. Printing industry backlog. Meetings at Trenton Prison with Deputy Attorney General on roof damage claim in the Industrial Building. Contact made with the N.J. Transit Authority for sign business.

AUGUST 1980

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Trade Instructor E. Dziesiuta died on August 9, 1980. Some delays in obtaining materials for Central Office project. Bureau successful in achieving support from Departments of Correction & Transportation in our fight to circumvent the decision not to use convict labor in traffic sign manufacture for Federal programs. Manufacturing schedules started for the newly developed Neo-Glass mattress. Printing Industry in serious trouble and efforts to relieve situation are being resisted. The Warehouse inmate detail is now on the Hourly Wage scale. Plans developed for new telephone system in Central Office layout.

SEPTEMBER 1980

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The American Correctional Association and National Institute of Corrections are supporting New Jersey's position on H.R. 6417. There are strong indications the Federal Highway Administration will continue its original policy permitting the use of convict made goods on Federal-Aid highway projects. This Bureau is pleased with the results achieved since some 30 States are affected. The Department of Corrections notified this Bureau that a Federal Grant was received to conduct a "Feasibility Study" of State Use Industries by the American Criminal Justice Institute. The volume of orders has decreased. Lack of inmate workers and a heavy turnover is detrimental to the industrial program. Pre-wired phone system installed in Warehouse.

## MONTHLY REPORT LOG

## SUMMARY

	Inmates Employed	Staff Visits
<p><u>OCTOBER 1980</u></p> <p>Industrial Manager II G. Kinney transferred to YCI, Annandale. Hired Acting Industrial Manager II J. Lomerson at Trenton Prison. Several meetings with Deputy Attorney General and insurance representatives on Trenton Prison roof claim damage. Anticipated budget funding for replacement Neo-Glass mattresses did not materialize, Bureau cancelled requisition for 10,000 yards of fiberglass ticking. Some delays encountered in finishing Bureau Central Office due to lack of skilled inmates, outside contractor services and late material shipments. Chief and Asst. Chief participated in the Northeast Correctional Industries Conference in New Hampshire.</p>	374	22
<p><u>NOVEMBER 1980</u></p> <p>The Bureau manned a display booth at the League of Municipalities Conference in Atlantic City, N.J. from November 17-21st. The Department notified this Bureau that the Central Office must vacate temporary quarters by December 22nd. Negotiations with Michigan Prison Industries for possible sale of surplus textile equipment. Department of Corrections requested to check status of several legal opinions affecting Bureau operations.</p>	378	15
<p><u>DECEMBER 1980</u></p> <p>The Central Office vacated temporary quarters in the Voorhees building and moved to the new Warehouse office facility on December 19th. There were difficulties because of inadequate telephone service and missing office furniture. Bureau was requested to prepare special license plates for the Governor's National Conference in Atlantic City, N.J. during August 1981. Commissioner Fauver and Asst. Commissioner Blumenthal met with Printer's Union representatives to clarify some misunderstandings regarding State Use Industries activities. There are indications that another reflective license plate will be ordered. Bureau staff met with technical representatives of the 3M Company to discuss specifications, etc. Problems recruiting adequate personnel for several open staff positions. Chief met with Department staff members to discuss misconceptions involving State Use laws. Commissioner Fauver held Department Service Award ceremony on December 19th.</p>	378	19

JANUARY 1981

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Inmate work force continues to be inadequate and job turnover too heavy. Inability of some industries to meet customer requirements in a timely fashion. Printing Industry has a (4) month backlog. Plans for a new Tire Retreading operation held in abeyance because of leaky roof in old Feed Mill building. State of Delaware sent delegation of staff members to review our Mattress industry program. Meetings with Deputy Attorney General on status of Trenton Prison roof claim damage.

FEBRUARY 1981

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Civilian staff has been reduced to 64 employees due to recruitment difficulties. With the retirement of trade instructor H. Israel, the Printing industry situation has become critical. A serious breakdown occurred in the Rahway Prison electrical service which shut-down our welding operations. Industrial Manager C. Kelley attended meeting at Trenton Prison on the institution's master plan for new construction area. Sold surplus Textile equipment and yarn to Michigan State Industries.

MARCH 1981

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Meeting with Asst. Commissioner H. Blumenthal to evaluate problems associated with the proposed reflective license plate program. Held additional meetings with M.V. Asst. Director W. Saley and 3M Co. representatives to clarify specification requirements. Bureau submitted request for new 12" blanking line equipment. Central Office telephone system finally completed. Initial requests by Department to manufacture various items for new Trailer program due to institutional overcrowding. Trenton Prison was locked up for one week for security reasons. Bureau staff met with Department representatives to review the Soap industry building at Bordentown. Microwave ovens became operational on 3/9/81 in the Warehouse inmate cafeteria.

## MONTHLY REPORT LOG

## SUMMARY

	Inmates Employed	Staff Visits
<p><u>APRIL 1981</u></p> <p>American Criminal Justice Institute started the "Feasibility Study" with a questionnaire distribution and a workshop on April 23rd at the Department of Corrections. Roof claim at the Trenton Prison has been successfully negotiated by this Bureau with vendor's insurance firm. Waiver request for the new blanking line has been denied by the Purchase Bureau, this item must now be prepared for a bid proposal. Office furniture items were delivered this month. Contact with N.J. Transit Authority for special signs re-established. Bureau completed a special printing assignment for the 2nd National Forum on Criminal Justice being chaired by Commissioner Fauver.</p>	492	23
<p><u>MAY 1981</u></p> <p>Bureau operations have been handicapped by employee absences due to various ailments. Bureau facilities were taxed to meet tight schedules in providing beds, pillows, mattresses, blankets and footlockers for the new Trailer program. A State Auditor (OFA) spent (3) days checking Bureau compliance with State regulations. Captain D. Keenan inspected the State Use Warehouse. Staff met with Purchase Bureau on required specifications for new blanking line. Staff also met with accountants from the American Criminal Justice Institute as part of the "Feasibility Study".</p>	503	16
<p><u>JUNE 1981</u></p> <p>Chief met with representatives of Department of Corrections, Division of Motor Vehicles and 3M Company to clarify current status of reflectorized license plate program. A special assignment involving screening of license plates for the National Governor's Conference was completed by the Rahway Sign industry. Bureau was informed that the Attorney General had approved the proposed settlement claim for roof damages at the Trenton Prison. All shops busy shipping manufactured products. Chief met with N.J. Transit Authority at their Newark headquarters. Outside of Warehouse building being sealed and painted. Physical inventory was taken on June 29th and 30th as required by statute. Chief attended Bureau Chiefs staff meeting. Staff met with all Industrial Managers during the month.</p>	499	16