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STATE OF NEW JERSEY

DEPARTMENT OF INSTITUTIONS AND AGENCIES

DIVISION OF CORRECTION AND PAROLE

ANNUAL REPORT

of the

BUREAU OF STATE USE INDUSTRIES

Fiscal Year

1968-1969

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ANNUAL REPORT BUREAU OF STATE USE INDUSTRIES 1968-1969

July 1969

TO: Mr. Albert C. Wagner, Director
Division of Correction and Parole

FROM: John C. Bonnell, Chief
Bureau of State Use Industries

We forward herewith the Annual Report of the Bureau of State Use Industries for the fiscal year ending June 30, 1969.

The mission of the Bureau is to furnish coordinated staff technical services and finances necessary to maintain ongoing, diversified, industrial work or training programs for the non-minimum custody inmates in the operating units of the Division.

The Bureau operates from a Revolving Fund and no appropriations are received to finance the program. Products of the industries are sold only in New Jersey to the tax supported institutions and agencies at State, County and Municipal level and the several authorities.

ADMINISTRATION

During the year just passed, the industrial operations continued to feel the inflationary effect of rising costs of materials, salaries, equipment and services. Vendors performance against delivery commitments have improved somewhat over last year.

All prices were reviewed and a new price list was issued March 1969. Few prices were lowered, quantity discount groups were re-aligned, deletions and additions were made and most prices were increased an average of 6.9%. The catalog is being rewritten in sections, the first of which will cover the Sign category.

Among the current goals of this Bureau were studies in depth of the Printing and Shoe industries; establishment of a Clothing Shop at the New Medium Security Prison, Leesburg; continued capital investment at Yardville to create more jobs and increase Knitting capacity. An emergency program arose when the legislature voted to reflectorize the Auto Tag and ultimately established August 31, 1969 as cut-off date for issuance of present tag.

Capital investment during 1968-69 totaled $43,622.00.

The Chief participated in the various Superintendents Meetings dealing with many sections of the Division's Administrative Plan and determined that key staff members are familiar with the content of each finished standard as released. The year also saw increased emphasis in the field of labor relations, with special training sessions held at Division, Department and State level.

ORGANIZATION

Thirty-three different types of industries located in six institutions were operated in 28 separate shops. A total of 68 instructors and other operating personnel were employed in these jobs also ten correction officers. Central Office of the Bureau had 22 employees. The total of 112 budgeted salary positions authorized, 100 positions are filled.

Central Office staff members made 629 institutional visits and other field contacts. The Field Representative made 263 calls to the Using Agencies and also worked at one convention and the New Jersey State Fair. Bureau staff traveled 33,000 miles, about 25% more than last fiscal year.

In addition to the passenger car mileage above recorded the Bureau operated four trucks for the delivery of products. These traveled a total of 56,370 miles, a decrease of about 6% from the previous year's total.

STATE USE ADVISORY COUNCIL

The Council met five times during the year in October, December, February, April and June. On July 24, 1968 Mr. Carlton Tillinghast, retired Executive Director of the New Jersey Taxpayers' Association, an old friend of the Bureau and the Department was appointed to the Council.

Council members and their general areas of representation are:

Chairman - Mrs. Maxwell Barus, Montclair - Public

Burnwell B. Banks, Orange - Industrial Training

Bradford Cochran, Far Hills - Finance

Harvey A. Collins, Ridgewood - Small employer and labor (A.F.L.)

Mrs. Louis Kellogg, Mendham - Public

Malcolm Kirkpatrick, Jamesburg - Management

Jack Lamping, Toms River - Public Relations

Norman Mallor, N. Caldwell - Retailing

Robert Prull, Jamesburg - Management

Carlton Tillinghast, Burlington - Public

Wilbur Vanderslice, Clifton - Labor (C.I.O.)

INDUSTRIAL INFORMATION

Shops of the Bureau

State Prison, Trenton

Auto Tag
Bakery
Clothing
Knitting
Machine Shop
Mattress
Printing
Upholstery

Reformatory, Bordentown

Brooms
Commercial Laboratory
Metal Furniture
Mops
Salvage and Repair
Sheet Metal & Screen
Soap

Reformatory for Women, Clinton

Clothing

Ed. R. Johnstone Training Center Yepsen Unit

Miscellaneous Manufacturing

State Prison Farm, Rahway

Clothing
Machine & Beds
Signs & Industrial Finishing
Shoe Manufacturing & Repair
Textile
Miscellaneous Manufacturing
  a. Furniture Salvage & Repair
  b. Carton Manufacture

Reformatory, Annandale

Bags
Cannery
Feed Mill
Shoe Repair
Snow Fence

Youth Reception & Correction Center Yardville

Miscellaneous Manufacturing
  a. Brushes
Woodworking

EMPLOYMENT

The shops furnished 822 full time jobs. 813 of these jobs were in the penal and correctional institutions or about 18.7% of the inside inmate population.

The average annual output in sales per penal and correctional job was about $2,958.00 which is up slightly from last year. The turn-over rates in the several shops worsened, materially increasing the training problem in the reformatories. 2,793 inmates were assigned during the year to fill the 822 jobs compared with 2,277 inmates last year to fill 829 jobs. Average turn-over rate was 4.0 inmates for each job, up 2% from last year's figure of 3.1. The turn-over rates for the several institutions compared with last year's figures are shown on the next page.

EMPLOYMENT (continued)

	Average Full Time Jobs		Inmates Assigned During Year		Average Inmates Per Job	
	68	69	68	69	68	69
Prison	326	321	645	678	2.0	2.1
Rahway	236	224	644	674	2.7	3.0
Bordentown	94	92	492	544	5.2	5.9
Annandale	137	100	392	578	2.9	5.8
Clinton	36	31	104	108	2.9	3.5
Johnstone	9	9	18	31	2.0	3.4
Yardville	--	45	-- (9 Mos.)	180	--	4.0
Total	838	822	2,295	2,793	3.0	4.0

FINANCIAL STATISTICS

The Balance Sheet and Operating Statement will be supplied in August as final results of the year's work must wait until inventory is priced and extended. Physical inventory was taken this year on the last two working days of June as required by statute.

SALES

Preliminary estimates indicate sales volume will be about $2,220,000.00 or about 9.4% below last year's figure of $2,446,000.00.

Lack of construction orders such as the industries had for Yardville last year contributed substantially to this drop in volume.

Auto Tag requirements dropped as agents inventories of plain tags were not maintained due to adoption of reflectorization program to be effective September 1, 1969. Some Brush and Wooden Furniture orders were released during the interval when the shops were moved to Yardville and some Clinton January-June clothing orders were released for outside purchase when inmate detail was reduced in size due to low population at that institution.

Distribution of sales was 78% to the Department of Institutions and Agencies, 15.5% to other State Departments and 6.5% to Counties and Municipalities. The latter figure is an improvement in percentage as well as dollar volume over last year and indications are that these gains will be retained and increased as the Field Representative's efforts continue.

SALES (continued)

Two small mailing campaigns were undertaken during the year. In addition to developing sales which returned the cost about 20:1, contacts were created among county and municipal engineers and school administrators which continue to be beneficial in terms of repeat orders.

The catalog is being rewritten in sections, grouping Signs and related materials; Household items, Clothing products, Metal products and Miscellaneous Services and products. The program is one of the Bureau's current goals and is scheduled for completion during the fiscal year.

INMATE WAGES

Inmate wages are paid per Administrative Order 1:21-4 July 1, 1963; revised upward 6¢/day July 1, 1968.

For the Prison and its branches and Clinton Reformatory for Women, rates were 27¢, 31¢, 36¢, 41¢ and 49¢ per day.

At Annandale Reformatory the daily rates were 16¢, 21¢ and 26¢. At Bordentown and Yardville the rates were 22¢, 24¢ and 26¢. Total wages paid to inmates were $65,847.80, up 12½% from last year's $56,031.00.

Average daily wage at the Prison, Rahway and Clinton was 39¢ with the majority of the jobs on evaluation.

Average working hours remained substantially unchanged from previous years, being 25½ hours/week at Prison and Rahway and 35 at Clinton, Bordentown and Annandale. Working hours at the Youth Reception and Correction Center, Yardville were planned to average about 27½ hours a week.

AUDIT

There was no audit of the Bureau accounts this year. The recommendations of the audit of April 30, 1965 have been complied with.

STAFF TRAINING

Bureau personnel participated in formal and informal training activities, attending sessions dealing with Correctional Management, Group Therapy, Labor Relations, Training Techniques, Civil Defense and Industrial Safety.

On October 18, 1968 sixty-three Bureau staff members representing all levels of the organization participated in the Fifth Annual State Use Workshop. Seventeen staff members, all volunteers, representing industrial, correctional and management groups from Bordentown, Prison and Central Office attended a 4 session evening course on Plant Safety which was sponsored by the N.J. Safety Council.

STAFF TRAINING (continued)

The Assistant Chief represented New Jersey at the Spring Regional Meeting of the Correctional Industries Association in Montreal, Canada during week of May 5th.

In order to maintain informative contacts with technical improvements and changing times in the trade, instructors, supervisors and management representatives attended industry exhibits of machines and materials for Packaging, Clothing, Furniture, Housewares, Knitting, Leather and Allied Industries, Shoes and Feed Stuffs. Visits were made to Brush and Broom manufacturers, Tubular Furniture Plants and Prison industries in Maryland and Virginia.

GENERAL STATEMENTS

Reflectorized Auto Tags

The passage of Bill S-373 in July 1968 changed the appearance of the enameled steel, black on straw auto tag to one with the same colors but reflectorized background. The reflectorizing system adopted by the Motor Vehicle Department was one involving the use of Minnesota Mining and Manufacturing Company materials and special machines and processes were required. Specifications on the tag were received from the using agency January 13, 1969 together with the request that 300,000 pairs be available and in the agents hand by the middle of August. Testing began in March and production started in April; the customer's requirement will be met.

N. J. State Prison at Leesburg

Planning is completed and equipment requisitions have been issued for purchase of some $40,000.00 worth of capital equipment to establish a Sewing Industry employing 70 inmates at the New Medium Security Prison, Leesburg which is now expected to open sometime in 1970. Bureau representatives also worked with the architects and engineers on the design of a new Auto Tag Shop which will be part of Phase II of the above institution; the shop is expected to employ about 75 inmates.

Shop Space N. J. State Prison

When the Auto Tag Industry is moved to Leesburg the present Auto Tag Shop will become vacant. For sometime we have been seeking additional space in this institution to improve several of the industries. The Auto Tag Shop building offers the means to accomplish this goal. It is planned to move the entire Mattress making operation into the old Tag Shop and to increase the Upholstery capacity at no additional instructor or officer expense. The Prison Machine Shop will also be moved into the building.

This move will permit the production of more mattresses with less handling, reduce travel through the sally port with subsequent savings in trucking time and double the present capacity for upholstery. The relocation will also provide a ground floor shipping platform for handling of machines to be rebuilt by our Machine Shop which is not possible at present due to difficulty getting heavy equipment up to the second floor.

GENERAL STATEMENTS

Shop Space N. J. State Prison

The relocation also will enable sharpening and maintaining dies and doing other heavy work for the Auto Tag Shop at Leesburg which will have only a small maintenance tool room rather than a machine shop.

The space on the second floor which will become available by relocation of above industries will be used for expansion of the Knitting Industry for production of underwear, tee shirts and other items which are not made at present due to lack of room, although made previously at Vineland before the enforced relocation.

The use of knit outer wear in the economy is growing impressively. The Daily News Record, house organization of the Clothing Industry, estimates that within 10 years 35% of all outer wear sold will be of knitted construction. Modernization and expansion of this facility is consistent with market forecasts and sound from business and training standpoints.

Customer Relations

Among the goals of this Bureau is the improvement of customer relations by special visits to most of the larger using agencies in the Department of Institutions and Agencies. The format of each visit is to meet with the Superintendent, Business Manager and key staff of the institution with the Chief and a member of the State Use Advisory Council representing the Bureau. During the course of the meetings there is developed suggestions for improvements in Bureau operations, ideas and suggestions for new products or product improvements and product criticisms. The ideas are followed up and repeat visits are made.

No report of this nature would be complete without acknowledging gratefully the assistance and encouragement of the Director and Commissioner; the ecoperation of the Superintendents of the institutions in which the industries operate and the personal contribution in terms of time and talent of the State Use Advisory Council Members to the work of this Bureau.

JCB/ac
7/69