



State of New Jersey

DEPARTMENT OF CORRECTIONS

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JAMES E. MCGREEVEY
Governor

DEVON BROWN
Commissioner

The Honorable James E. McGreevey
Governor
125 West State St.
Trenton, NJ 08525

Dear Governor McGreevey:

It is my privilege to present to you and the citizens of our great state the 2002 Annual Report of the New Jersey Department of Corrections (NJDOC).

The collective efforts of the NJDOC staff play a vital role in helping to ensure the safety and well being of New Jersey residents while addressing the programming needs of our offender population. But that statement alone does not tell the entire story of this department. It is hoped that the information contained in this report will provide both the public and private sectors with a heightened appreciation for the commitment demonstrated by our staff to work within the framework of available resources to achieve these objectives.

The 2002 Annual Report highlights the many reasons our employees are so proud of what has been accomplished. Clearly, we are headed in the right direction.

We pledge to intensify our efforts to continue to make a positive difference. On behalf of my entire staff, please know that your continued encouragement and support are greatly appreciated.

Sincerely,
Devon Brown
Commissioner

The mission of the New Jersey Department of Corrections is to ensure that all persons committed to the state correctional institutions are confined with the level of custody necessary to protect the public and are provided with the care, discipline, training and treatment needed to prepare them for reintegration into the community.

NJDOC...Protecting the Public. Changing Lives.

State of New Jersey Department of Corrections



Annual Report 2002

Promoting Excellence in Correctional Intervention

Devon Brown
Commissioner



MESSAGE FROM GOVERNOR JAMES E. MCGREEVEY

The New Jersey Department of Corrections, under the leadership of Devon Brown and his staff, continues to distinguish itself as an effectively operated agency dedicated to confining offenders and providing the safest possible environment for our correction officers as well as to the community-at-large.

The 2002 Annual Report brings richly deserved recognition to a department that has distinguished itself as one of the most innovative law enforcement agencies in the United States.

We know that most offenders will rejoin society and that more than 75 percent of all inmates under our jurisdiction are incarcerated either directly or indirectly because of a substance abuse addiction. Clearly, the problem of chemical dependence among inmates must be addressed. The Department of Corrections is doing just that on several fronts, as it strives to have drug-free and alcohol-free citizens ready to rejoin society once their sentences are completed.

The 2002 calendar year has seen the following developments:

- ? The contract for the provision of Therapeutic Community treatment has been awarded to the Gateway Foundation, Inc., which brings more than three decades of experience in the field of Therapeutic Community treatment.
- ? Fresh Start program was launched at Northern State Prison. It represents the department's first Therapeutic Community program for males in a minimum custody, rather than medium custody, setting.
- ? The American Correctional Association (ACA) selected the Nu-View Therapeutic Community program at Mountainview Youth Correctional Facility as a site to field test its newly developed Therapeutic Community accreditation standards. The selection of Mountainview puts the NJDOC on the cutting edge of a new innovation and standardization for prison-based drug treatment. Furthermore, it establishes the department as a leader in the field and a model for other departments to emulate.

Other accomplishments include the continued reduction in overtime costs, the introduction of an on-line inmate locator and the debut of the Gang Awareness Prevention Program. Details can be found throughout these pages.

On behalf of the citizens of New Jersey, I'd like to express my gratitude to the staff of the Department of Corrections. On a daily basis, they help to provide a better quality of life for the people of the Garden State.



MESSAGE FROM COMMISSIONER DEVON BROWN

A philosopher once wrote that sometimes we have to travel a long way to cover a short distance. I found myself contemplating those words on the afternoon of April 5, 2002, the day I was sworn in as commissioner of the New Jersey Department of Corrections by Governor McGreevey. Twenty-eight years earlier, I commenced my professional career right here in the Garden State.

I find myself at the helm of a department charged with ensuring that those committed to state correctional institutions are confined with the level of custody necessary to protect the public. At the same time, it is our responsibility to provide offenders with the care, training and treatment required to prepare them for successful reintegration into the community. Furthermore, I believe our mission also includes the obligation to help young people avert crime. In essence, we would like to put ourselves out of business by helping to close the front doors of our institutions through the prevention of crime.

As I reflect on the first months of my administration, I am encouraged by our many successes and determined to continue down a path that will enable this department to continue making a positive difference in the lives of offenders as well as the communities in which we live. In order to accomplish the many objectives that have been set before us, I will continue to utilize what I've often referred to as this department's single most valuable resource -- our dedicated staff, both custody and civilian, who share our vision of a proactive law enforcement agency.

To be sure, the Department of Corrections is more than just bars and stone walls. This department is classrooms therapeutic communities and libraries. We are highly trained correction officers, investigators and educators who are committed to making a difference, both inside and beyond the prison walls.

This report details many of our most prominent achievements and provides insight into a complex system designed to meet the challenges of modern correctional management.

The mission of the New Jersey Department of Corrections is to ensure that all persons committed to the state correctional institutions are confined with the level of custody necessary to protect the public and that they are provided with the care, discipline, training, and treatment needed to prepare them for reintegration into the community.

The Department of Corrections is organized into three separate divisions:

Administration

The Division of Administration is responsible for managing roughly \$900 million dollars and employing more than 9,500 persons, including 6,500 in custody positions to supervise approximately 23,000 inmates. The division provides administrative services to support the departmental mission in such major areas as budget and fiscal management, personnel, policy and planning and information systems.

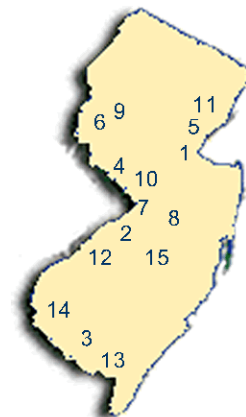
Operations

The Division of Operations is responsible for 14 major institutions -- 12 adult male correctional facilities, one women's correctional institution and a central reception/intake unit. These facilities collectively house inmates in minimum, medium and maximum security levels. They are diverse and unique in their operations. For example, the maximum security New Jersey State Prison contains the state's Capital Sentence Unit, for inmates under capital sentence. The Adult Diagnostic and Treatment Center operates corrections' rehabilitative programs for habitual sex offenders. Northern State Prison contains the Security Threat Group Management Unit, which houses gang members considered a threat to the safety of the institutions and individuals. The Edna Mahan Correctional Facility, the state's only correctional institution for women, houses inmates at all levels of security.

Programs and Community Services

The Division of Programs and Community Services provides institutional and community-based program opportunities for offenders, including community labor assistance, academic and vocational educational programs, recreational programs, library (lending and law) services, and substance abuse treatment. Other specialized services include victim assistance, chaplaincy services, stress management for employees and their families, county assistance quality assurance, liaison to Intensive Supervision Program and ombudsman services, which is a medium utilized by offenders to seek redress for problems and complaints. Additionally, the division contracts with private and non-profit providers throughout the state to provide community-based residential treatment programs for offenders under community supervision. Public safety is enhanced through the development, coordination, administration and delivery of these institutional and community-based programs and services.

- 1 Adult Diagnostic and Treatment Center
- 2 A. C. Wagner Youth Correctional Facility
- 3 Bayside State Prison
- 4 Central Reception and Assignment Facility
- 5 East Jersey State Prison
- 6 E. Mahan Correctional Facility for Women
- 7 Garden State Youth Correctional Facility
- 8 Mid-State Correctional Facility
- 9 Mountainview Youth Correctional Facility
- 10 New Jersey State Prison
- 11 Northern State Prison
- 12 Riverfront State Prison
- 13 Southern State Correctional Facility
- 14 South Woods State Prison
- 15 Stabilization and Reintegration Program (SRP)



NEW COMMISSIONER ... NEW CHIEF OF STAFF ... NEW ERA FOR NJDOC

Devon Brown, who has nearly three decades of experience in the correctional field, officially became commissioner of the New Jersey Department of Corrections on April 5, 2002, when he was sworn into his new post in a ceremony that included remarks by Governor James E. McGreevey.

The appointment represented a homecoming of sorts for Commissioner Brown, who launched his professional career with the New Jersey Department of Institutions and Agencies back in 1974 -- a few years before the entity evolved into the New Jersey Department of Corrections.

Both Commissioner Brown and newly appointed Chief of Staff Charles Ellis, who began his career with the Department of Corrections in 1976 as a correction officer at New Jersey State Prison, formally assumed their duties on April 8. That day, the new commissioner made a pledge.



"I intend to provide leadership directed toward improving the efficiency and effectiveness of the Department of Corrections," said Commissioner Brown, who succeeded now-retired Acting Commissioner Susan L. Maurer, who had been a state employee since 1972. "I look forward to working with the department's staff to successfully address the challenges that lie ahead."

Indeed, examples of the department's "efficiency and effectiveness" abounded throughout the year.

The 002 Committee, in its second year of operation, was responsible for the department's 53 percent reduction of custody overtime costs from \$71 million in the fiscal year 2000 to \$33.5 million in FY02.

In an effort to identify and apprehend New Jersey's "most wanted" fugitives, the New Jersey/ New York Regional Fugitive Task Force was formed. The task force is an unprecedented law enforcement initiative that combines the resources, intelligence gathering capabilities, investigative information and expertise of 50 law enforcement agencies, including the Fugitive Unit of the NJDOC's Special Investigations Division, and more than 150 federal, state, county, and local law enforcement officers. The task force has embarked on the mission to identify and apprehend more than 26,000 at-large-fugitives -- according to National Crime

Information Center statistics -- believed to be residing in New Jersey and the surrounding region, as well as some 5,000 fugitives from the New York City area having last known addresses in New Jersey.

Education always has been a priority for Commissioner Brown, who earned a Juris Doctor degree from the University of Maryland School of Law, a Master of Public Administration Degree from the University of Baltimore, a Master of Arts Degree in psychology from the University of Toledo and has completed all requirements for two Ph.D. degrees from this school with the exception of the doctoral dissertation. The value the commissioner places on education fits in with the department's philosophy that inmates should be better coming out of NJDOC facilities than they were going in. Thus, Commissioner Brown is overseeing an initiative to assure that resources are available to enhance the educational level of the inmates.

While the classroom is the conventional mode of educational enhancement, inmates may now take advantage "Television for Educational Use," through which videos produced by the Discovery Channel, the History Channel, the Biography Channel and Arts & Entertainment are viewed. These videos represent a wide array of award-winning documentaries and other programs that serve to expand intellectual horizons. Each facility shows educational videos at designated hours by way of a controlled channel, reserved strictly for educational video viewing. By controlling what offenders can watch during a portion of the day, we may capture an inmate's imagination and spark an interest in further exploration of a given subject.

Inmates from every NJDOC facility are gaining insights on economics through their participation in the Stock Market Game. Offenders are learning, among other lessons, the risks and rewards of investing in the stock market, how to analyze information about companies and industries, and how to buy, sell and track stocks. Four- and five-person teams of offenders compete against public school students as well as each other.

An on-line offender search engine has been developed that can be accessed on the NJDOC Web site (www.state.nj.us/corrections). The search engine provides such information as an inmate's location, status and projected release date, thereby allowing victims, family members, law enforcement agencies and others to instantaneously access information about an offender from any personal computer. The search engine received more than 167,000 hits in its first three days of operation.

The contract for the provision of Therapeutic Community treatment services transitioned from the prior service provider to the Gateway Foundation, Inc., of Chicago Illinois. Gateway brings more than 30 years' experience in the field of Therapeutic Community (TC) treatment. The Office of Drug Programs serves as the manager of the NJDOC's contract with Gateway Foundation, Inc., and oversees and monitors the quality of all of the prison-based TC programs.

The Department of Corrections raised more than \$75,000 for Special Olympics through its involvement in numerous fund-raising events. The funds raised were provided through sponsorship money from a trio of unions representing the officers: the Policemen's Benevolent Association Local 105, the Law Enforcement Supervisors Association and the Law Enforcement Superior Officers Association. Hundreds of officers took part in such activities as the Law Enforcement Torch Run, the Polar Bear Plunge, the Law Enforcement Golf Classic and an airplane pull at Newark Airport.



The department's Office of Policy and Planning and Central Transportation Unit, along with the Administrative Office of the Courts, have embarked on a pilot program to electronically transmit writs (court orders to produce) for state-sentenced inmates. The program has the capacity to significantly improve the processing, accountability and tracking of writs. The program has been introduced in four counties; it is anticipated that it will be expanded to each of the state's 21 counties in 2003.

The Department of Corrections was approached by the Center for Drug and Alcohol Studies at the University of Delaware to participate in the National Institute on Drug Abuse (NIDA) criminal justice drug abuse treatment studies project. Through this competitive grant program, NIDA sought to establish a data infrastructure and to develop and test models for an integrated approach to the treatment of incarcerated offenders.

In tandem with the Department of Agriculture's Jersey Fresh initiative, New Jersey produce was purchased and utilized by Department of Corrections facilities, saving money and ensuring that local farmers could sell their crops at fair market value.

Through the Office of Chaplaincy Services, the department introduced the Chaplaincy Network Program, a faith-based mentoring initiative in which the NJDOC and religious communities throughout the state help assist incarcerated individuals as they make the transition back into society. The Office of Chaplaincy Services also was instrumental in the formation of the Islamic Consulting Committee, which addresses the concerns of Islamic chaplains relating to the inmate population to whom the chaplains minister.

Several facilities took steps to help their inmates secure future employment by hosting job fairs, which brought together potential employers and the incarcerated population. The job fairs, which included dozens of vendors, gave inmates a realistic view of the employment market and exposed them to the process by which a potential employer is approached, an interview is conducted, and a job is secured.



New Jersey Network began work on a documentary highlighting the positive impact vocational programs have on incarcerated youth. The documentary will focus on the Burlington County Institute of Technology's contracted educational programs in the minimum security housing units at Garden State Youth Correctional Facility.

In a separate initiative conducted by the Burlington County Institute of Technology, approximately four dozen inmate-students graduated from the institute's heavy equipment and landscape programs at Albert C. Wagner Youth Correctional Facility.

The Level of Assignment Management Program (L.A.M.P.), an initiative to promote inmate responsibility, was launched at Albert C. Wagner Youth Correctional Facility. The initiative contains graduated levels of privileges awarded to offenders based on such factors as adjustment and program participation. As a result of the graded-level approach, incentives for desirable behavior and disincentives for undesirable behavior are actually incorporated into specific housing unit regulations.

The Gang Awareness and Prevention Program (GAPP) continued to impact on young people throughout the state. GAPP was developed in November 2001 by Principal Investigator Ron Holvey of the department's Special Investigations Division, Intelligence Section, in response to the all-pervasive gang problem, and its proliferation among youth, in urban and suburban areas. Working in concert with the state's Division of Criminal Justice, Holvey came up with the idea of bringing former gang members, still incarcerated, to share their stories with New Jersey's young people. A speaker must successfully complete the Security Threat Group Management Unit program at Northern State Prison in Newark and have earned minimum custody status to permit his being allowed out of the prison.

Harry Camisa announced his retirement following a career as an NJDOC employee that dates back to 1950. Camisa spent 30 years as a correction officer, followed by more than two decades as an educator. He was a fixture at New Jersey State Prison until 1998, when he transferred to the Central Reception and Assignment Facility and, in 2000, Garden State Youth Correctional Facility. During the Bureau of Training graduation ceremony in July, he was honored by Governor McGreevey and Commissioner Brown.

OFFICE OF THE COMMISSIONER

The Department of Corrections is committed to ensuring public safety, rehabilitating the incarcerated and functioning in an efficient, cost-effective manner.

Special Investigations Division

The Special Investigations Division (SID) is responsible for investigations into violations of the laws of the State of New Jersey and violations of the administrative code for the NJDOC by inmates, employees and those individuals who visit NJDOC facilities.

The SID is represented at each facility, where investigators not only conduct all criminal and administrative investigations, but also act as Department of Corrections liaisons to all law enforcement agencies. SID investigators regularly conduct cooperative investigations in conjunction with federal, state, county and municipal law enforcement agencies. SID investigators are called on to provide expert witness testimony in state and federal courts on a regular basis.

SID investigators receive ongoing technical training in an effort to maintain the department's ability to keep pace with the ever-changing criminal atmosphere. The division has expanded its role within the NJDOC with the establishment of several specialized units. These units have vaulted the SID into the forefront as a state-of-the-art correctional investigative unit.

- ? Drug Interdiction Unit -- The unit was formed in conjunction with the department's "Zero Tolerance" drug policy. The unit employs the Ionscan computerized drug detection machine to collect and analyze microscopic particles of up to 15 narcotics and up to one-billionth of a gram. Along with the obvious deterrent to drug activity, the NJDOC has made numerous seizures of controlled dangerous substances and witnessed a significant decrease in drug-related inmate disciplinary charges.
- ? Intelligence Unit -- The unit is nationally recognized as a leader in correctional gang intelligence. The gang member identification process and gang database, developed by the Intelligence Unit, are the cornerstones of the Security Threat Group Management Unit (STGMU) at Northern State Prison in Newark. The STGMU has become recognized as one of the most effective gang management programs in the country, and some states have expressed interest in using the program as a model for addressing their gang management problems. In fact, investigators assigned to the Intelligence Unit have provided gang identification training to thousands of law enforcement professionals in New Jersey and many other states.
- ? Fugitive Unit -- Investigators assigned to this unit have worked with dozens of agencies throughout New Jersey and beyond in an effort to remove escaped offenders from the streets. The department's Fugitive Unit continues to work jointly with the New Jersey State Police Fugitive Unit and the U.S. Marshal's Office. This unit has been extremely successful, and numerous cooperative apprehensions have been made.
- ? Computer Forensic and Polygraph Unit -- The unit is responsible for the forensic analysis of computers and computer storage devices related to computer crimes or violations of the department's microcomputer policy. SID investigators continue to provide expert law enforcement skills to the NJDOC as polygraphists and document examiners.

Disciplinary Hearing Unit

This unit provides hearing officers to all state correctional facilities to adjudicate inmate disciplinary charges in a timely and efficient manner, in accordance with the United States Supreme Court's decision in Wolff v. McDonnell.

Equal Employment Division

The Equal Employment Division (EED) is responsible for ensuring that the NJDOC provides its employees with a workplace free from all forms of discrimination, harassment and retaliation.

The EED monitors compliance of this policy through investigation of complaints filed by employees regarding discrimination or harassment based on an individual's membership in a protected class, such as gender, race or religion. During the 2002 fiscal year, the EED received 262 complaints, formal and informal. Following an investigation, employees who are found to have engaged in acts of discrimination, harassment or retaliation are subject to administrative remedies, including disciplinary action.

The EED also represents the NJDOC in external discrimination claims before the Division of Civil Rights and the Equal Employment Opportunity Commission. In addition, the division is responsible for keeping all staff updated on policies and procedures through the distribution of documents as well as educational workshops and classes.

Office of External Affairs

The Office of External Affairs serves as a link between the Department of Corrections, the Office of the Governor, the Legislature and other state departments. It is the responsibility of the office to monitor proposed legislation, research its impact and present the NJDOC's position to the sponsoring legislator or the committee considering the legislation.

In addition, the office is responsible for researching and responding to inquiries submitted by state and federal legislators on behalf of their constituents. Tours of the NJDOC's various institutions are routinely provided to legislators and their staff by the Office of External Affairs, and arrangements are made for summer interns throughout state government to spend a day visiting institutions and learning about the department.

Office of the Ombudsman

The office provides a concerned medium within which inmates can seek redress for problems and complaints outside of established operational units. The office functions independently from the administration of the operational units; this detachment enables the development of trust, confidentiality and objectivity between the ombudsmen and inmates. In considering any given instance or concern, the interests and rights of all parties who might be involved are taken into account.

This office supplements, but does not replace, the Department of Corrections' existing resources for conflict resolution. The Office of the Ombudsman also reviews rules, regulations, standards, policies, procedures and practices to ensure they are consistent with federal and state guidelines, the Civil Rights Act and New Jersey's Code of Criminal Justice.

The ombudsman and assistant ombudsmen regularly visit the correctional facilities, satellite units and community-based programs to ensure that the living conditions are adequate and to allow the incarcerated the opportunity to be heard and impartially evaluated.

Office of Public Information

The Office of Public Information is responsible for providing information regarding NJDOC events, programs, functions, services and activities to the media, other governmental agencies and the public. The

office promotes public awareness of the functions of the Department of Corrections through a web site, the *Inside Corrections* newsletter, annual reports and promotional materials.

OFFICE OF THE CHIEF OF STAFF

Correctional Staff Training Academy

The Office of Training provides corrections personnel with the skills necessary to successfully complete their tasks and to administer the care, custodial treatment and social reintegration of adult offenders committed to correctional facilities in New Jersey.

In order to qualify for admission into the Correctional Staff Training Academy, applicants must complete a three-phase pre-employment process that includes a psychological examination. The NJDOC is phasing in a new form of psychological testing designed to indicate the emotional state, general disposition and professional ethics of applicants. It is an approach that has been successfully utilized by increasing numbers of law enforcement agencies.



Two state laws help to define the bureau's mission: the Police Training Act, which mandates training for state and county correction officers and state parole officers, and the Gun Control Act, which requires firearms qualification training for all state and county correction officers and state parole officers. The legislation obligates the Police Training Commission to approve the basic state curriculum and county officer recruit training programs as well as firearms training programs. The Office of Training has codified and standardized the curriculum and expanded the content and duration of the basic training. After completing the required courses, each officer receives a basic training diploma from the Department of Corrections and receives certification from the Police Training Commission.

The Department of Corrections training facility was relocated in September 1998 from the New Jersey Training School for Boys in Skillman to the National Guard Training Center in Sea Girt. The programs offered are designed to develop and enhance the skills of employees who need to perform various components of their jobs and to prepare for future advancement while presenting a comprehensive, multi-faceted approach to training. To augment the staff, adjunct instructors are utilized from state correctional facilities and various law enforcement agencies.

The Office of Training is organized into the following units:

- ? The Academy -- The Academy conducts basic training for state correction and parole officers with instructors who are certified by the Police Training Commission. Training classes include arrest, search and seizure, use of force, criminal law, first aid and CPR, weaponry, physical training, security concepts, human relations and professional development. The Standards Group within the Academy develops and implements guidelines, curriculum and standards of operation for both basic training and the In-Service

Training Program. This unit also is responsible for overseeing the methods of instruction and stress management courses by the Office of Training.

- ? The In-Service Training Unit -- This unit is responsible for overseeing the in-service training program for all custodial personnel assigned to the department. Training is conducted at three regions: Southern, Central and Northern New Jersey. Custodial and civilian personnel receive training in all areas pertaining to their job activities, along with mandated federal and state training. The in-service training program is updated and revised on a yearly basis to keep pace with the goals of the department.
- ? The Recruitment Unit -- This unit, which is attached to the Bureau of Training, is responsible for the recruitment and hiring process of future correction and parole officers. The Recruitment Unit staff visits colleges, universities, schools and job fairs throughout the state to promote career opportunities within the Department of Corrections.

College credit is available for the majority of the Academy's course offerings. These credits are transferable to any of the two-year or four-year colleges and universities in New Jersey or elsewhere.

Total Efficiency Accountability Management System

Total Efficiency Accountability Management System (TEAMS) is the division focusing on field audits of various sites. Monthly meetings are held with facility administrators and their executive staff to critique all areas of facility management and develop new strategies and action plans.

DIVISION OF ADMINISTRATION

The Division of Administration provides administrative services to support the NJDOC's mission. Primary areas of responsibility include budget and fiscal management, personnel, policy and planning, and information services.

Office of Financial Management

The Office of Financial Management identifies current and future departmental fiscal resources and monitors the expenditure of available funds.

The office is comprised of the following bureaus/units:

- ? Bureau of Budget/Fiscal Planning -- This bureau compiles annual operating and capital budgets that reflect the needs of the Department of Corrections, as required by legislative mandate. The bureau also provides fiscal analysis of current year activity and compiles quarterly spending plans that provide the fiscal status of the department. In addition, it monitors the levels of spending via account/spending analysis; provides detailed analysis of custody staffing and overtime expenditures by using the Baseline Reporting Information System; and establishes institutional full-time employee (FTE) position caps based on available salary funding and monitors FTE filled counts against those FTE caps via preparation of biweekly position monitoring reports.
- ? Bureau of Auditing -- This bureau provides independent audits of the operation of each institution's non-budgeted funds, which includes the examination of financial activities for the Inmate Trust Fund, the Inmate Commissary Fund, the Inmate Welfare Fund and Inmate Group Accounts. These audits determine whether:
 1. non-budgeted fund financial statements comply with generally accepted accounting principles;
 2. adequate internal controls existed over the financial operations of the non-budgeted funds;
 3. there is adherence to applicable state laws, administrative code, and state, departmental and institutional policies and procedures; and
 4. financial transactions are authorized, properly recorded and reasonable.The bureau also ensures that findings and recommendations resultant from audits performed by the state's Office of Legislative Services are accurate and appropriate.
- ? Bureau of Accounting and Procurement -- This bureau provides administrative and technical direction and assistance in accounting, purchasing and internal controls to the various correctional facilities and programs administered by the NJDOC via issuance of accounting bulletins and other guidelines and directives. The bureau also procures needed goods and services for Central Office operations and ensures timely payment to vendors in accordance with New Jersey Department of Treasury guidelines.
- ? Focus Report Writing Unit -- This unit develops information systems and databases that provide a variety of menu-driven fiscal/position reports for fiscal and other managerial personnel.
- ? Grants Management Unit -- This office is responsible for securing and managing federal, state and private grant funds that support various programs, services and other initiatives within the department. The unit provides technical support and ongoing assistance to all department staff pursuing grant funds or operating grant-funded programs. This unit also compiles annual education and federal budgets for inclusion in the department's overall budget, compiles quarterly spending plans documenting the fiscal status of education and federal funds, and prepares fiscal impact statements that document the NJDOC's position on pending legislation that may impact the department. (See Chart – A Page 36 – 42)
- ? Staff in the Office of the Director are responsible for the development/maintenance of an indirect cost recovery rate for receipt of federal funds and for providing administrative support services for Central Office staff, which includes fleet management, print shop, mail handling and storeroom/supplies.

Office of Policy and Planning

The Office of Policy and Planning provides analytic, technical and administrative rulemaking support to the department and coordinates services between the NJDOC and external federal, state, county and local law enforcement systems in implementing new technology systems, including live scan fingerprint systems, digital mug shots, video teleconferencing and integrated software applications. This office also oversees the Government Records Unit and the implementation of the Open Public Records Act (OPRA).

The office includes the following bureau and units:

- ? Bureau of Correctional Information Systems (CIS) – CIS is responsible for the operations and maintenance of New Jersey OBCIS system. CIS also coordinates access to numerous computerized law enforcement information systems by NJDOC staff in order to evaluate and classify inmates and to process inmates for community-based programs and release to community. In addition, CIS authorizes access to mainframe offender tracking system by external agencies to meet their statutory law and justice business needs.
- ? Policy Analysis and Planning Unit – This office develops inmate population projections, provides policy analysis and works with other departmental units and agencies of the criminal justice system to provide strategic-planning support.
- ? Standards Development Unit – This office is responsible for the New Jersey Administrative Code rule making process, which includes the formulation, proposal, adoption and promulgation of NJDOC rules and regulations.
- ? Video Teleconferencing Unit – This unit plans, develops, coordinates, monitors and oversees all activities related to videoconferencing for the department. It provides system-wide access to the NJDOC inmate population for criminal justice agencies at the local, county, state and federal levels.
- ? Government Records Unit – This unit is responsible for the recently enacted OPRA, which provides access to all departmental government records not specifically excluded by existing legislation or administrative rules. There is a specific legislatively mandated time period within which the department must respond to inquiries for information or data under OPRA.

Bureau of State Use Industries -- DEPTCOR

The Bureau of State Use Industries, DEPTCOR, is an entity within the New Jersey Department of Corrections. DEPTCOR's mission is to employ inmates in enterprises that reduce idleness, offer marketable skills, produce quality goods and services and yield taxpayer benefits.

The use of prison labor in a productive capacity began almost a century and a half before its formal recognition in New Jersey in 1918. Under the Department of Institutions and Agencies, the State Use Division was established and, in 1953, became known as the Bureau of State Use Industries. In 1976, State Use Industries began reporting to the newly created Department of Corrections. In 1990, the trade name DEPTCOR was adopted to represent its complete line of products and services.

The bureau operates 32 industrial shops utilizing inmates from 11 state correctional facilities. It is self-supporting, since it is financed through sales revenue rather than appropriated funds. A wide range of products and services are offered under the DEPTCOR label via a state contract to tax-supported agencies, institutions, units of state, county and municipal government. DEPTCOR can save the cost and time of procurement, as well as offer reduced prices. Thus, additional taxpayer savings are realized when tax-supported agencies purchase from DEPTCOR.

DEPTCOR's administrative, production and support staffs are made up of approximately 170 civilians. On a daily basis, DEPTCOR employs more than 1,700 inmates in highly developed industries organized into distinct business units as follows:

- ? **Bayside Enterprise:** A wide variety of industries are included in this unit and, in aggregate, represents 45 percent of DEPTCOR's total sales. The first formal industry, dating back to 1918, still operates today - the auto tag shop, which stamps more than three million license plates annually and ranks the highest in sales at over \$4 million per year. The bakery produces breads, rolls and baked desserts and generates more than \$3 million in sales. Building basic sheds has evolved into prefabricated structures of all types, from garages to cabins to modular offices. Concrete landscaping items are poured and molded on an as-needed basis, and janitorial products are still designed with the highest level of safety.
- ? **Textile Enterprise:** This unit consists of cloth and knit garments, all textiles and bedding operations. Seven shops operate 12 shifts, producing a product line of more than 20 different items offered in various sizes -- bringing the total pieces available to more than 200. The textile enterprise represents one-third of DEPTCOR's total annual sales.
- ? **Metal and Furniture Enterprise:** DEPTCOR's complete line of metal cell furniture, storage shelving and custom metal products, as well as a line of office and systems furniture and a new line of dormitory furnishings, are represented in this unit. Customization of system panel workstations, new ergonomic seating and powder coating are among the specialties of DEPTCOR.
- ? **South Woods Enterprise:** This unit consists of three separate industries. Printing and graphics produces letterhead, envelopes, carbonless forms and customized printing and bindery. The sign shop fabricates traffic signs, custom interior and exterior signage and banners, and vehicle markings. It also does silk-screening. The shoe shop designs and produces a shank free work boot as well as both lace and Velcro sneakers.
- ? **Service Enterprise:** This unit satisfies data entry, tele-response and mail fulfillment needs for various agencies.

Office of Employee Relations

The mission of the Office of Employee Relations is to maintain a positive environment for employee-employer relations. The office works closely with the department's Office of Human Resources in managing policy review and development in the most efficient and economical means possible.

The office is composed of three primary functional units:

- ? **Employee Relations/Liaison Unit** -- This unit represents the Department of Corrections in contract negotiations and in the administration of 11 bargaining unit agreements. It also advises the commissioner, other high-level managers and unit supervisors in the administration of Department of Personnel rules and regulations as contained in *Title 4A* of the New Jersey Administrative Code. In addition, the unit provides ongoing training in a variety of employee relations matters.
- ? **Due Process/Hearing Unit** -- This unit hears all of the department's second-step grievances and complex department-level disciplinary appeals, including those emanating from the Equal Employment Division. It also represents the NJDOC before the Office of Administrative Law on disciplinary actions appealed to the Merit System Board. The unit reviews current case law and rule changes in order to ensure that the department's practices are consistent with such changes. In addition, it represents the department at all grievance and other interest arbitration hearings, as well as hearings convened to address allegations of unfair labor practices before the Public Employment Relations Commission.
- ? **Employment Litigation Unit** -- This unit serves as a liaison to the Office of the Attorney General and/or private counsel retained to represent the department in all lawsuits filed by individuals concerning

employment issues. This includes state and federal litigation involving allegations of employment discrimination, harassment, retaliation and wrongful termination.

Office of Information Technology

The Office of Information Technology (OIT) supports the core business needs of the Department of Corrections through the development and use of enhanced technologies and information systems. It serves more than 9,500 staff members throughout the department and 1,000 Correctional Medical Systems staff members.

The OIT is responsible for providing the integrated exchange of data and identifying emerging technologies and trends to improve employee productivity while reducing state costs. In addition, this office advises management of Information Technology best practices and delivers services to stakeholders. Software includes office automation, e-mail, Internet, mainframe access, inmate (case management and custody), custody scheduling and human resource applications.

This office consists of the following major components: Department of Corrections Management Information System (DOCMIS), Telecommunications and Administration. DOCMIS consists of two areas: Correctional Management Information System (CMIS) and DOCNet.

CMIS is the most technologically advanced and functionally complete statewide correctional management system in operation anywhere in North America and, perhaps, the world. The system operates with a state-of-the-art database management system and is designed entirely on open architecture principles. It is also the first statewide system in the country to be fully integrated with a hospital-quality medical package and Document Imaging/Management System.

The Department of Corrections originally initiated the DOCMIS project to address the need for Y2K compliance and to enhance its technological efficiency. The system has integrated the various software systems in concert with the department's business needs, including the installation of new equipment and conversion of all data to the new system.

Wide/Local Area Network Operations allow for a centralized information system for easier data access. It consists of issues with connectivity, network operating systems, email, operating systems and office automation upgrades/patches.

A Help Desk provides three-tier, around-the-clock support for DOCNet users.

Telecommunications services consist of 8,000 voice telephones, 2,000 inmate telephones, 2,000 emergency telephones at correctional facilities, data lines for video teleconferencing, voice mail and electronic monitoring services.

Administration services include several areas, among them OIT policy and planning; fiscal, budget and spending analysis; procurement processing and grant development; and various training classes.

In December 2002, OIT unveiled an online offender search engine, which provides an important public service that is of particular value to victims of a crime. By offering victims the ability to instantaneously learn the status and location of an offender, it underscores the fact that there are, indeed, rights available to them through the criminal justice system. Furthermore, the search engine enables law enforcement agencies, family members and other interested parties to view information on offenders, 24 hours a day, seven days a week. Information available on the offender search engine includes such specifics as name, discreet numeric

identifiers, current location, parole eligibility date and max date. Sentencing information, admission dates, and known aliases also are displayed. In addition, the most recent photograph is included, if available.

Office of Human Resources

The Office of Human Resources oversees all aspects of personnel management while providing personnel support for nearly 10,000 employees within the department's correctional facilities and Central Office. The staff is responsible for ensuring that all personnel matters are handled efficiently.

This office's primary mission is to plan, develop and implement the department's Human Resources programs, which include classification and organizational analysis, personnel and payroll administration, recruitment, employee benefits, position management, wage and salary administration, and computerized personnel management information system. It is also responsible for the development of all human resource policies and for the continuous review and evaluation of various programs while ensuring the compliance with the Fair Labor Standards Act and other state and federal laws.

The Office of Human Resources creates opportunities for employees to better themselves and thereby improve job performance and services to inmates and employees. In addition, the office's staff oversees pre-layoff and reduction-in-force layoff planning, the development and monitoring of sick leave and sick leave injury (SLI) reports and post audits the department's SLI and leave of absence programs. The office also implements training programs concerning personnel issues and timekeeping procedures and ensures compliance through periodic personnel, payroll and time and attendance audits.

The office also is charged with ensuring department compliance with all federal, state and negotiated regulations and directs administrators in establishing the need for, and the development of departmental procedures for implementation of the regulations.

DIVISION OF OPERATIONS

Is the primary responsibility of the Division of Operations to receive, classify and house offenders who have been remanded to the custody of the Department of Corrections. The division includes 12 adult male correctional facilities, one correctional institution for women and a central reception/intake unit.

Field Services Unit

The Field Services Unit's primary responsibility is to oversee and ensure the effectiveness of the Department of Corrections' food service operations through the provision of nutritionally adequate meals to the inmate population and department staff.

The unit has five basic areas of administrative responsibilities:

- ? Food Service Management -- The unit coordinates efforts to control the department's food expenditures. Using the central menu as a basis, the Field Services Unit works with the New Jersey Department of Treasury Purchase Bureau, Distribution and Support Services in establishing contracts with vendors to monitor and manage the food costs at each institution.
- ? South Woods' Regional Production Facility (SWRPF) -- The unit manages the development and directs the operation of the SWRPF. This cook-chill facility has been a valuable resource to the department, currently providing 28 meal components to each correctional facility, totaling 2.6 million portions each month. The cook-chill meal production has assisted with growing productivity through larger but fewer batches, increasing product shelf life, saving money and standardizing meal quality. Management of this operation requires coordinating SWRPF's product expansion with the department's facilities, DEPTCOR warehouse and trucking, AgriIndustries and the Department of Treasury Purchase Bureau and Distribution and Support Services.
- ? Nutritional Consultation -- The unit is responsible for developing and promoting quality nutritional care services based on the overall needs of the inmate population in accordance with policies, procedures, practice, guidelines, licensure, legislation and standards of professional practice. The consulting dietitian plans and coordinates efforts with the department's clinical dietitians to ensure that individual therapeutic nutritional needs are met.
- ? Child Nutrition Program -- To assure that the department meets state and federal guidelines required to participate in the Child Nutrition Program, the consulting dietitian conducts audits of the participating facilities and fulfills the necessary monthly reporting requirements to the Department of Agriculture, Bureau of Child Nutrition. The department receives federal reimbursement of more than \$600,000 annually.
- ? Sanitation/Waste Management/Recycling Program -- Cost-effective recommendations are made to facilities for achieving the most efficient sanitation, waste management/recycling efforts, which are incorporated into state waste removal and recycling contracts and communicated with the Department of Health. The unit provides oversight of the Department of Health Chapter 12 sanitation inspections and Department of Environmental Protection requirements. The Department of Corrections has implemented recycling programs at all of its facilities as well as the Central Office. Effective waste management lowers waste disposal costs and increases recycling activity. Administration of this effort entails institutional program oversight, monitoring, data collection and department reporting. The department currently recycles approximately 40 percent of its waste stream.

In addition, the Field Services Unit provides recommendations to the Department of Treasury to ensure cost-effectiveness for contracts for various food items, food service equipment, waste removal, dishwashing, janitorial and laundry chemicals, inmate shoes, multi-material recycling, pest control, coffee dispensing systems and edible plate waste. The unit also has responsibility for the administration of the Central Laundry

at Albert C. Wagner Youth Correctional Facility, and Department of the Treasury, Fixed Asset Coordination. The unit has oversight of the Employer Trip Reduction Program, as mandated by the Clean Air Act.

The unit also is responsible for the distribution of surplus foods and equipment on a system-wide basis. Contacts with other state agencies are established and maintained to ascertain if non-food surplus property of value is available to the Department of Corrections, as well as relocating equipment internally that is no longer useful to individual facilities.

The Field Services Unit, in cooperation with AgriIndustries and DEPTCOR, manages a surplus/donated commodities acquisition and distribution program. Quality products are acquired from various sources, such as the Department of Agriculture and the private sector, and provided to the correctional facilities.

002 Committee

The 002 Committee, which gets its name from the NJDOC paperwork required to make staffing changes, has employed three primary initiatives in line with Gov. James E. McGreevey's Best Practices to increase efficiency in government:

- ? a post-by-post analysis to determine appropriate staffing levels;
- ? development of a computerized baseline reporting system to allow continual monitoring of staffing assignments by post, shift and day; and
- ? an enhanced recruiting and training schedule to help fill position counts to required staffing levels.

And with the goal of right-sizing and further reducing overtime, the committee also has ensured that each of the NJDOC's 14 major facilities have been provided with the management tools to stay on course to ensure that those goals are reached in the next fiscal year.

The boost in computer technology, for example, allows prison administrators and committee members to see, at the touch of a button, all baseline staffing assignments, daily housing population reports, and daily and bi-weekly overtime reports for each institution. Staff numbers on maintenance, food service and custody officers are all there for immediate review, which allows for instant adjustments.

Based on an intensive review at each institution, several specialized housing units (i.e.: mental health treatment and administrative segregation units) were consolidated or relocated, existing cells were double bunked, and other housing areas were refurbished. As a result, more than 500 additional general population beds were made available and are occupied. As a result, the institutions will operate in a more efficient, safer and more cost-effective manner.

AgriIndustries

The objective of the AgriIndustries Revolving Fund, established in 1977, is to offer various foods and dairy items to different governmental departments at a saving. AgriIndustries operates five dairy farms and satellite operations that produce crops to support the dairy herds.

AgriIndustries has milk processing plants at Jones Farm and Bayside State Prison Farm, as well as dairy herds located at Skillman Farm, Mountainview Youth Correctional Facility Farm and Albert C. Wagner Youth Correctional Facility Farm. In 2002, the Bayside State Prison Farm rejoined the Holstein Association, which provides genetic tracking, registering of cows and interaction with breeding organizations. These and other services ensure that the state herds are raising outstanding animals. AgriIndustries' cooperation with the breeding cooperatives results in the cutting of semen costs by as much as 50 percent annually.

The Riverfront State Prison meat processing plant produces ground beef, hamburger patties, meal loaf and various other beef items.

The South Woods State Prison processing plants are the newest additions to the AgriIndustries operation. The South Woods meat processing plant provides turkey and pork products, primarily distributed by the Department of Treasury, and minute steaks utilized by the Department of Corrections. South Woods' produce processing plants have a variety of functions. One processing plant prepares and packages salads for distribution throughout the NJDOC, while another processing plant produces fruits and vegetables. This marked the first year of interaction with the Department of Agriculture on the Jersey Fresh program, whereby AgriIndustries utilizes a waiver setup to purchase overproduced or undervalued products for institutional menus.

The departments of Corrections, Human Services, and Military and Veterans Affairs, as well as the Juvenile Justice Commission, utilize products from AgriIndustries. In addition, products are produced in conjunction with the Department of Agriculture to assist the Feed the Hungry program.

AgriIndustries is a self-supporting operation without appropriated funds. Annual revenues total approximately \$9 million, with substantial savings to all users.

The various AgriIndustries food production plants utilize and train about 100 inmates daily in all areas of food production technology. The food production industry is the largest employer in New Jersey, and inmates receive training and experience that may qualify them to gain employment when they leave the prison system.

Capital Reporting Unit

The Capital Reporting Unit determines or accesses departmental priorities relating to capital construction projects. The unit is responsible for the following:

- ? Monthly Financial Status Summary -- This report contains financial summaries for both capital and capital bond appropriations, which identify the status of appropriations as they relate to the cost of the individual capital projects. The report also provides the status of individual capital projects funded via capital appropriations, capital bond funds or institutional Direct State Services funding.
- ? Annual Capital Budget -- This document, which is prepared for presentation to the New Jersey Commission on Capital Budgeting and Planning, reflects the new and/or additional funding needs of the department for capital projects.
- ? Institutional Capital Project/Priority Report -- This report provides a consolidated listing of capital/renovation needs of the NJDOC's 14 major institutions and prioritizes the capital needs that are of the most immediate concerns to each facility.

The unit also coordinates the Agency Consultant Program for the Capital Planning and Construction Unit. This program was established by the Division of Property Management and Construction in the Department of Treasury to assist client agencies in the planning, design and administration of small construction projects; in developing scopes of work for major capital construction projects; and in the investigation of infrastructure-related problems.

Central Medical/Transportation Unit and Central Communications

This unit was created in May 1986 to reduce the overtime costs to the Department of Corrections. Central Transportation is responsible for the safe and secure transport of state-sentenced inmates from the state adult and youth correctional facilities. Originally, the primary roles of the Central Transportation Unit and its sister

program, the Central Medical Unit, were medical and criminal/civil/family/federal/ municipal court transports.

Central Transportation now is responsible for inter-institutional transfers, emergency transfers, the Electronic Monitoring Program, the parole/immigration/Intensive Supervision Program and Adult Diagnostic and Treatment Center evaluations and hearings. The unit also is responsible for funerals, bedside visits, interstate escorts for all out-of-state prisoners, parole violators, escapees or interstate correction compact cases returning to New Jersey, pickup and delivery of institutional mail to and from Central Office, movement of inmate property and medical center discharges.

In addition, Central Transportation transports inmates involved in civil litigation where the inmate is to reimburse the state for the transportation fees, in matters not involving their incarceration. The unit's most recent undertaking is the transportation of sexually violent predators to and from their civil commitment hearings as well as medical appointments.

Central Medical is responsible for the safety and security of inmates housed at the St. Francis Medical Center Prison Unit, outside rooms, including the intensive care unit, cardiac care unit, labor and delivery, operating room, emergency room, step-down units and other outside facilities. The unit also escorts inmates throughout the facility while undergoing therapy, x-rays, radiation and follow-up care. Social services also are provided to inmates housed at this facility. These services include notification of death, critical status, visits various parole issues.

The department and the federal government have explored the idea of an agreement that would allow federally sentenced inmates requiring inpatient medical treatment to be housed at Central Medical.

In September 2002, the Central Communications Unit and Wants and Warrants Unit staff joined the staff at Central Medical/Transportation.

The Central Communications Unit provides radio transmissions and teletype communications for the NJDOC, State Parole Board, Juvenile Justice Commission, Intensive Supervision Program and Administrative Office of the Courts over a broad bandwidth. In addition, the unit monitors Department of Corrections inmates and parolees who are in the Electronic Monitoring Program. Central Communications also handles paging services to all Central Office employees and confidential paging for all NJDOC institutions, parole officers, Juvenile Justice Commission staff and Intensive Supervision Program staff. Motor vehicle inquiries are processed for the department's Special Investigation Division, correctional facilities as well as State Parole Board and Juvenile Justice Commission investigations. The also unit processes monthly validations of NJDOC escapees.

The Wants and Warrants Unit is responsible for entering and clearing all absconders and wanted parolees. It also processes monthly validations of the 13 parole districts, Interstate Services, the Juvenile Justice Commission and the Parole Fugitive Unit.

Health Services Unit

The Health Services Unit establishes Department of Corrections policy regarding the provision of medical, dental, nursing, pharmacy and mental health care services of inmates held in state custody. The unit monitors professional services to insure compliance with applicable rules, regulations and statutes related to inmate healthcare, with a goal of assuring that community standards are maintained.

The unit's Quality Assurance Section develops formal auditing instruments that allow for the performance of objective audits of all areas of inmate healthcare services. Activities and records are reviewed, and reports are created and made available to appropriate administrative authorities.

In addition, the Health Services Unit serves as a link to other state agencies and appropriate community organizations regarding professional healthcare matters. The unit has been represented in bodies such as the Governor's AIDS Advisory Council and the New Jersey Mental Health Planning Council. The unit also serves as a link to professional colleagues regarding correctional healthcare matters on a regional and national basis.

Litigation/Legal Support Services Unit

The Litigation/Legal Support Services Unit is responsible for the review, processing and proper handling of all incoming litigation or legal documents with which the Department of Corrections or individual departmental officials and employees are served, including the following:

- ? Civil Actions (United State District and Superior Court complaints);
- ? Superior Court appellate cases;
- ? Appeals of matters involving trials and convictions;
- ? Small claims complaints;
- ? Municipal complaints;
- ? State tort claims; and
- ? Subpoenas (for records, documents or witness testimony).

A close working relationship is maintained with various units of the Office of the Attorney, the department's legal representative, during the entire course of the litigation process. Litigation liaisons at each major NJDOC facility process and provide support services for cases emanating from inmates or employees thereof.

Notification Unit - Central Office

This unit was developed in May 2000 to oversee and supervise all aspects of the institutional release process for all offenders. The unit ensures that inmates who are scheduled for release are processed correctly in terms of prosecutor release notification.

Release Notification Unit

This unit oversees the processes by which all Megan's Law releases are properly identified and registered, or those identified as potential predators are referred for civil commitment evaluation. The Release Notification Unit is the NJDOC's liaison for the State of New Jersey and is responsible for ensuring that all offenders eligible for DNA sampling are identified, helping to maintain the integrity of the statewide DNA database.

The Release Notification Unit is also responsible for maintaining a computerized tracking system developed to monitor the estimated 3,500 Category 1 offenders in the state's correctional system. The tracking system provides weekly updates of detailed data and ensures in an automated fashion that offenders with current or prior sex offenses, or those with psychiatric histories, are properly alerted and tracked within the computer system.

The unit also develops policies, directives and procedures in accordance with various state and federal statutes to ensure standardization and uniformity. In addition, this unit transmits an annual report in January

of each year to the county prosecutors that includes the anticipated release dates for all Category 1 offenders whose release is estimated to occur during that year and who may be subject to civil commitment under law.

In conjunction with the Office of Information and Technology, this unit continues to develop a web site that will provide information to the public regarding state-sentenced inmates, including the offender's name, description and the offense for which the offender is incarcerated. This web site will provide quick access of information to victims, prosecutors and other interested parties regarding all offenders in the state system.

Classification Technical Support Unit

This unit serves as the department's liaison to the State Parole Board in areas related to parole release, eligibility algorithm and special programs. The unit also is responsible for providing max date sentence calculation support to institutional staff, assisting staff with special projects related to modifications in statute, providing on-site training as needed, and seeking and implementing agency advice from the Office of the Attorney General on issues requiring clarification or legal guidance. This unit provides technical support to Central Office executive and administrative staff in reconciling matters of dispute in the areas of classification and parole. In addition, the unit is responsible for investigating and responding to correspondence associated with offender complaints.

This unit recently assumed responsibility for developing, implementing and monitoring a comprehensive model of discharge planning for those offenders being released to the community. Recognizing that discharge planning is critical to the successful reintegration of offenders into the community, the unit will be responsible for developing the following:

- ? a systematic review process to identify offenders close to their release date;
- ? a database of state, county and local services available to newly released offenders;
- ? a standardized curriculum to provide the maximum amount of information to the target population as well as specific guidance to address individual needs;
- ? an evaluative tool to assess the effectiveness of the standardized curriculum; and a regional discharge center to centralize resources.

Training/Auditing Unit

The unit provides formalized training to all existing and new classification staff members and issues annual training updates relating to new laws and regulations that impact on the classification of the state's inmates. Two training phases have been created to establish operational uniformity and standardization of classification processes at all facilities. All staff members who successfully complete each training phase are issued a certificate of proficiency.

This unit also provides in-depth audits of institutional classification functions in an effort to verify that the policies, procedures and processes, as well as the various computerized information systems, are being efficiently utilized in each institution. Each audit consists of an on-site review to monitor all classification department operations, committee meetings and other relative work responsibilities to determine unit efficiency and productivity.

Parole Monitoring Unit

This unit is responsible for ensuring the department's compliance with the parole settlement agreement. Working in conjunction with the State Parole Board, the unit identifies those offenders eligible for a parole release hearing and ensures the timely completion of pre-parole packages. In addition, this unit ensures that the department is compliant with the terms of the settlement.

The Parole Monitoring Unit also acts as a liaison between the Department of Corrections and the State Parole Board regarding matters mandated by the settlement.

Office of Interstate Services

This office is responsible for administering all matters under the interstate corrections compact and Interstate Agreement on Detainers. In addition, the office is involved in related or ancillary tasks in the areas of extradition of fugitives and escapees, inmates serving time out of state who also are serving a New Jersey sentence, the Federal Witness Protection Program, pardons and clemencies, and international treaties.

Special Operations Group

Special Operations provides correctional facilities with the tactical and technical support that is required during a crisis situation. The department's liaison with the State of New Jersey's Office of Emergency Management, Special Operations maintains mutual aid agreements with local, state and federal agencies.

Special Operations is comprised of a variety of entities.



- ? Canine Unit -- Units are deployed throughout the state on a daily basis. The Canine Unit, consisting of seven handlers and more than a dozen canines, can perform a variety of tasks, from narcotic searches of people and property to the tracking of criminals as well as missing persons. Other functions include explosive device detection, evidence recovery and criminal apprehension. The unit also provides demonstrations to schools and civic organizations.
- ? Regional Search Teams -- The teams assist the staff at the various Department of Corrections facilities with the location and seizure of contraband. By utilizing specialized equipment, the regional search teams ensure a safe environment for both the staff and inmates.
- ? Critical Incident Negotiation Team -- The team responds to high-risk situations by resolving problems as quickly as possible. The preferred method of intervention is negotiation.

- ? Radio Maintenance Unit -- The unit provides technical support for all wireless telecommunications for the Department of Corrections. The unit designs, installs, maintains, programs and repairs audio-visual /radio communication equipment, such as emergency warning light systems and public address systems. The unit supports two types of radio systems: conventional and trunking. Conventional systems are used in correctional facilities to provide adequate communications throughout the institutions. The trunking system is the statewide coverage radio system used by canine units, search teams, negotiation teams and the Special Investigations Division in assisting in everyday operations and emergency response. The Radio Maintenance Unit provides 24-hour emergency response for both systems. The unit's responsibilities also include the decaling of correctional vehicles.

Stabilization and Reintegration Program

The Stabilization and Reintegration Program (SRP) provides a comprehensive blend of discipline, education, work, substance abuse treatment and cognitive skills training for selected inmates ages 18 to 30.

CORRECTIONAL INSTITUTIONS

Academic and vocational assessments are available to offenders at each of the New Jersey Department of Corrections' major facilities.

[Adult Diagnostic and Treatment Center](#)

P.O. Box 190
Avenel, New Jersey 07001
Middlesex County
732-574-2250
Administrator: Grace Rogers
Year opened: 1976
Population as of January 1, 2002: 595

[Bayside State Prison](#)

P.O. Box F-1
Leesburg, New Jersey 08327
Cumberland County
856-785-0040
Administrator: Charles Leone
Year opened: 1970
Population as of January 1, 2002: 2,398

[East Jersey State Prison](#)

Lock Bag R
Rahway, New Jersey 07065
Middlesex County
732-499-5010
Administrator: Terrance Moore
Year opened: 1901
Population as of January 1, 2002: 1,877

[Albert C. Wagner Youth Correctional Facility](#)

P.O. Box 500
Bordentown, New Jersey 08505
Burlington County
609-298-0500
Acting Administrator: John Robertshaw
Year opened: 1934
Population as of January 1, 2002: 1,355

[Central Reception and Assignment Facility](#)

P.O. Box 7450
Trenton, New Jersey 08628
Mercer County
609-984-6000
Administrator: Karen Willoughby
Year opened: 1997
Population as of January 1, 2002: 1,106

[Edna Mahan Correctional Facility for Women](#)

P.O. Box 4004
Clinton, New Jersey 08809
Hunterdon County
908-735-7111
Administrator: Charlotte Blackwell
Year opened: 1913
Population as of January 1, 2002: 1,136

[Garden State Youth Correctional Facility](#)

P.O. Box 11401
Yardville, New Jersey 08620
Burlington County
609-298-6300
Administrator: Dr. Douglas Gerardi
Year opened: 1968
Population as of January 1, 2002: 1,731

[Mountainview Youth Correctional Facility](#)

P.O. Box 994
Annandale, New Jersey 08801
Hunterdon County
908-638-6191
Administrator: Joseph Rizzo
Year opened: 1929
Population as of January 1, 2002: 1,247

[Northern State Prison](#)

P.O. Box 2300
Newark, New Jersey 07114
Essex County
973-465-0068
Administrator: Lydell Sherrer
Year opened: 1987
Population as of January 1, 2002: 2,363

[Southern State Correctional Facility](#)

P.O. Box 150
Delmont, New Jersey 08314
Cumberland County
856-785-1300
Administrator: Ron Cathel
Year opened: 1983
Population as of January 1, 2002: 1,646

[Mid-State Correctional Facility](#)

P.O. Box 866
Wrightstown, New Jersey 08562
Burlington County
609-723-4221
Administrator: George Robinson
Year opened: Population as of January 1, 2002: 614

[New Jersey State Prison](#)

P.O. Box 861
Trenton, New Jersey 08625
Mercer County
609-292-9700
Administrator: Roy Hendricks
Year opened: 1836
Population as of January 1, 2002: 1,886

[Riverfront State Prison](#)

P.O. Box 9104
Camden, New Jersey 08101
Camden County
856-225-5700
Administrator: Alfaro Ortiz
Year opened: 1985
Population as of January 1, 2002: 1,133

[South Woods State Prison](#)

215 South Burlington Road
Bridgeton, New Jersey 08302
Cumberland County
856-459-7000
Administrator: Kathryn E. MacFarland
Year opened: 1997
Population as of January 1, 2002: 3,366

Public safety is enhanced through the development, coordination, administration and delivery of the Division of Programs and Community Services' institutional and community-based initiatives and opportunities.

Offices of Community Programs and Drug Programs

Through its Offices of Community Programs and Drug Programs, the department is committed to provide treatment and rehabilitation services especially to those incarcerated individuals who have been identified as having a substance use disorder.

Approximately 50 percent of the current inmate population is committed to the state correctional system as a result of drug related offenses. More than 57 percent of these inmates have moderate to extreme drug and/or alcohol use disorders. The department's assessments further reveal that 85 percent of all offenders have some level of drug and/or alcohol problem. In short, the vast majority of inmates under the supervision of the New Jersey Department of Corrections are there because of addiction related/drug driven crime. Clearly, before this population is released from custody, effective treatment is required. For the offenders, the goal of treatment is to overcome drug/alcohol dependence or addiction and to become productive law-abiding citizens; for the public, the goal is safer streets.

Supported by the "what works" literature in the field of corrections, the department implemented the Substance Use Disorder Continuum of Treatment as its principal treatment modality. This comprehensive and extensive treatment continuum is designed to provide the offender with the necessary tools to re-integrate successfully into society and remain substance and crime free. (See Chart - B Page 43)

? Prison-Based Therapeutic Community Programs

The process for the continuum of treatment begins at the Central Reception and Assignment Facility (CRAF), which provides the inmate intake, processing and assignment function. At CRAF, a team comprised of substance use disorder treatment professionals utilizes the Addiction Severity Index (ASI) to screen for the offender's level of drug and alcohol addiction and treatment need. Based on the ASI score and the nature and severity of an inmate's criminal history, recommendations for treatment placement are made. Individuals with the most severe addiction issues and who meet the department's treatment eligibility criteria, are referred to one of the prison-based Therapeutic Community programs.

In the Therapeutic Community (TC) model, substance abuse/dependence is viewed as a disorder of the whole person -- one that necessitates global changes in lifestyle and self-identity to overcome. The resident develops competencies to assist him or her to reintegrate successfully into society and to remain drug/alcohol and crime free. Residents generally spend nine to 12 months in a prison-based TC program, although some may require a longer stay depending, on their rate of progress in treatment and other factors. When a resident successfully completes TC treatment and meets the criteria for community release, he or she submits a community release application to progress to the next phase of treatment. Currently, the New Jersey Department of Corrections has allocated a total of 1,450 beds for this purpose.

Currently, the New Jersey Department of Corrections has allocated a total of 1,588 TC treatment beds for this purpose, distributed as follows:

Edna Mahan Correctional Facility for Women Clinton, New Jersey	60 Beds (female)
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Garden State Youth Correctional Facility Yardville, New Jersey	508 Beds (three units, 188, 160 & 160 all male, ages 18 to 26)
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Mountainview Youth Correctional Facility Annandale, New Jersey	83 Beds (male, ages 18 to 26)
Northern State Prison Newark, New Jersey	96 Beds (male)
Riverfront State Prison Camden, New Jersey	117 Beds (male)
South Woods State Prison Bridgeton, New Jersey	496 Beds (four units, 124 each – all male)
Southern State Correctional Facility Delmont, New Jersey	90 Beds (male)
Stabilization and Reintegration Program New Lisbon Developmental Center New Lisbon, New Jersey Integrated “Boot Camp”/Therapeutic Community	138 Beds (male, ages 18 to 26)
Total Therapeutic Community Beds	1,588

? Community-Based Programs

Assessment and Treatment Centers - All eligible male inmates, once approved for community release, are assigned to an Assessment and Treatment Center. These offenders must meet stringent requirements, including eligibility for full minimum security. For those identified as having a significant substance use disorder, this assignment typically represents the second phase of treatment and is designed to build on the prison-based TC experience. The NJDOC contracts with Bo Robinson Educational and Training Center in Trenton -- a 60-day program within a 320-bed facility -- and Talbot Hall in Kearney -- a 90-day program within a 500-bed facility.

The Assessment and Treatment Centers present a unique approach to easing the transition from the institutions, where there are significant external controls placed on the individual, to community programs, where the individual will have to assume increasing responsibility for his behavior. A battery of tests is utilized to assess the level of risk an individual poses to the community and to identify individual treatment needs. It is the responsibility of the Community Classification Committee, chaired by the Office of Community Programs, to determine when an inmate has progressed sufficiently to be considered an appropriate candidate for reassignment to a specific community treatment program, such as a halfway house or a substance abuse treatment facility.

Halfway House & Treatment Facilities - In addition to the two Assessment and Treatment Centers, the Department of Corrections contracts with private, not-for-profit agencies for 2,803 beds in 23 residential community release programs throughout the state. Some of these programs provide substance use disorder treatment (Treatment Facilities), while others emphasize employment and/or education services (Halfway House Facilities). Each of these programs is highly structured and closely supervised and assures the highest levels of accountability by and for the inmate population. The Office of Community Programs, along with other department representatives, develops appropriate training for facility staff on an ongoing and as-needed basis in such areas as inmate accountability, urine monitoring and incident report writing.

Mutual Agreement Program (MAP) - MAP is a cooperative agreement among the Department of Corrections, the State Parole Board, and the Department of Health and Senior Services to contract with state-

licensed treatment facilities. MAP offers intensive, six-month, drug and alcohol treatment typically to inmates who convert to parolees during the course of the treatment program.

? Therapeutic Community Accreditation Pilot Project

The American Correctional Association (ACA) selected the New Jersey Department of Corrections to participate in a pilot accreditation project for prison-based Therapeutic Community programs under newly established standards. Participation in this pilot project allows the State of New Jersey to be among the first in the nation to receive this important accreditation. The Nu View program at the Mountainview Youth Correctional Facility in Annandale was the subject of this review.

? Workplace Literacy

The New Jersey Department of Labor partnered with the New Jersey Network to develop an initiative that offers workforce training programs and services, including workplace literacy and job readiness, to those New Jersey residents who are seeking viable jobs. The NJDOC also has a participating partnership in this initiative via a Workplace Literacy pilot program at one of its contracted residential community release programs – Hope Hall in Camden. To date, Hope Hall has provided the Work Place Literacy program to more than 300 offenders.

? Offender Workforce Development Specialist Training

The National Institute of Corrections contracted with the National Career Development Association to provide offender workforce development specialist training to selected teams from various states through a competitive grant application process. New Jersey, with the Department of Corrections as the lead agency and the Department of Labor and the State Parole Board as its partners, applied for this grant and was one of only five teams selected to participate.

This is a “train-the-trainer” initiative with the primary goal of equipping the team with the knowledge, resources and understanding necessary to deliver training to diverse groups of participants who work with offenders and ex-offenders in the areas of job readiness, job training and employment services.

By the end of October 2002, the New Jersey team had completed the third and final week of intensive training. It concluded with the development of an action plan that will be utilized to initiate and implement future training initiatives throughout the State of New Jersey.

? Responsible Parenting Program

The Department of Human Services and the Department of Corrections developed an initiative to encourage responsible parenting in non-custodial incarcerated parents through the provision of parenting education, employment training, job placement assistance and other supportive services as well as assistance with paternity and child support issues. The Department of Labor quickly emerged as an active third partner in this initiative.

The Department of Human Services provided \$500,000 in Temporary Assistance for Needy Families funds to the NJDOC to develop pilot parenting programs at four designated residential community release program facilities in Essex, Camden and Cumberland counties. The Department of Corrections established a contract with Parents Anonymous of New Jersey, Inc. to provide parenting skills for participants at the pilot sites utilizing the Parenting Our Successors in Society Effectively (P.O.S.S.E.) program.

Office of Educational Services

The Office of Educational Services' primary mission is to ensure that inmate-students are provided with academic, vocational and life skills programming that meet their demonstrated needs within a framework that is congruent with the department's overall mission and in concert with all appropriate statutes, codes and regulations. Office staff members supervise, support and ensure delivery of educational services, including recreational activities and law library services.



Unlike a traditional school setting, the Department of Corrections follows an open-entry, open-exit policy; students enter or exit classes according to their educational needs and entrance to the facility. The state mandates that all institutional educational services for the school-age population are equivalent to high school graduation criteria and aligned to the core curriculum standards. Mandatory educational services from grades K through 12 are provided for inmates under age 20. Education programs are on a voluntary basis for the remainder of the inmates. Each of the department's main facilities holds a graduation ceremony annually.

The department regards correctional education as a critical element in its effort to assist inmates to develop constructive lives upon their return to society. Through continued involvement in the programs offered within the NJDOC's educational framework, offenders can help themselves overcome negative self-images, as well as limited social and economic opportunities, and move forward to lead productive, meaningful lives.

This office is responsible for ensuring that all available funding is allocated, distributed and utilized. There are numerous major funding sources available to the Office of Educational Services: Direct State Appropriations, State Facilities Education Aid, Title I Neglected and Delinquent, IDEA-B, Carl D. Perkins Vocational Education Act and Adult Basic Skills Programs.

This office also ensures that educational programs are provided in each correctional facility. Although there are local variations relative to specific vocational and special programs, all state facilities offer remedial, pre-secondary, secondary and special education programs as well as an array of pre-vocational and vocational programs with appropriate support services.

The NJDOC offer tours of various facilities to high school, college, law enforcement and court groups to educate them on the various issues surrounding the field of corrections as well as what actually transpires behind prison walls. These tours can also be arranged for individual families who want to have their child exposed to prison life. The tours are designed to capture the child's attention so he or she can understand the importance of changing negative behavior and the potential consequences if changes do not occur.

The Office of Educational Services also is responsible for developing and scheduling community outreach programs, such as:

- ? Project P.R.I.D.E. (Promoting Responsibility In Drug Education) -- Project P.R.I.D.E. brings minimum custody offenders, escorted by correction officers, into middle and high schools or other agencies, to talk about their personal experiences with drugs and alcohol. Young people have an opportunity to hear real-

life stories and to consider the consequences of substance abuse. The program is designed to reduce the appeal of drugs and alcohol and to promote positive decision-making skills.



- ? Scared Straight -- East Jersey State Prison's Lifers Group developed the Scared Straight program for youth more than 20 years ago. Participants must already be involved with a law enforcement agency or the court system and be accompanied by a parent and/or a probation officer. The session begins with a tour of the facility, followed by an intensive face-to-face session with inmates and a discussion of choices and decision making. The Lifers Group also developed a similar program at Edna Mahan Correctional Facility for Women for females who are already involved in the court system or at-risk.
- ? CRY-UP (Christ Reaching Youth Using Prisoners) -- This program is similar to Project P.R.I.D.E., in that inmates tell their stories and the circumstances that led to their incarceration. The program begins with a tour of the facility and then moves to the chapel for the presentations. After several inmates have presented their story, the inmates talk to the youths in groups of two or three to answer questions or provide clarification about the presentation. Many of those who participate in this program have started to get into trouble at home and school or are on probation. In addition, several churches arrange for their youth groups to take part in the program.
- ? HAP/SKAR (Hispanic Americans for Progress/ Saving Kids At-Risk) -- Hispanic inmates at New Jersey State Prison have formed a group that has developed a video and produces a quarterly magazine that targets at-risk youths. The video consists of inmates, whose sentences range from 30 to 120 years, giving their personal stories of how their actions led to incarceration. The video is shown as part of a larger presentation by a community agency.

Office of Field Services

The Office of Field Services includes the following entities:

Bureau of County Services

This bureau conducts inspections of all 23 county correctional facilities and 372 municipal detention facilities on behalf of the Department of Corrections, as required by state statutes.

The bureau also reviews documents for the construction, renovation or alteration of county correctional facilities and municipal detention facilities to ensure compliance with New Jersey Administrative Code

requirements. Technical assistance is provided to county jail administrators and police chiefs as needed. In addition, County Services reviews the operation of all county work release programs.

Evolving from a “watchdog” agency, the bureau also shares information and ideas with various governmental and non-governmental agencies. In 2002, the bureau provided requested training, direction, and guidance to numerous agencies in an effort to assist them in complying with the requirements of the New Jersey Administrative Code 10A: 31 and 34.

Additionally, the bureau has provided technical assistance to individual agencies to support them in meeting their goals and objectives.

Critical Incident Stress Management

The Critical Incident Stress Management (CISM) team was formed to provide assistance and support to Department of Corrections employees and their families during critical incidents. The program seeks to stabilize negative impact as a result of a tragic event.

The CISM team, which functions under the supervision of a standing committee appointed by the commissioner, seeks to stabilize the negative impact on an individual or individuals as result of a tragic event. The outcomes associated with this initiative include an improvement in staff morale, job retention, safety and a reduction in costs associated with injuries and time-loss. Crisis intervention services include pre- and post-incident crisis education, family support services, on-scene support services and demobilizations for large-scale incidents, small group defusing, and group interventions.

Issues related to the CISM team's response included situations involving suicides, homicides, fatal auto accidents, domestic situations and injuries at work.

Community Labor Assistance Program

The Community Labor Assistance Program consists of 108 separate work details of minimum custody inmates. The inmate details are generally 10 inmates, with one correctional officer assigned to each, offering supervision. The details are among the most cost-effective uses of labor in the State of New Jersey to assist non-profit or public entities.

Offenders who participate in the program are pooled from various facilities according to the proximity of the project. A total of 10 institutions yield the inmate workforce of approximately 1,250 that has produced an annual average of work hours topping one million per year for the past three fiscal years.

Community Service emphasizes public service, including the development of the safe play areas for children, building rehabilitation, general maintenance work, landscaping of state parks, emergency/disaster relief and removing litter from highways, mowing and maintaining major intersections, on and off ramps, and jughandles across New Jersey.



Highway Litter is a cooperative effort between the Department of Corrections and the Department of Transportation to utilize inmate labor to remove litter from highways and to mow and maintain major intersections, on and off ramps, and jughandles across New Jersey.

Clean Shores is a cooperative initiative between the Department of Corrections and the Department of Environmental Protection to utilize inmate labor for shore protection projects. The detail cleans approximately 106 miles of shoreline in more than 60 municipalities.

Human Service Development Centers is an initiative, in collaboration with the Department of Human Services, through which inmate details perform general maintenance work, janitorial staffing and landscaping for various state hospitals and developmental centers.

Department of Corrections Liaison to the Intensive Supervision Program

The Intensive Supervision Program (ISP) is located in the judicial branch of government under the auspices of Probation Services in the Administrative Office of the Courts. A Department of Corrections representative serves as a member of the review panel, which screens, evaluates and recommends applicants to resentencing judges for acceptance to ISP.

At the time of this report, the number of inmates participating in the Intensive Supervision Program is 1,195, which is 98 percent of the program's capacity of 1,217.

All ISP participants are required to:

- ? maintain full time employment;
- ? maintain a diary;
- ? maintain a budget log;
- ? perform community service;
- ? submit to urine monitoring;
- ? make payments toward supervision fee, child support, court imposed fines and restitution;
- ? undergo extensive contact with probation/parole officer;
- ? adhere to a restrictive curfew; and
- ? undergo rigorous surveillance.

Office of Chaplaincy Services

Chaplaincy Services are provided to the inmate population and offered to staff on request. Each Department of Corrections facility has chaplaincy representation. Normally, a facility is serviced by a chaplain representing a major faith group and supplemented by the use of volunteers.

Chaplaincy Mentoring Aftercare is a program designed to assist inmates in making a successful transition into society. The program offers training and resources that enable faith-based groups to provide mentoring and support network to offenders.

Office of Victim Services

The Office of Victim Services is devoted to protecting the rights of victims of crime while assisting them in achieving meaningful services.

The Office of Victim Services was specifically established to strengthen the role of the New Jersey Department of Corrections in responding to the needs of victims. The New Jersey Department of Corrections, Office of Victim Services, in conjunction with other state and local agencies foster cooperation and teamwork to ensure that victims are afforded fair and sensitive treatment.

The office is comprised of the following major components:

? Communication with victims

Issues include restitution, notification, location, status, sentence information and safety concerns. Office staff also is trained in techniques for victim/offender mediation. Proposals are developed for consideration of implementing this service within the correctional system. To assist in consolidating these efforts, a database has been established to track contacts of victims with specific issues of concern.

? Offender sensitivity training

The "Focus on the Victim" program was introduced in May 2001 as a pilot program that was conducted at Garden State Youth Correctional Facility. Already, four groups have successfully completed the program.

? Community outreach

The office networks with other state and local governmental agencies to ensure that crime victims are afforded the rights and services under federal and state law. The office coordinates efforts within the Department of Corrections and other state correctional institutions to develop and enhance prior services. The office also has established partnerships with county victim-witness agencies, federal victim agencies, and local and private victim associated agencies. Methods of community outreach have included the development of an office brochure, the dispersal of educational literature, staff awareness training and networking with other victim services.

CHART - A

Grants Awarded In Calendar Year 02

<u>Program</u>	<u>Description</u>	<u>Grant Term</u>	<u>Federal Award</u>	<u>State Match</u>	<u>Received From/Through</u>
<i>Northern State TC</i>	Award of federal Violent Offender Incarceration/Truth-In-Sentencing dollars through the NJ Department of Law and Public Safety to expand in-prison drug treatment beds by 96 beds to provide treatment to the increased numbers of drug-dependent offenders under DOC supervision. Treatment services for this therapeutic community program at Northern State Prison began in February 2002, and are provided by CMS.	1/1/02-6/30/03	\$472,642	\$52,516	US Department of Justice/NJ Law & Public Safety
Drug Interdiction Unit	Award of federal Violent Offender Incarceration/Truth-In-Sentencing dollars through the NJ Department of Law and Public Safety which covers the salaries of (3) Special Investigation officers, drug testing and vehicle maintenance. The objective of this unit is to eliminate introduction and use of illegal drugs in the department's 14 institutions and satellite units. Ionscan technology and specially trained canine units assist staff in detecting drugs and other contraband in our facilities.	1/1/02-6/30/03	\$389,402	\$43,267	US Department of Justice/NJ Law & Public Safety
Drug Programming Unit	Award of federal Violent Offender Incarceration/Truth-In-Sentencing dollars through the NJ Department of Law and Public Safety which covers three positions within the Office of Drug Programs created in response to the expansion of treatment services and new drug testing mandates. Objective of this unit is to monitor the delivery of substance abuse treatment, oversee drug-testing operations, and coordinate a case-managed "continuum of care."	7/1/02-6/30/04	\$456,892	\$50,766	US Department of Justice/NJ Law & Public Safety

<u>Program</u>	<u>Description</u>	<u>Grant Term</u>	<u>Federal Award</u>	<u>State Match</u>	<u>Received From/Through</u>
<i>Federal Bulleproof Vest Partnership Program</i>	This grant is administered by the Federal Bureau of Justice Assistance, with the New Jersey Department of Law and Public Safety, Division of Criminal Justice as the conduit agency. Federal funds provide 50% reimbursement for the purchase of new or replacement vests. The federal Fiscal Year 2002 award supplements \$374,153 in funding received since federal Fiscal Year 1999.	8/1/02-7/31/06	\$81,688		US Department of Justice/NJ Division of Criminal Justice
<i>State Criminal Alien Assistance Program (SCAAP)</i>	This payment program is funding to partially reimburse the States and local jurisdictions for the cost of housing illegal immigrants in their correctional facilities after state conviction for felony offenses. The authority for this program derives from the federal appropriation under Sec. 501 of the Immigration and Nationality Act (8 U.S.C. 1365) and regulations issued by the Department of Justice on October 6, 1994.	7/1/00 – 6/30/01 (reimbursement period)	\$7,192,639		U.S. Department of Justice, Bureau of Justice Statistics
Social Services Block Grant Mother/Child Visitation	The program provides funding to transport children of incarcerated mothers to maintain personal contact with their mothers through visits to the institution. This ensures continuity of relationship between mothers and their children. Many families are not in a position to financially afford such transportation. Grant funds also support the salary of two Social Worker positions, part-time drivers and materials and supplies for the children. Dollars are awarded annually by the NJ Department of Human Services to continue the operation of this program.	7/1/02 – 6/30/03	\$97,411	\$41,000	U.S. Dept. of Health and Human Services/NJ Dept. of Human Services

<u>Program</u>	<u>Description</u>	<u>Grant Term</u>	<u>Federal Award</u>	<u>State Match</u>	<u>Received From/Through</u>
<i>First Step Therapeutic Community Program – RSAT</i>	The Residential Substance Abuse Treatment Grants (RSAT), authorized in the 1994 Crime Bill and administered by the Office of Justice Programs' Corrections Program Office, are designed to help states and local governments develop and implement substance abuse treatment programs in prisons and jails. First Step is a privatized Therapeutic Community drug program providing three phases of inpatient drug treatment to 188 inmates at Garden State. The primary goal of this program is "to reduce drug driven crime and related offender recidivism...by effectively treating and socially reintegrating the chronic, drug dependent, incarcerated offender."	2/4/03 – 3/8/04	\$400,000	\$ 133,334	Department of Justice/NJ Division of Criminal Justice
<i>Mountainview TC</i>	Federal Byrne Formula Grant funding awarded through the Division of Criminal Justice to provide funds for a privatized Therapeutic Community drug program at Mountainview Youth Correctional Facility. The program provides nine to twelve months of intensive, inpatient drug treatment to 83 inmates at a time.	5/26/02-2/28/03	\$188,600	\$ 62,867	US Department of Justice/NJ Division of Criminal Justice
<i>Objective Classification Interface Project</i>	Funded through the federal National Criminal History Improvement Project (NCHIP) dollars, grant funds are awarded through the Department of Law and Public Safety for the Objective Classification Interface Project. Objective Classification utilizes six to eight pieces of information on an inmate, quantifies this data and develops a recommended score that is used to assign offenders to maximum, medium, or minimum status. The Grant funds will cover the costs of contracting for consultant services in order to develop specifications to transfer computerized criminal history records from the various criminal justice systems to the NJDOC's DOCMIS system for Objective Classification scoring. This will eliminate the need to key duplicative data into various information management systems.	10/1/01 – 9/30/04	\$ 92,133	\$10,237	Department of Justice/NJ Office of the Attorney General

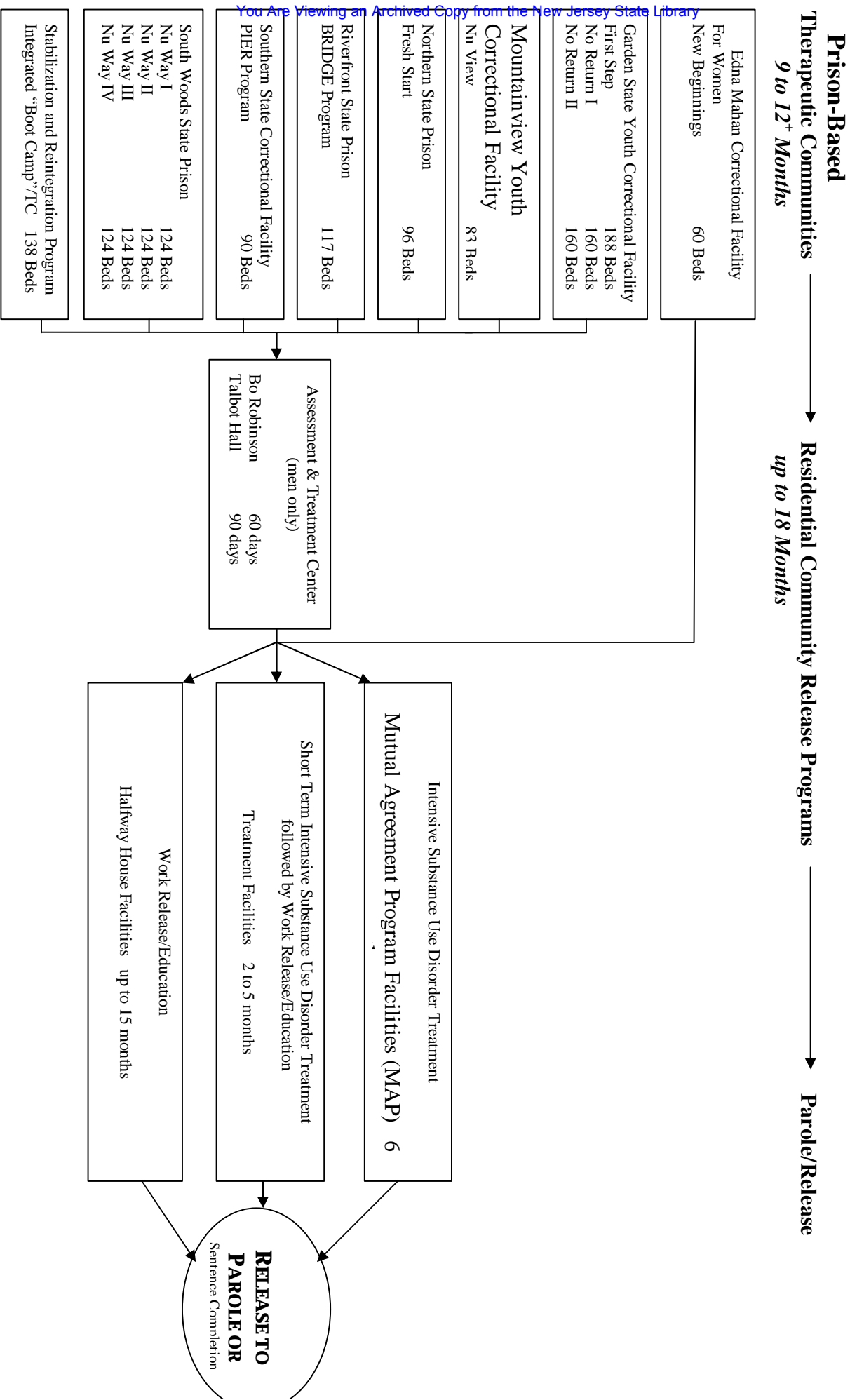
<u>Program</u>	<u>Description</u>	<u>Grant Term</u>	<u>Federal Award</u>	<u>State Match</u>	<u>Received From/Through</u>
<i>DOCMIS to DSP Mug Shot Interface</i>	Federal Byrne Formula Grant funding awarded through the Division of Criminal Justice to develop interfacing software that will merge identification and new commitment data with digitized fingerprints and link the data with the digitized photograph (mug shot). Data interface will result in the electronic transmission of one uniquely identified record which includes all commitment information, fingerprints and photos which are required by the New Jersey State Police Central Registry.	10/21/02-10/20/03	\$ 57,583	\$ 19,194	US Department of Justice/NJ Division of Criminal Justice
<i>Gang Awareness Program</i>	To more extensively participate in the State's Safe Schools and Community, the department developed a gang awareness and prevention program within the Special Investigations Division. A Gang Intelligence Unit will use inmates who have completed the Department's Security Threat Group Management Unit Phase Program, to travel to schools and community groups to present a program on the consequences of gang association and membership. Federal Byrne Formula Grant funding awarded through the Division of Criminal Justice covers the salary of a Project Coordinator and Correction Officer overtime, a vehicle for the Investigators transportation as well as costs associated with marketing materials, and training.	7/13/02-12/31/03	\$144,964	\$ 48,321	US Department of Justice/NJ Division of Criminal Justice
<i>Comprehensive Approach to Sex Offender Management Implementation Grant</i>	A new grant award that supports the implementation and evaluation of sex offender specific therapy and aftercare support services to sex offenders under Community Supervision for Life (CSL) who are pending release or who are on paroled and assigned to Parole District Offices 1,8,10, &12. Target population will be sex offenders released from MidState, Riverfront and South Woods. Funding supports sex offender therapy, case management services and an outcome evaluation conducted by Rutgers Center for Mental Health and Criminal Justice Research. An interagency Advisory Board will act as the oversight and technical assistance advisors to the project.	10/1/02 – 9/30/04	\$247,979	\$65,964 (in-kind match only)	U.S. Department of Justice, Corrections Program Office

<u>Program</u>	<u>Description</u>	<u>Grant Term</u>	<u>Federal Award</u>	<u>State Match</u>	<u>Received From/Through</u>
<i>East Coast Gang Investigators' Association Training Conference</i>	Byrne formula grant funding awarded to the Department to support the East Coast Gang Investigators' Association (ECGIA) Training Conference scheduled for October 14-17 and other related training needs of the Association. SID Investigator Ron Holvey is Vice President of this Association, soon to be elected President. Funding will be used to reimburse ECGIA for conference related costs not covered through registration fees charged to attendees.	9/1/02 – 9/30/03	\$10,500	\$3,500	US Department of Justice/NJ Division of Criminal Justice
<i>Workplace and Community Transition Training for Incarcerated Youth Offenders (Project Inside)</i>	Project IN-SIDE is a three-year continuation grant to establish a system of vocational training and college programs for incarcerated individuals who are below the age of 25 and within five years of parole. The majority of funds support contracts with two county colleges that run evening programming for students as well as continued post secondary education for participants upon their return to the community.	7/1/02-6/30/04	\$ 513,326		US Department of Education
<i>Discharge Planning Unit (Essex County)</i>	Approximately 40% of inmates from Essex County have served the maximum sentence in prison and are released with no structured supervision or treatment plan. To address the reentry needs of these offenders the department will establish a discharge-planning unit focused exclusively on Essex County "max cases." Federal Byrne Formula Grant funding awarded through the Division of Criminal Justice will support a unit of two Social Workers whose responsibility will be to develop appropriate assessment driven discharge plans and work with the network of community agencies and services in Essex County to secure these needed resources. The department will work collaboratively with the Greater Newark Safe Cities Initiative in order to access services and support through this multi-agency initiative. Grant funding will support the cost of two Social Worker positions in addition to computers and general office supplies.	1/1/03 – 12/31/03	\$ 79,273	\$26,424	US Department of Justice/NJ Division of Criminal Justice

<u>Program</u>	<u>Description</u>	<u>Grant Term</u>	<u>Federal Award</u>	<u>State Match</u>	<u>Received From/Through</u>
<i>Adult Basic Education (ABE)</i>	Federal funds are received for Basic Skills and English as a Second Language for adults through the level of secondary completion. Funding is awarded on a competitive basis, rather than on the number of students served during the previous school year and distributed to those adult facilities with existing programs employing full-time staff.	7/1/02-6/30/03	\$ 900,000		US Department of Education/NJ Department of Education
<i>Individuals with Disabilities Act- Part B (IDEA-B)</i>	Funds are for eligible handicapped children and are generated on the basis of a formula related to the number of eligible offenders' (under age 21 and not possessing a high school diploma or equivalent) handicapped children (those who have been formerly educationally classified) on the school attendance rolls of programs as of December 1 st of the preceding year. Funds are used to supply direct supplemental educational services in the basic skill areas.	9/1/02-8/31/03	\$ 248,534		US Department of Education/NJ Department of Education
<i>Carl Perkins</i>	The Carl D. Perkins Vocational Education Act set-aside 1% of grant funds for criminal offenders who are in correctional facilities. These federal funds are provided to expand, improve, modernize, and develop vocational education programs to meet workforce demands.	7/1/02-6/30/03	\$ 140,977		US Department of Education/NJ Department of Education
<i>Title I; Neglect & Delinquent</i>	These funds, provided through Title I of the No Child Left Behind Act of 2001, are used to provide supplementary educational services in the basic skills areas to eligible (under age 21 and not possessing a high school diploma or equivalent) students demonstrating the greatest need. Funds are generated on the basis of a formula related to the pupil count on a specific date in the prior year.	9/1/02-8/31/03	\$ 467,321		US Department of Education/NJ Department of Education

<u>Program</u>	<u>Description</u>	<u>Grant Term</u>	<u>Federal Award</u>	<u>State Match</u>	<u>Received From/Through</u>
<i>Officer Stress Management Grant</i>	Awarded from the National Institute of Justice (NIJ) under the Corrections and Law Enforcement Family Support (CLEFS) Program to pilot a stress management program for officers and their families at Albert C. Wagner Correctional Facility. The program is a structured four-phase stress management model that includes a health and wellness component, mandatory in-service training for line and supervisory officers and a family stress awareness/prevention component. Initial federal funds were awarded in federal FY01 and additional dollars were awarded FY02 to continue the program for a second year. NJDOC is one of six sites selected for this corrections and law enforcement field test.	10/1/01-9/30/03	\$99,239 Yr. 1 \$97,014 Yr. 2		US Department of Justice, National Institute of Justice
Offender Re-Entry Grant	This grant provides transitional programming, discharge planning and aftercare services to serious and violent offenders age 14-35 from Camden and Newark. The State Parole Board was the lead applicant with the DOC, JJC and several other state and local agencies as partners. Funding for the DOC will support 3 Social Worker II positions to act as discharge planners and assist in the reentry community phase as well. In addition, DOC will receive funds from the award in order to support the Chaplaincy Aftercare Network's mentorship training.	7/1/02-6/30/05	\$2 million of which \$500,000 is for DOC		US Department of Justice/State Parole Board

New Jersey Department of Corrections Substance Use Disorder Continuum of Treatment



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