

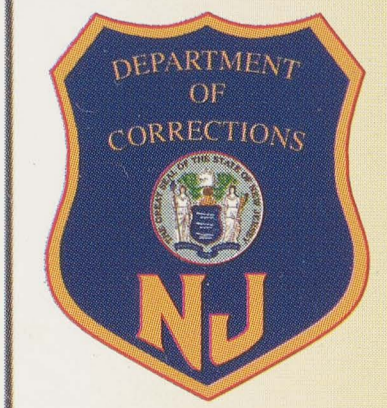
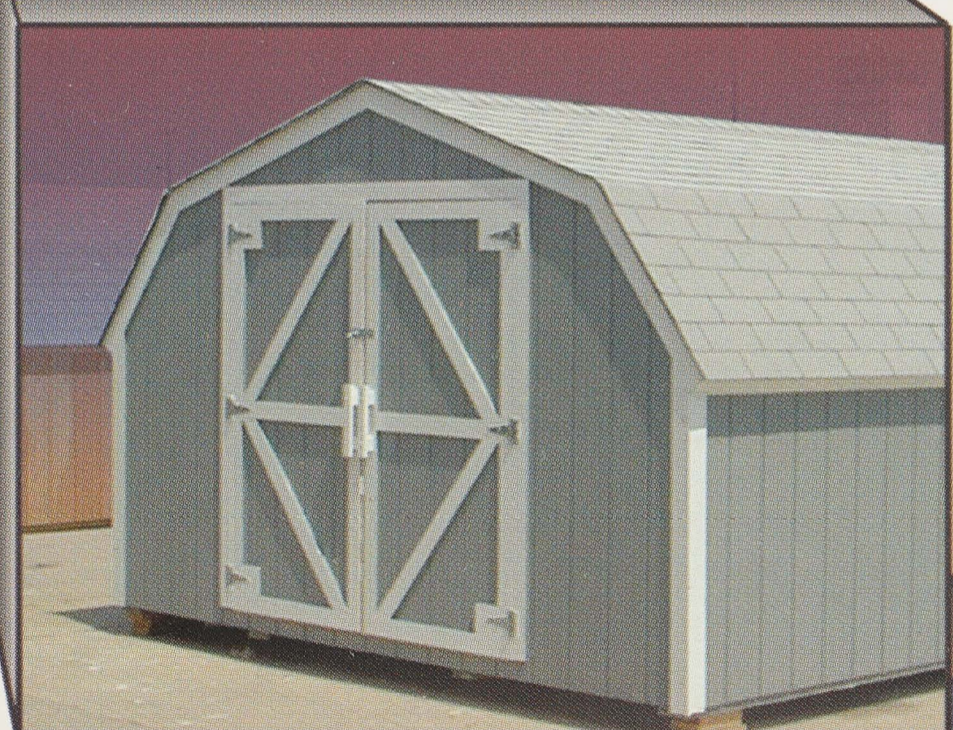
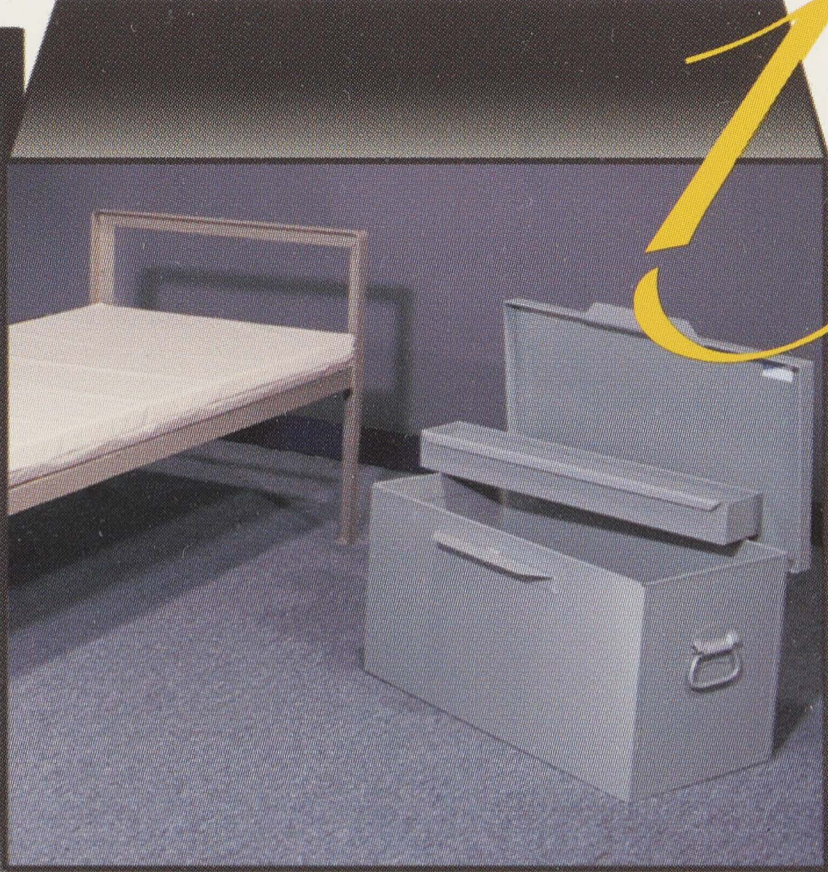
# DEPTCOR

# ANNUAL REPORT

Bureau of State Use Industries

1999

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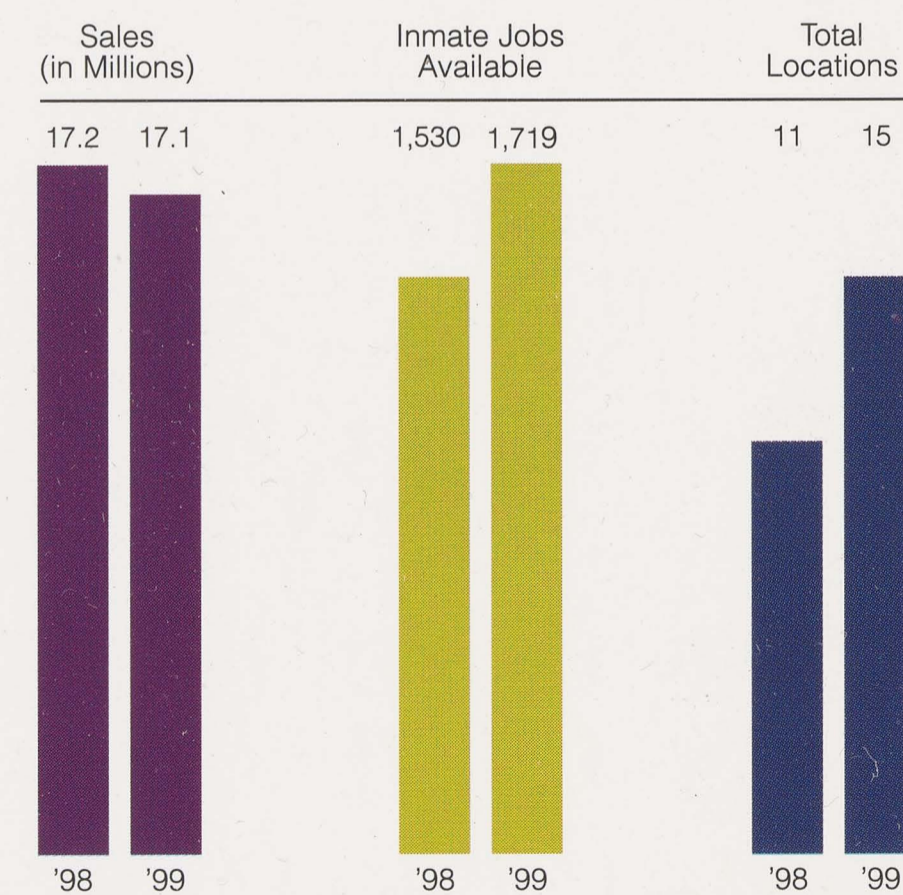
*Building Value...*  
*A way of business...*  
*A way of life.*



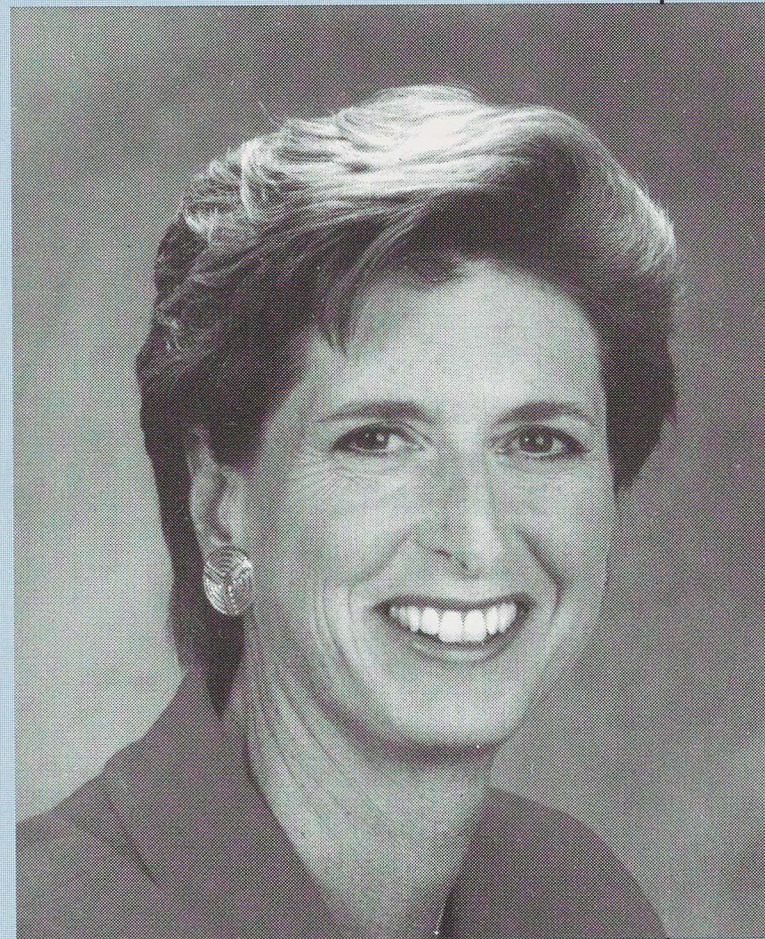
# Table of Contents

- 1 Message from the Governor
- 2 Message from the Commissioner
- 3 Message from the Chief
- 4 Growth in Sales
- 5 Sales Revenue by Business Unit
- 6 Business Units and Products
- 7 New Programs
- 13 Financials
- 14 Inmate Employment
- 15 Awards
- 16 Organizational Chart
- 17 Industry Locations

## Brief Summary



*Message  
from the  
Governor*



*I* would like to take this opportunity to congratulate Commissioner

Jack Terhune and his staff at the Bureau of State Use Industries/ DEPTCOR for completing another successful year of providing productive work opportunities for inmates incarcerated in our correctional system.

Correctional Industries is a uniquely beneficial government program that contributes to the state's economy. As a fiscally self-sufficient

Bureau of the New Jersey Department of Corrections, DEPTCOR functions on revenues generated from its enterprises and related activities. The products and services it produces are sold to state, county and municipal government at a savings to the taxpayer. Government helping government.

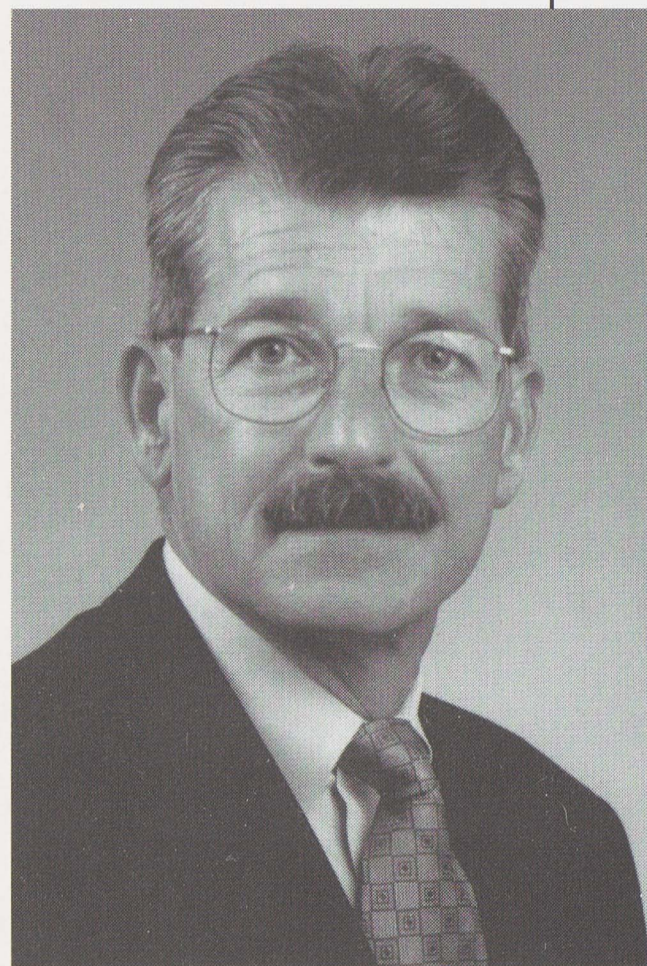
DEPTCOR also contributes to the economy of the state by purchasing many of its supplies and raw materials from companies in New Jersey. More importantly, the organization is embarking on a program to assist offenders who have learned a trade or skill on the inside, find a job on the outside. This unique strategy will match offenders' skills with employers' needs. A match which is good for the state, the offender and the employer.

I applaud DEPTCOR's outstanding accomplishments and the efforts of the staff and inmates who work together in this endeavor. I anticipate their continued contributions to the State of New Jersey.

A handwritten signature in black ink, which reads "Christine T. Whitman". The signature is fluid and cursive.

**Christine T. Whitman  
Governor  
State of New Jersey**

*Message  
from the  
Commissioner*



A stylized, cursive signature of Jack Terhune in black ink.

**Jack Terhune  
Commissioner  
New Jersey  
Department of Corrections**

**F**or over 80 years the Bureau of State Use Industries/ DEPTCOR has met the challenge of developing meaningful work programs for the expanding inmate population in a culturally diverse and geographically dispersed prison system. Through vision, ingenuity and commitment,

DEPTCOR has expanded its enterprises offering more offenders work opportunities than ever before.

One of the goals I have set for the Department is to maximize inmate participation in work

programs. DEPTCOR is continually pursuing new and expanded enterprises and partnerships with an emphasis on the number and quality of inmate jobs as well as the quality of goods produced and services it provides. Through their assignment to DEPTCOR, inmates learn higher-level job skills and are introduced to the work habits and work ethics that can help them to successfully change their lives.

In New Jersey, my highest priority is maintaining effective custody and control over our population in an environment that is safe and secure for staff and inmates. DEPTCOR enterprises directly support this goal through the reduction of inmate idleness and disruptive behavior. Additionally, the desirability of DEPTCOR work assignments contributes to the daily management of our prisons by providing a major incentive for inmates to voluntarily comply with institutional requirements.

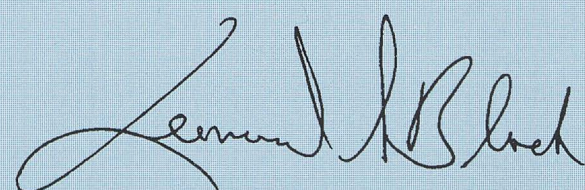
In the year to come, I look to DEPTCOR to continue to work towards achieving the strategic goals established by its management team and to support the mission of the Department of Corrections in providing a safe and secure work environment.

My congratulations to the staff at DEPTCOR for another successful year full of accomplishments and on its promise for the future.

*Message  
from the  
Chief*

*O*n behalf of the staff of the New Jersey Department of Corrections, Bureau of State Use Industries/ DEPTCOR, I am pleased to present the Annual Report for Fiscal 1999.

While fiscal 1999 was filled with accomplishments, challenges and some set backs, our inmate employment opportunities increased by over 11%. We opened a county jail industry in Ocean and began production of shoes in our new industrial building at South Woods State Prison.



**Leonard S. Black**  
Chief, Bureau of State Use  
Industries/DEPTCOR

Despite the fiscal challenges we faced this past year, we are presented with positive opportunities from which to grow and prosper. We have evaluated our organizational mission and have developed a Strategic Plan which will be implemented in Fiscal 2000.

One of the most significant events of the year occurred in May when we began training and implementing five modules of ORACLE Enterprise Resource Planning software. Expected to be live by the second quarter of Fiscal Year 2000, ORACLE software will give us the data and systems to become a customer-focused organization.

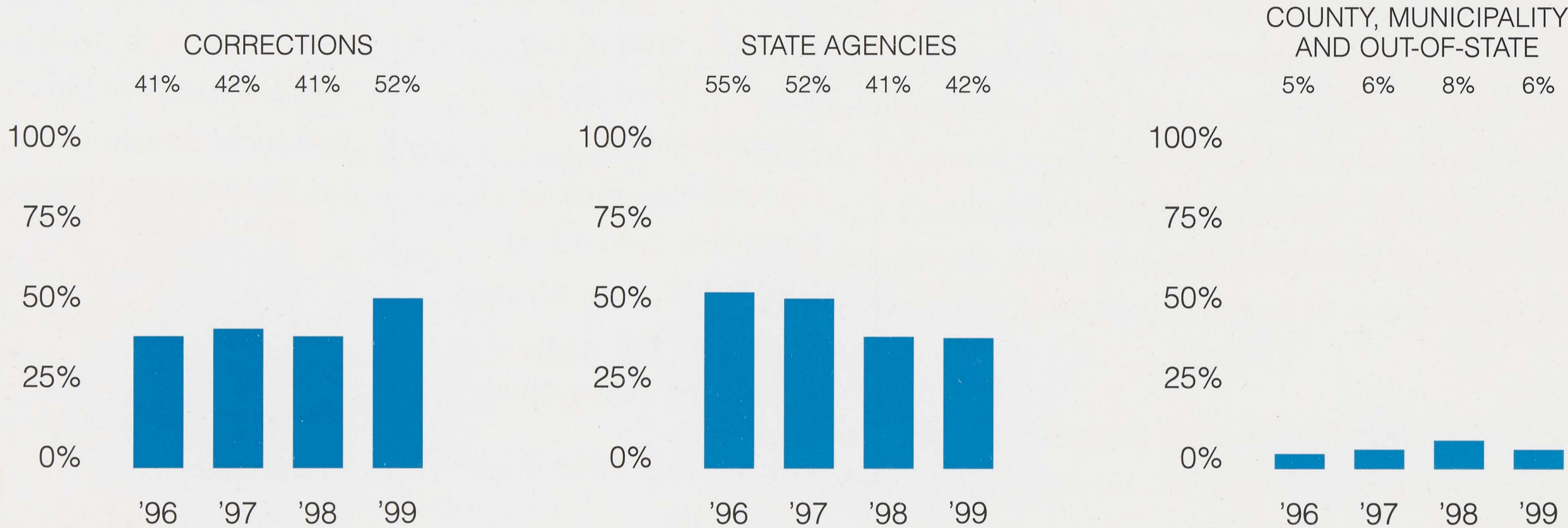
Our goal is to maximize our growth potential. Not only do we plan on increasing sales, the number of inmate job opportunities and our expansion efforts, we plan on becoming accessible to our customers via the Internet. It is our plan to conduct business on the Internet as well as improving our relationship with suppliers by utilizing technology to streamline our supply chain.

My thanks to all of the dedicated and committed staff at DEPTCOR who believe in what we do.

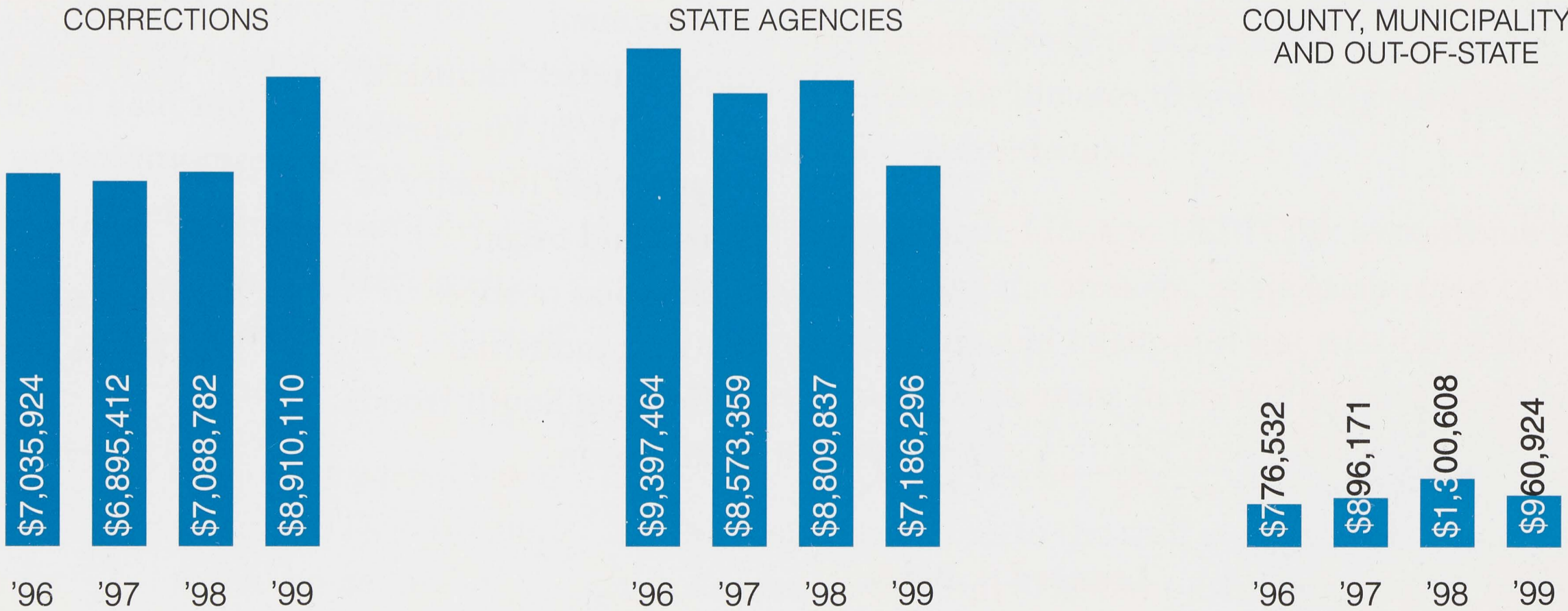


# Growth In Sales

**SALES IN DOLLARS  
BY MAJOR CUSTOMER  
CATEGORIES**

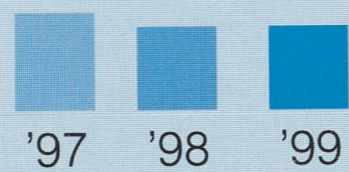


**DOLLARS IN THOUSANDS**



## Sales Revenue by Business Unit

Printing,  
Signs  
& Shoes  
7% 6% 6%



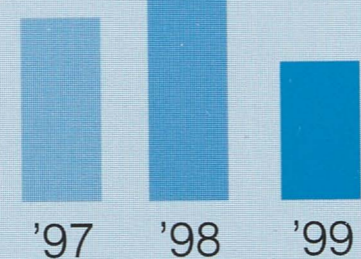
Data Entry  
&  
Tele-Response  
3% 5% 2%



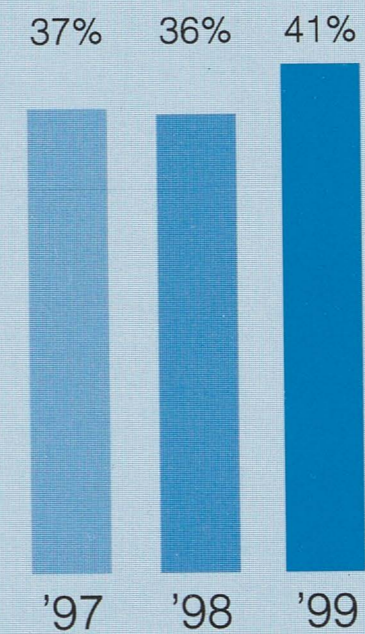
Recycling  
1% 1% 1%



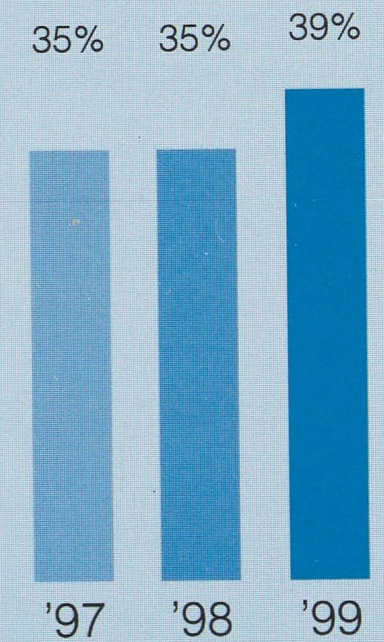
Metal &  
Furniture  
17% 20% 11%



Auto Tag,  
Bakery,  
Janitorial,  
& Concrete  
37% 36% 41%

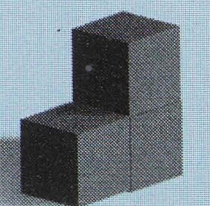


Clothing,  
Knit &  
Mattress  
35% 35% 39%



*“Each business unit is measured by how well it meets its production and sales goals. This provides for accountability and is a good indicator of the performance of the unit.”*

**Robert Baals**  
Industrial Manager I



## Our Business Units and Products

*“DEPTCOR’s ever increasing product list fills the needs of many state agencies. Our agency is divided into five distinct business units to provide for accountability and operational effectiveness. Each unit is responsible for developing new products, managing production schedules developed in conjunction with sales forecasts and preparing operational budgets.”*

**Paul Burroughs**  
Assistant Chief

### BAYSIDE ENTERPRISES...

...The largest percentage of total sales dollars.

- Baked Goods • License Plates
- Janitorial Items • Concrete Products • Wooden Sheds

### TEXTILE ENTERPRISES...

...The next largest business unit.

- Cloth & Knit Garments • Textiles
- Complete line of bedding

### METAL & FURNITURE ENTERPRISES...

...The third largest business unit.

- Custom Metal Products
- Office & Systems Furniture

### SOUTH WOODS ENTERPRISES...

...The newest business unit.

- Signs • Printing & Graphics
- Footwear

### SERVICES ENTERPRISES...

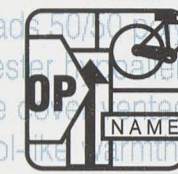
...Utilizes a variety of technology.

- Data Entry
- Tele-Response Services

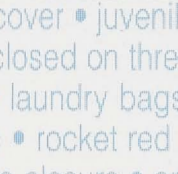
### WAREHOUSE, DISTRIBUTION & RECYCLING...

...The final phase of completing customer satisfaction.

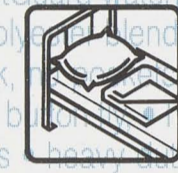
- Several Warehouses • Large Delivery Fleet • Recycling of Discarded License Plates



### Signs and Related Items



### Baked Goods



### Bedding



### Clothing



### Footwear



### Furniture



### Janitorial Products



### Printing and Graphics



### Tele-Response and Data Entry Services



### Metal Fabrication



### Concrete Products



### Sheds



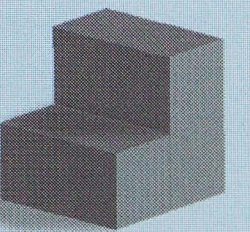
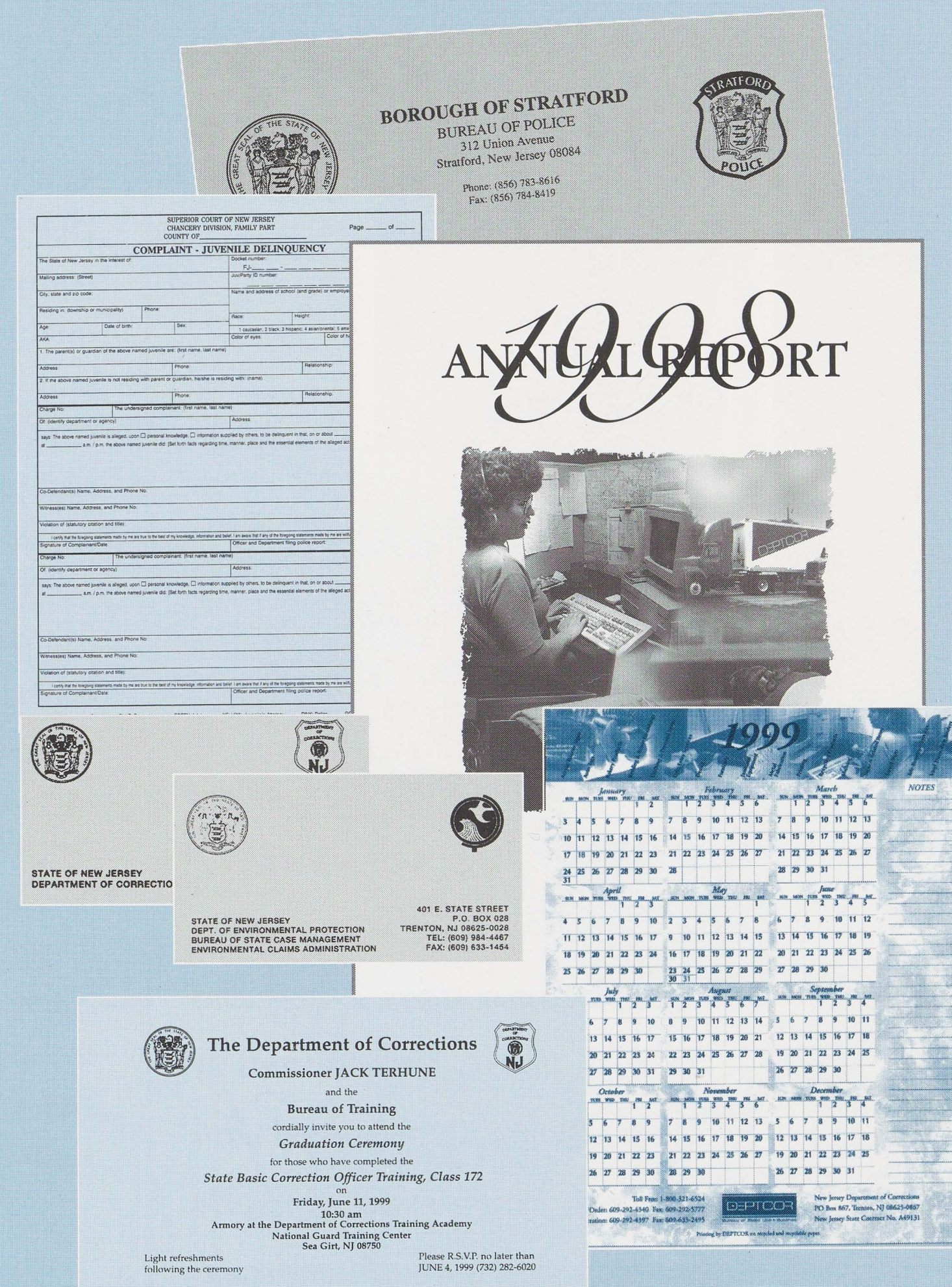
### Decals and Binders

# Printing

In the course of Fiscal Year 2000, we plan to relocate our printing operation to South Woods State Prison where we plan to expand production to two shifts and move into higher quality, multi-color printing. Our print shop specializes in multi-part forms, raised business cards, letterheads and envelopes. Booklets, pads and specialized flat printing are also performed. This year we have added foil-stamping capabilities to our product offering.

*“We are looking forward to moving our printing operations to South Woods State Prison which will allow us to become more responsive to customer commitments.”*

**John Moro**  
Printing Operations Manager



## Vehicle Signage

*“With DEPTCOR’s new Gerber ‘Edge’ equipment we are producing high quality graphics for signs, labels and decals for hundreds of applications, all produced with the help of a growing, specially trained, cadre of inmates.”*

**John Moro**  
Printing Operations Manager

As an adjunct to our sign operation DEPTCOR invested in equipment to produce quality vehicle markings and decals. Our first challenge was to design and provide the markings for the Department of Corrections fleet. We are capable of producing reflective decals, window decals, parking decals, vehicle markings and striping in a variety of colors. Inmates gain competency in operating state-of-the-art graphic composition equipment and learn the art of vehicle detailing.

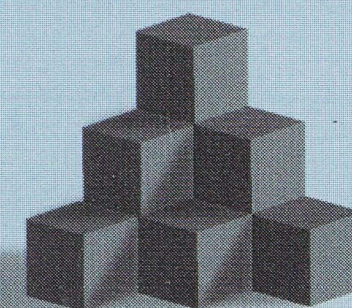
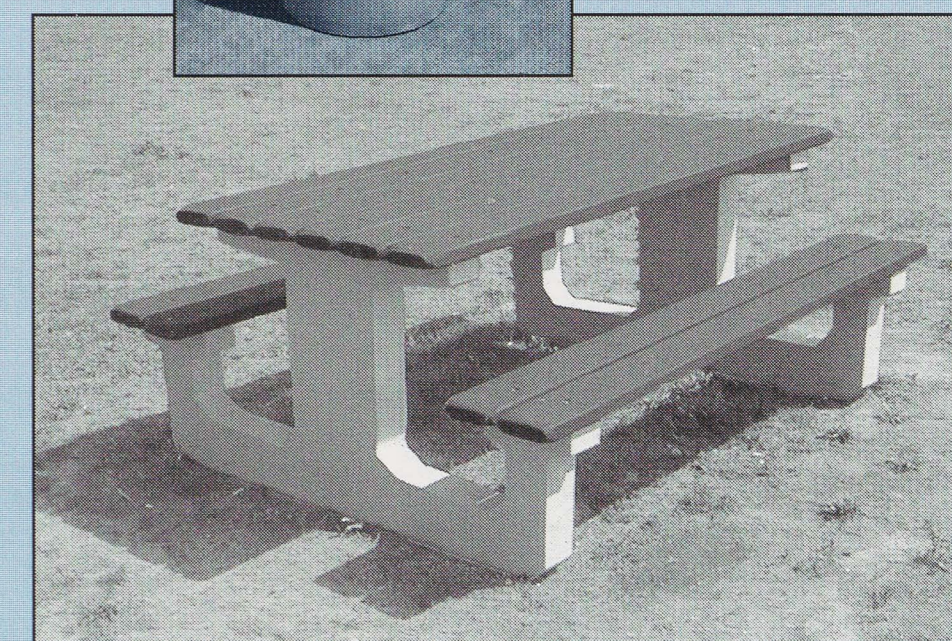
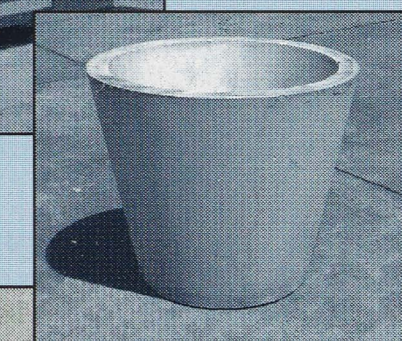
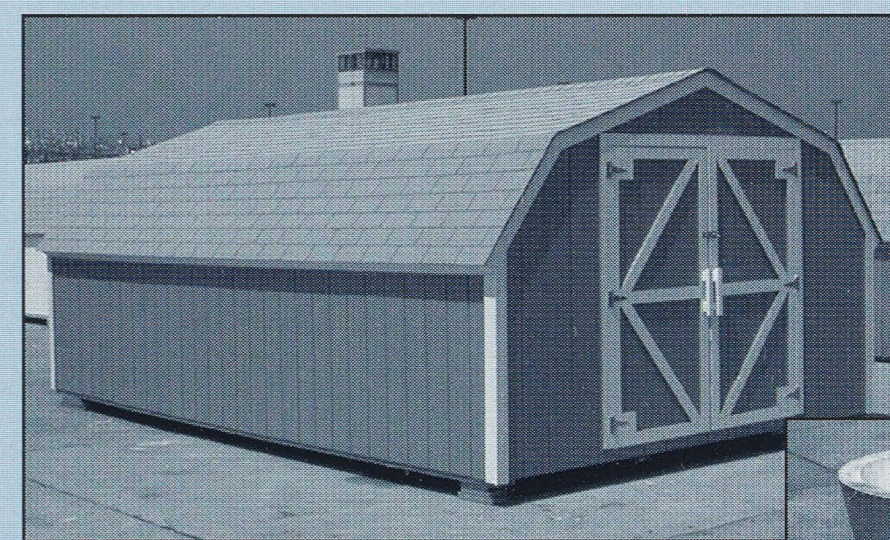
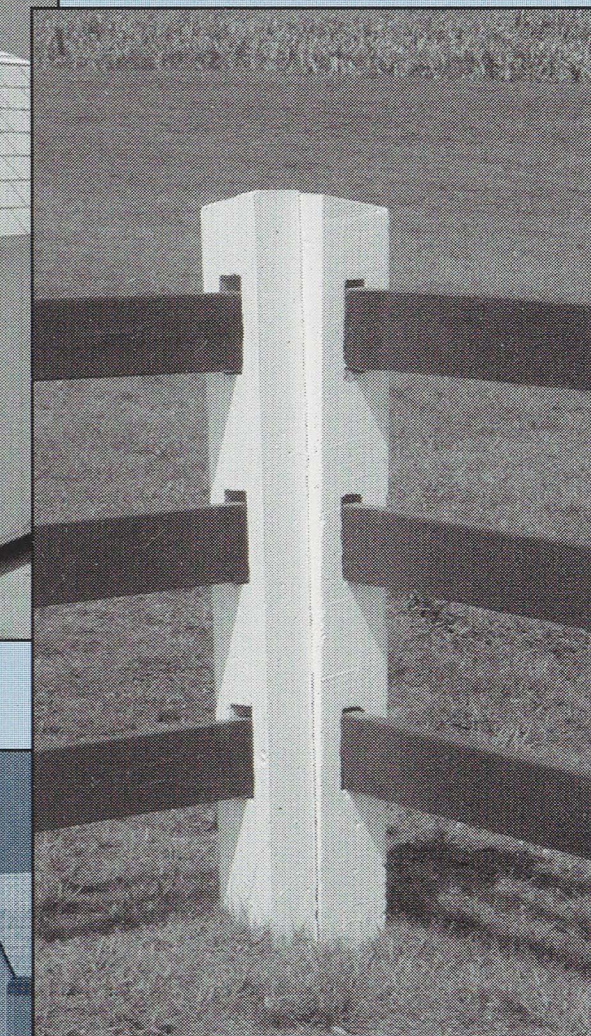
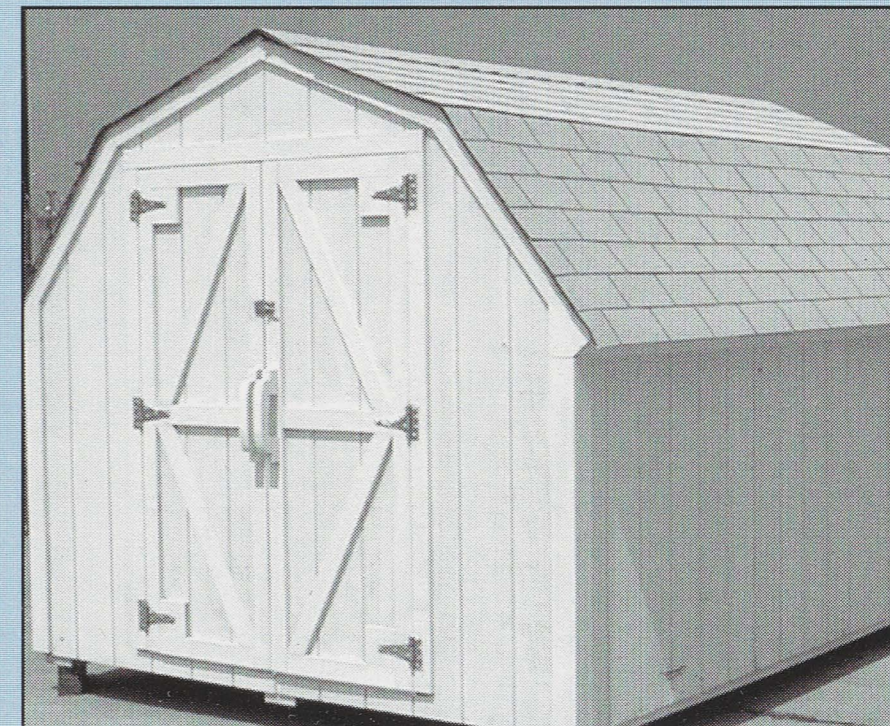


## Concrete and Wood Sheds

*“In the Concrete and Shed operations, the inmates have the opportunity to learn construction skills, gain knowledge of the safe and proper use of hand and power tools, as well as sound building technique. They learn the correct procedures of casting and molding, proper mixing ratios and how to recognize and finish properly cured products.”*

**Joe DiMattia**  
Industrial Manager II

This is a new product offering by DEPTCOR. In cooperation with Southern State Correctional Facility, DEPTCOR assumed an existing cottage industry and will attempt to expand its productivity by offering molded concrete products to state, county and municipal customers in New Jersey. The concrete product line is varied and appeals to public service departments, recreation departments, parks and transportation departments. Our wood sheds are a welcome addition and offer customers who are tight on space and money an answer to storage needs.



# Safety and Other New Programs

*“With a sincere and practical approach to Health and Safety Issues and by working together and practicing good safety procedures, we can continue to make DEPTCOR an ‘industry leader’ in accident prevention.”*

**Ernest Martin  
Industrial Manager I**

This year DEPTCOR instituted a safety committee comprised of volunteers throughout the organization. As a committee they have developed a comprehensive safety awareness and training program offered to all of the staff. The committee meets monthly at various industrial locations and liaisons with each site’s safety monitor. Monitors are encouraged to report on and improve safety conditions in the shops. This year a major emphasis was placed on mandatory forklift training for civilian staff and inmate workers. In an effort to increase safety awareness, the

committee has developed a newsletter that is published quarterly and distributed to both staff and inmates.

**In This Issue:**  
Sick Leave Due To Injury  
Stamp Out Accidents  
Safety Suggestion Program  
Quarterly Safety Award Winners

**SAFETY Staff**  
Chief  
Len Black  
609-262-4399  
Editor  
Ernest Martin  
856-456-7265  
Design and Production  
Basilus GP  
609-924-0100

**Safety Training Films**  
Safety Training Films dealing with subjects very graphic in detail. A list of tapes and sign out log are at our Central Office. We are presently in the process of purchasing three additional TV/VCR units. This each shop will be able to sign out along with the tapes. Everyone is encouraged to sign these tapes out.

**Safety Program Development**  
Date: May 18, 1999  
Time: 9am-11am  
Location: DEPTCOR Central Office  
Reception: All Safety Committee members should attend.

**DEPTCOR**  
PO Box 907  
40 North 9th Street  
Trenton, NJ 08646-0907  
Phone: 609-262-4399  
1-800-321-6241

Volume No. 1, Issue No. 2  
April 1999

**Need Sick Leave Due to an Injury?**  
Here's what to do prior to calling our "Angle of Mercy" by Len Black, Chief

It's wonderful to have such a great resource at Central Office to handle staff's sick leave for injury requests. Angle Chipman does a great job in handling sick leave for injury requests for Central Office Personnel. We're responding to many questions that have to do with the correct procedure to take when an injury occurs. Hope this helps.

**A. First of all, what is Sick Leave for Injury?**  
Sick Leave for Injury is a compensation benefit offered by the State to individuals who have been seriously injured while on the job. It provides for continuation of salary without charge to accrued leave balance. (Note: Sick time is charged pending approval of Sick Leave Injury. Upon approval, time is reimbursed.)

**B. What should I do if I get injured on the job?**  
If you work at an institution:

1. Contact institutional medical personnel in the event emergency first aid is required or in case of an injury or illness which is a direct result of your employment. The Personnel Office at your institution should be contacted as soon as humanly possible. They will make immediate contact with their Management to obtain a Worker's Compensation Claim Number.
2. You will then be referred to a CompSource Provider (this is the "State Doctor") for medical treatment. Institutional medical staff cannot recommend SLI for employees.

**A. If you work in Central Office your procedure is essentially the same.**

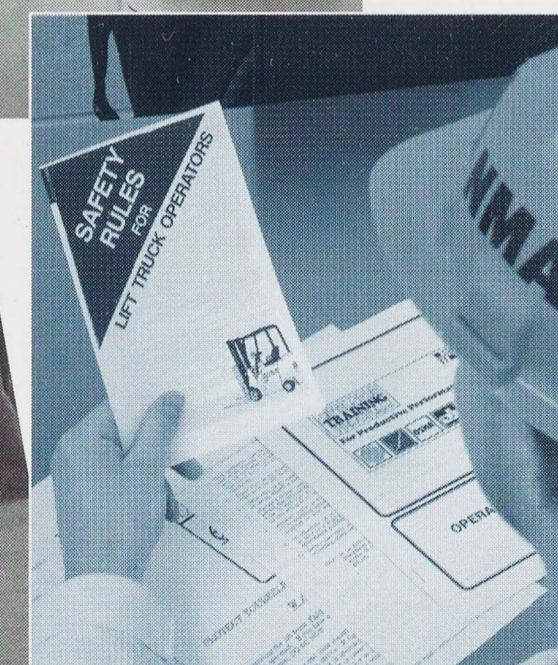
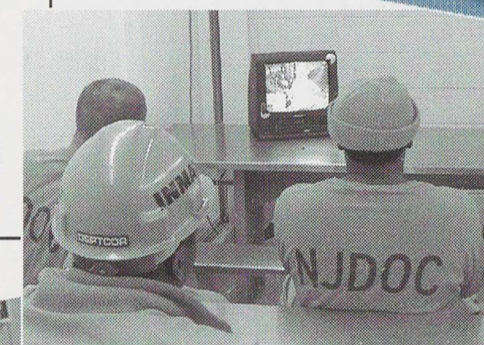
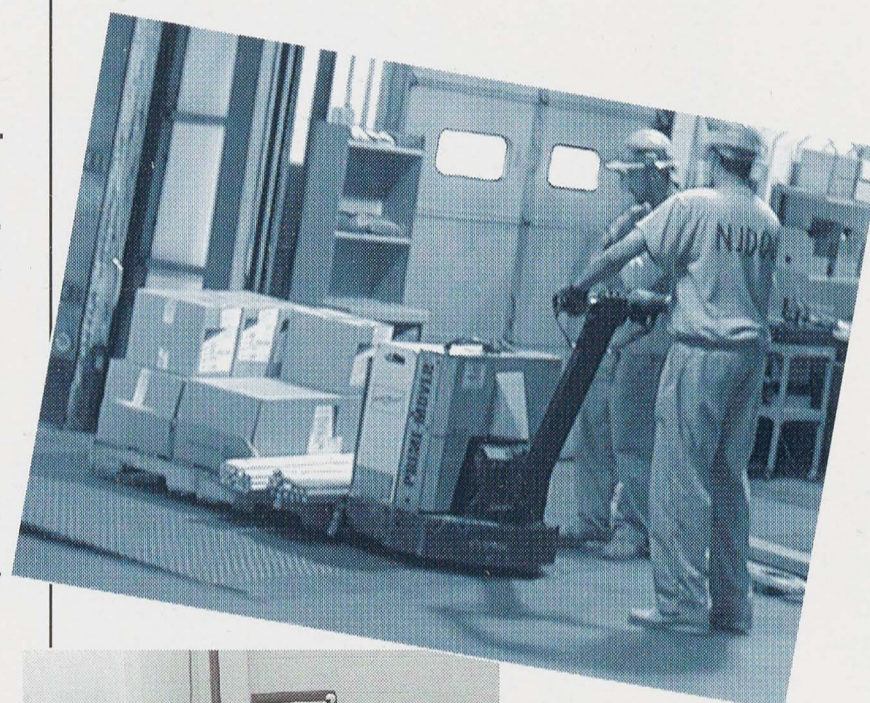
1. If severe, take care of the medical condition (shortness of breath-severe bleeding-loss of consciousness) these must be handled with speed.

Call #11 for assistance to the nearest hospital on the CompSource Provider Network, or the hospital of your choice on the network, which are:

- The Medical Center at Princeton
- St. Francis Medical Center
- Have Full or Minor Hospital
- Report those address at Trenton

2. Your supervisor is to notify Angle Chipman, who will advise the hospital of your arrival, contact CompSource, and contact Ms. D. Olsen of the Office of Human Resources at DCC. Ms. Olsen will issue a claim number and Workers Compensation ID Card for the injured employee.
3. If your injury is not critical, notify your supervisor; make an appointment with Angle, she'll make your appointment with the State Doctor.

**Q. Now my emergency is over. According to my doctor, I'll be out of work, for quite a some time. How do I apply for SLI?**  
A. Now the work begins. To apply for SLI, you file a written request to your appointing authority through your supervisor within 5 days of your injury or illness. Include all statements or reports which concern the accident. Remember, the more information you supply concerning injury or illness the better. Make sure you submit a copy of the first form, Employee First Report of Accidental Injury or Occupational Disease. Within 2 working days if you are unable to complete the file # form, your supervisor will do so to the best of his ability. Your supervisor will then submit the request to the appropriate person: 1. At the institution; 2. Your Personnel Office at Central Office; 3. Your Executive Assistant



## *2000 Price Guide, Brochures and Oracle*

*“DEPTCOR Sales and Marketing is producing a new price list for Janitorial, Metal, Furniture, Baking, Textile, Wood and Concrete products, allowing DEPTCOR Customer Service to send specific information to our customers.”*

**John F. Tandy, Jr.  
Promotional Sales Specialist**

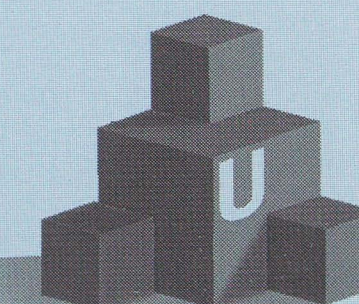
**W**e have expended a lot of effort during the past year to develop new product literature and a price guide which will graphically represent our products. In an effort to target our markets we have focused on specific product lines and customer groups. Throughout the past year we have expanded both the number and type of events at which we participated.

With the advent of Y2K, we needed to upgrade our computers and software. We have been planning the replacement of our IBM System 36 business software for several years. This year, with assistance from the

Office of Information Technology and the state's Y2K committee, DEPTCOR began the implementation of Oracles' Enterprise Resource Planning Software. Our present configuration consists of Order Entry, Inventory, Bill of Materials, General Ledger and Accounts Payable modules. We expect our customers and staff will notice the improvement during the year 2000.



*Building Value...*



## Expo '99

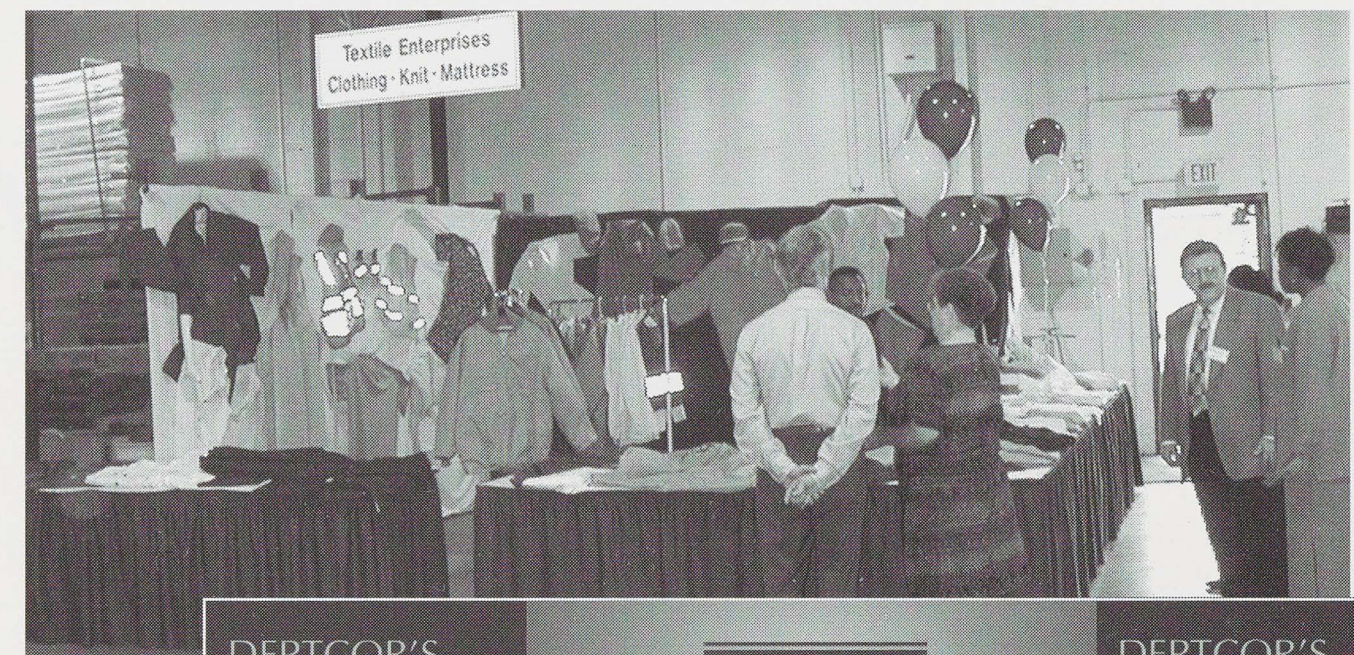
DEPTCOR's Central Office Warehouse was renovated for a day to host its first Product EXPO. All industries were represented by shop personnel and professional displays. Product lines were showcased for customers to see, feel and even taste their quality.

Valuable leads and significant sales were generated by the event. DEPTCOR's staff worked together to make this event successful.

Hosting a Product EXPO on a routine basis will be part of our future sales and marketing efforts.

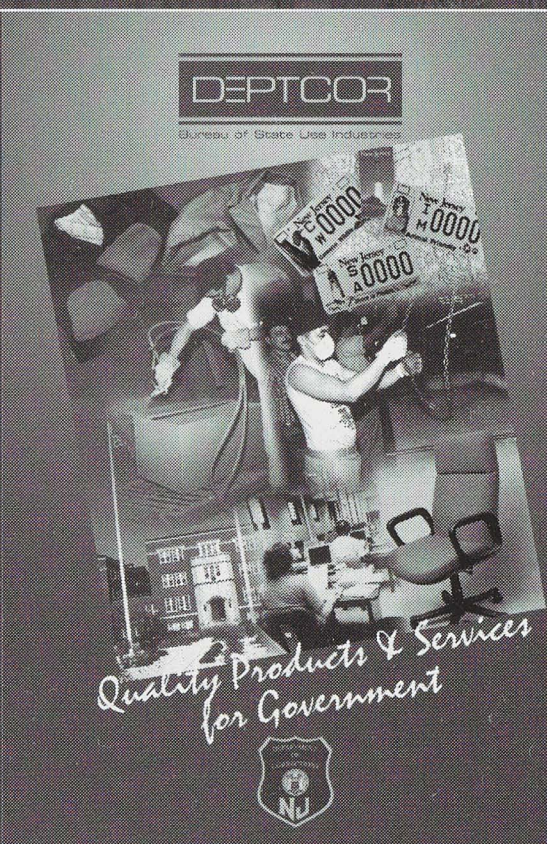
*"When we display our quality products, we are able to penetrate markets that are not typically encountered in our daily sales routine."*

**Dick Wolf**  
Promotional Sales Specialist



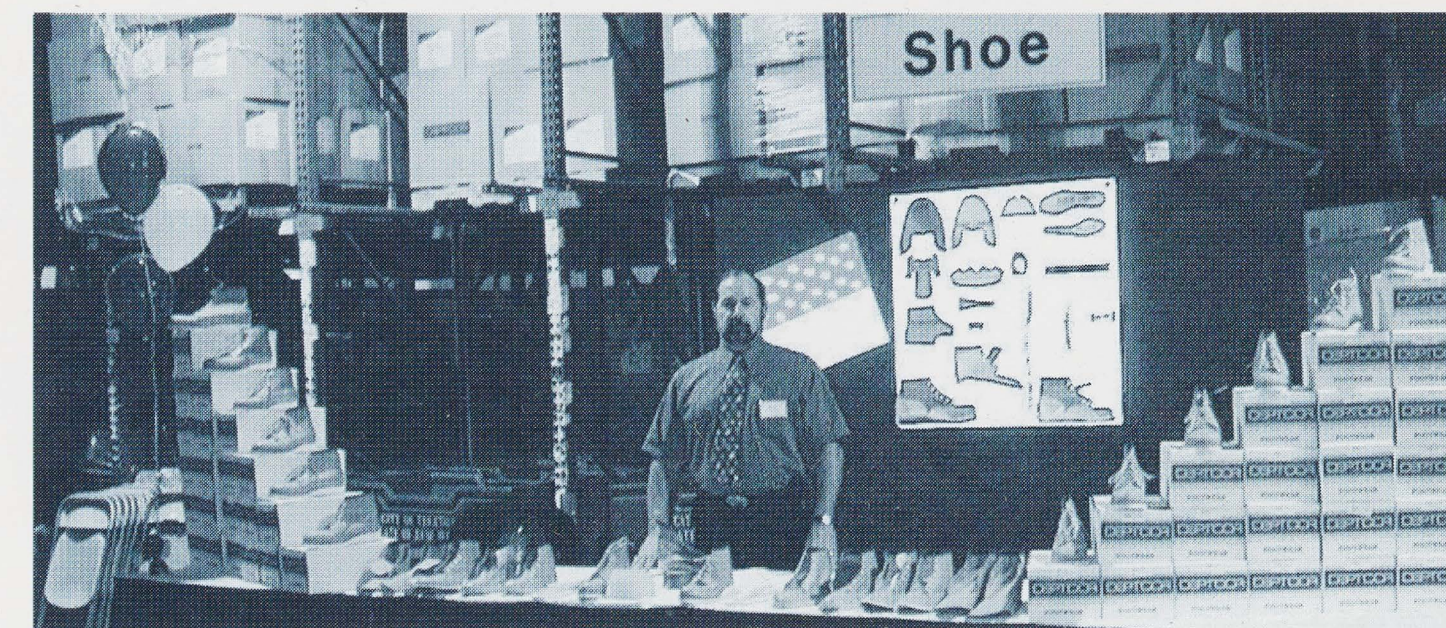
### DEPTCOR'S SERVICES

- Acrylic Interior Signs
- Auto Tags
- Bakery Products
- Bedding & Room Furnishings
- Clothing and Personal Items
- Data Entry Services
- Decals
- Furniture
- Janitorial Equipment
- Metal Fabrication
- Printing
- Recycling Products
- Shelving
- Signs & Related Items
- Street Signs
- Tele-Response Services
- Vinyl Three-Ring Binders



### DEPTCOR'S SERVICES

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- Vinyl Three-Ring Binders



## Financials

The Bureau is responsible for overall planning, selection of products, management of materials and equipment, coordination of processing, distribution of products and provision of technical consultation and services.

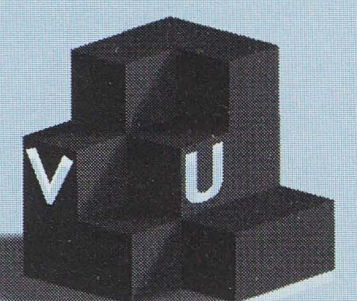
The system is financed out of a revolving fund, from which all operational expenses are paid.

NEW JERSEY  
REVISED STATUTE  
30:4-92 through 100  
and DEPARTMENTAL  
STANDARD 610.

### Operating Expenses, Capital Investment Fiscal Year 1994-1999 (\$ in thousands)

	'94	'95	'96	'97	'98	'99
Expenses						
Salaries (DEPTCOR Staff)	4,418	4,899	5,154	5,304	6,010	6,386
Materials & supplies	8,144	7,805	8,959	9,898	9,355	9,355
Services (other than personal)*	1,310	1,166	1,388	1,345	1,518	2,233
Maintenance & fixed charges	444	393	608	714	729	818
Capital Improvements						
Buildings	284	372	352	484	116	92
Vehicular	3	54	2	79	5	0
Other equipment	208	318	525	1,505	702	635
<b>Totals</b>	<b>14,811</b>	<b>15,007</b>	<b>16,988</b>	<b>19,329</b>	<b>18,435</b>	<b>19,519</b>

\*Includes inmate wages



## *Inmate Employment*

**D**EPTCOR emulates a “real life” working environment by providing inmates monetary compensation for the work performed. Wages are determined by the hours worked and skill levels achieved. In our commitment to employ inmates, reduce idleness and produce quality goods and services, DEPTCOR has increased its inmate employment figures through pursuing second shift operations and innovative scheduling.

### Current Location and Offender Employment

Institution	Jobs Available
New Jersey State Prison	194
East Jersey State Prison	128
Albert C. Wagner Youth Correctional Facility	105
Edna Mahan Correctional Facility	276
Garden State Correctional Facility	26
Northern State Prison	120
Bayside State Prison	277
Adult Diagnostic & Treatment Center	60
South Woods State Prison	272
Southern State Prison	142
Central Warehouse	34
Camden County Jail	30
Sussex County Jail	15
Ocean County Jail	15
Monmouth County Jail	25
<b>Total</b>	<b>1,719</b>

For number of inmate jobs available and number of inmates employed, fiscal year '93-'98, refer to DEPTCOR at a Glance.

### Inmate Wage Scale

D rate—\$.28 per hour for  
“Learners”

C rate—\$.33 per hour for  
“Unskilled” workers

B rate—\$.48 per hour for  
“Semi-Skilled” workers

A rate—\$.58 per hour for  
“Skilled” workers

Inmate Instructor Assistant rate—  
\$.88 per hour for “Highly Skilled” workers

## Awards

*“Thanks to the CIA  
for recognizing my  
and DEPTCOR’s  
accomplishments. It is a  
pleasure to work with such a  
great group of people.”*

**Judy Davis**  
Supervising Institutional Trade  
Instructor, Needle Trades

It takes close to two hundred individuals to operate DEPTCOR’s multi-faceted industries. Each year many of our employees are acknowledged for their continuous hard work. This year we’re pleased to recognize two staff members who received awards from the Correctional Industries Association. We are fortunate to employ individuals that pride themselves on providing quality goods and services while providing inmates with marketable job skills. It is the people that make our organization a success and we are extremely grateful for their energy, enthusiasm and dedication.

## DEPTCOR Employee Awards/Recognition: 1999

### **Judy Davis**

*Supervising Institutional Trade Instructor,  
Needle Trades, South Woods State Prison  
Northeast Correctional Industries  
Award for Excellence*

### **John F. Tandy, Jr.**

*Promotional Sales Specialist  
DEPTCOR Central Office  
Correctional Industries Association Award  
National Marketing and Sales Person of 1999*

### **Perfect Attendance:**

*DEPTCOR Central Office  
Robert Baals, Industrial Manager 1  
John A. Rice II, Project Specialist*

### **Northern State Prison**

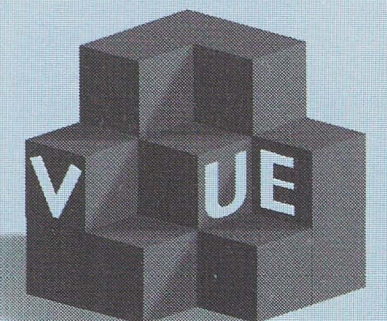
*Robert Aidelbaum, Industrial Manager 2  
Abdool Khan, Supervising Institutional  
Trade Instructor, Needle Trades*

### **Bayside State Prison**

*Thomas Bailey, Institutional Trade Instructor 1, Baking*

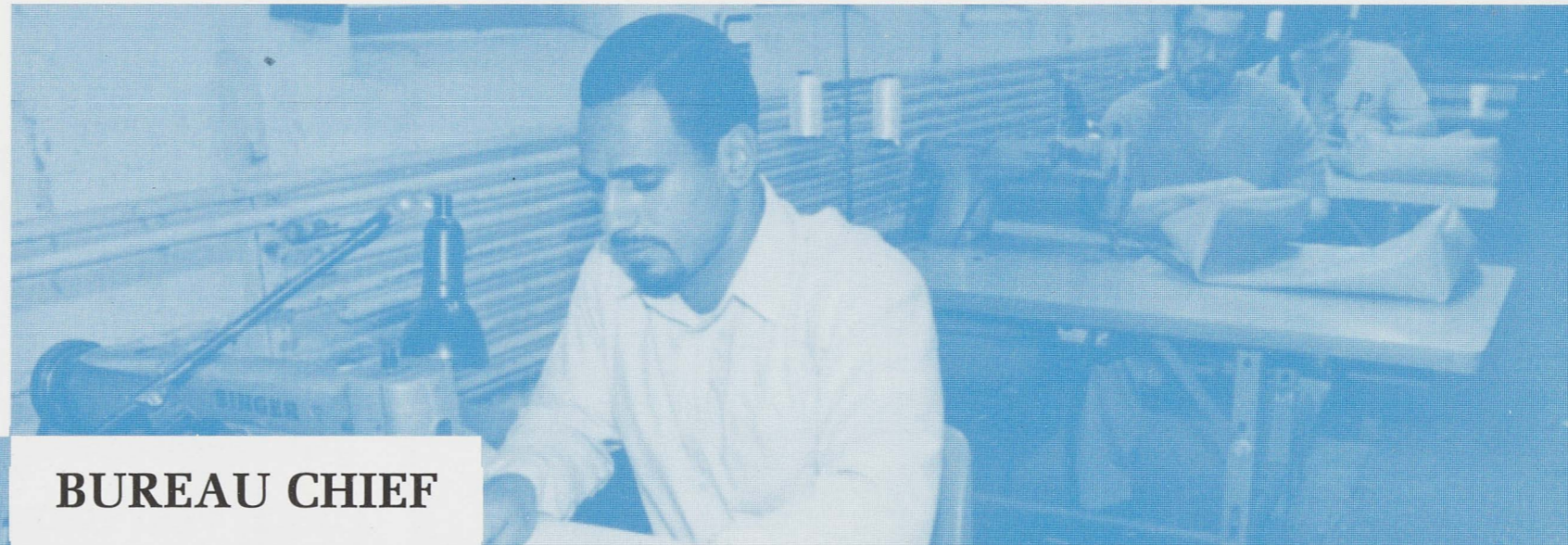
### **South Woods State Prison**

*Bruce Bryant, Institutional Trade  
Instructor 1, Industrial Finisher  
Anthony DePasquale, Heavy Equipment Operator  
William Veach, Heavy Equipment Operator  
James Veasey, Heavy Equipment Operator*



# Organizational Chart

GOVERNOR  
 |  
 COMMISSIONER  
 |  
 CHIEF OF STAFF



BUREAU CHIEF



**ASSISTANT CHIEF  
 Finance/Administration**

- Finance
- Accounting
- Personnel
- MIS
- Procurement

**Sales/Marketing**

- Customer Service
- Order Processing
- Catalog Development
- Promotional Literature

**Industrial Development**

- Industrial Expansion

**Assistant Chief Production**

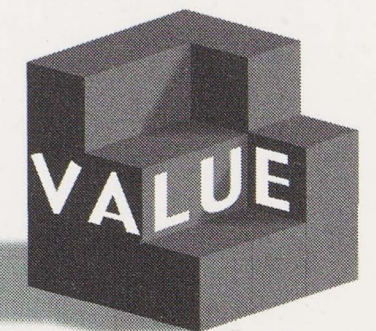
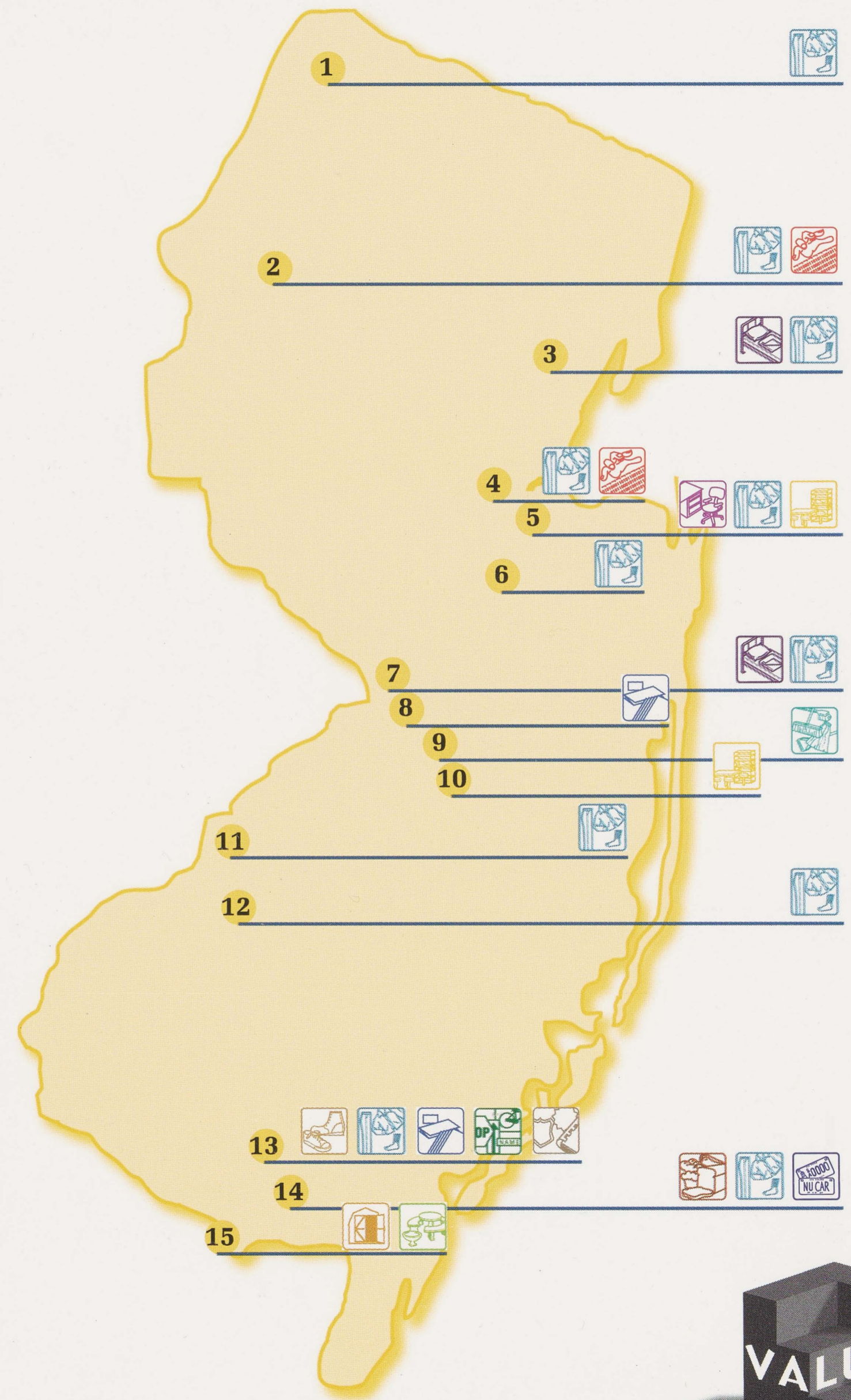
- Clothing Unit
- Metal & Furniture Unit
- Printing, Sign & Shoe Unit
- Auto Tag, Bakery, Janitorial, Logistics and Recycling, Concrete Products and Shed Units
- Services
- Warehousing
- Engineering

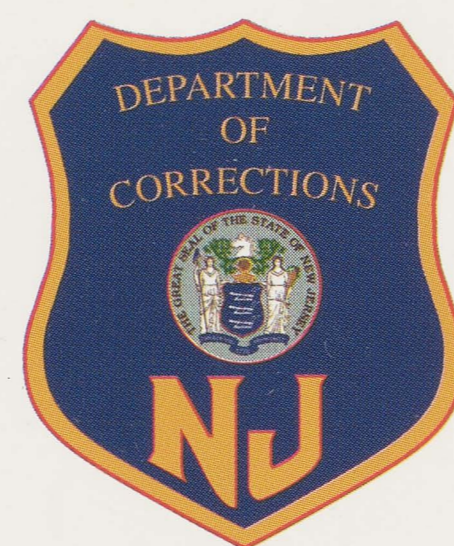
## Locations

1. Sussex County Jail, Newton
2. Edna Mahan Correctional Facility for Women, Clinton
3. Northern State Prison, Newark
4. Adult Diagnostic and Treatment Center, Avenel
5. East Jersey State Prison, Rahway
6. Monmouth County Jail
7. New Jersey State Prison, Trenton
8. Central Office & Warehouse, Trenton
9. Garden State Youth Reception Center, Yardville
10. Albert C. Wagner Correctional Facility, Bordentown
11. Camden County Jail, Camden
12. Ocean County Jail
13. South Woods State Prison, Bridgeton
14. Bayside State Prison, Leesburg
15. Southern State Correctional Facility

## Products

-  BEDDING
-  BAKED GOODS
-  FOOTWEAR
-  SHEDS
-  JANITORIAL PRODUCTS
-  METAL FABRICATION
-  CLOTHING
-  PRINTING & GRAPHICS
-  FURNITURE
-  SIGNS & RELATED ITEMS
-  TELE-RESPONSE & DATA ENTRY SERVICES
-  CONCRETE PRODUCTS
-  DECALS & BINDERS
-  LICENSE PLATES





**DEPTCOR**

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New Jersey Department of Corrections  
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[www.deptcor.state.nj.us](http://www.deptcor.state.nj.us)

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