



# NEW JERSEY STATE PRISON

## INMATE RULE BOOK

*New Jersey State Prison - Dept. of Institutions and Corrections  
11 - 2000 - 10 - 1970*

### DO NOT CIRCULATE

NOTE: STATE PROPERTY MUST BE RETURNED UPON  
RELEASE OR TRANSFER FROM THIS INSTITUTION

*NJ/RAS  
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1970*

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## INTRODUCTION

This book contains information about various departments, Institution rules, your responsibilities and opportunities to make good use of your time.

Your attitude and conduct have a good deal to do with how long you stay here. Get off to a good start. Learn what is expected of you and abide by the rules. It's a matter of common sense and being considerate of others.

## CLASSIFICATION

This department obtains and assembles as much verified information as possible on each inmate, (school, work, military etc.). When the case of an inmate has been completed, (usually five weeks after his arrival), it is scheduled for review by the Classification Committee. You may write to the committee any additional information you feel will aid it in reaching a decision and this will become a part of your record. After careful review of the available information and discussion of the case as required, the Committee establishes a program which it considers in the best interest of the inmate and the institution. Such a program may include recommendation to be considered for work release, a wing and work assignment in the Prison or transfer to another institution within the Prison complex.

Whatever your assignment may be, you are expected - at all times to carry out your responsibilities to the best of your ability.

Whatever work assignment you receive, you will be given a "Classification Review Date" of from thirty days to one year. You will be expected to work on this assignment until reviewed. If you desire consideration for a change of assignment at that date, secure a "Request for Classification" from your Day Wing Officer, fill it in and forward it to the Classification Committee during the month prior to your scheduled review date.

All requests for wing change should be sent to the Classification Committee; a request for a change in locking may be submitted at any time.

The Classification Officer will be glad to see you, upon written request to answer questions concerning Classification. At times there are not sufficient work assignments for all persons committed to this institution. It is, therefore, important that you make every effort possible to do your work satisfactorily. Persons doing unsatisfactory work will be placed in idle status.

After you have been classified, it becomes the responsibility of the officer in charge of Inmate Assignments to issue assignment slips in accordance with the Committee's decision. Questions about assignments are addressed to the Officer in charge of work assignments. He will discuss the matter with you.

If you remain at the Prison, you may be classified for work inside the walls of the institution or, when eligible, as Gang Minimum or Full Minimum. In Gang Minimum status you will be permitted to work outside the walls of the institution - under supervision. In Full Minimum status, you may be permitted to work outside of the walls with little or no supervision.

## RECEPTION UNIT

During approximately the first fifteen days of your confinement, you will be detained in the Reception Unit.

The primary purpose of placing you in this unit is to allow staff a ~~chance~~ to talk with you and recommend a program that will be beneficial to you and the institution.

During this period you will meet and talk with representatives of the following Institutional Departments. You are encouraged to ask questions concerning any matter you do not fully understand.

- 1) Classification
- 2) Medical (Physician and Dentist)
- 3) Psychological
- 4) Parole
- 5) Custodial
- 6) Religious
- 7) Education and Recreation
- 8) Identification
- 9) Records Office
- 10) Industrial

NEW JERSEY STATE PRISON AND JONES FARM WORK RELEASE PROGRAM

Definition: Work Release

Work release is "work at paid employment" or participation "in a training or educational program in the community on a voluntary basis while continuing as a prisoner of the institution or facility to which he is committed (CL 22, P.L. 1969)."

Group Served:

1. Inmate must apply on an application form available in the Education Department.
2. Minimum custody status is required.
3. Placements are made 6 months prior to parole or discharge.

You Are Not Eligible If:

1. You are or have been involved in "organized criminal activity".
2. You are convicted of serious offenses against the person.
3. Your records include such offenses as having been involved in serious violations of financial trust.
4. Your record indicates the use of such drugs as heroin.
5. Your presence in the community is likely to make adverse public reaction toward you or the Division of Correction and Parole (Narcotic Sellers, etc).
6. You have a serious emotional or personality defect with a history of violent or assaultive behavior.

How you become assigned:

All assignments to Work Release are made by the Classification Committee.

How your salary will be handled:

According to statute the Commissioner, as a part of any work release program

for an inmate, has authorized and empowered the superintendent of an institution to withdraw sufficient monies from an inmate's earnings to pay the following:

1. Such costs of maintenance related to the prisoner's confinement as determined by the State Board of Control to be appropriate and reasonable.
2. Necessary travel expenses to and from work or other business and incidental expenses of the prisoner.
3. Support of the prisoner's dependants, if necessary.
4. Payment of Court fines.
5. Payment either in full or ratably of the prisoner's debts which have been reduced to judgment or which have been acknowledged in writing by him.
6. The balance, if any, shall be paid to the prisoner at the completion of his period of confinement (CL 22, P.L. 1969).

#### How To Apply:

Submit an interview request slip (SPF-153) to the Director of Education requesting a Work Release Program Application.

#### TIME RECORDS

A record of your "time" is maintained in the Records Section of the Trenton State Prison Classification Department and inquiries regarding same should be addressed to that department. This record may include such information as:

1. Your sentence, including a fine if the same be a part of your sentence.
2. Any County Jail Time with which you may have been credited.
3. Commutation Time (Good Time) awarded to you on your sentence in accordance with N.J.S. 30:4-140, which is referred to in some detail later in this book.
4. Commutation Time (Good Time) lost because of an infraction of rules, as defined in N.J.S. 30:4-140, and referred to in some detail later in this book.
5. Work Time earned in accordance with N.J.S. 30:4-92, which is referred to in some detail later in this book.
6. Your Parole Eligibility Hearing Date, as determined by application of N.J.S. 30:4-123.

ALL County Jail Time, Commutation Time and Work Time received by an inmate are deducted from both his minimum and maximum sentences. (NOTE: NO COMMUTATION TIME CAN BE ALLOWED ON COUNTY JAIL TIME, PER N.J.S. 30:4-140.) Approximately 6 weeks from the date you were received here the Records Section will send you a notice of your Parole Eligibility Hearing.

## PAROLE ELIGIBILITY

A Parole Eligibility Hearing Date is determined by applying N.J.S. 30:4-123.

### FIRST OFFENDER

May be heard at one-third of his maximum sentence, less Commutation Time, anticipated Work Time and one-third of his Jail Time, if any, - or at his minimum sentence less Commutation Time, anticipated Work Time and all Jail Time, if any, whichever comes first.

### SECOND OFFENDER

Is to be heard at one-half of his maximum sentence, less Commutation Time, anticipated Work Time and one-half of his Jail Time, if any.

### THIRD OFFENDER

Is to be heard at two-thirds of his maximum sentence, less Commutation Time, anticipated Work Time and two-thirds of his Jail Time, if any.

### FOURTH AND SUBSEQUENT OFFENDER

Is to be heard at four-fifths of his maximum sentence, less Commutation Time, anticipated Work Time and four-fifths of his Jail Time, if any.

### LIFE SENTENCE

Is to be heard on the basis of 25 years, less Commutation Time, anticipated Work Time and all Jail Time, if any.

After you have been heard by the State Parole Board you will receive, within a matter of days of your hearing, the disposition - which could be one of the following:

1. PAROLE DATE OF ELIGIBILITY: This means that the Board has decided to release you at the earliest date possible under the Parole Laws. Within a matter of days after it has been informed of the Board's action, the Records Section will provide you with information concerning your eligibility release date.

2. PAROLE DATE SET: This means the Board has decided to release you on the date stated in its notice.

3. PAROLE EXPIRATION OF MINIMUM: This means the Board has decided to release you at the expiration of your minimum sentence. Within a matter of days after it has been informed of the Board's action, the Records Section will provide you with information concerning your minimum date.

4. DISMISSED TO SERVE MAXIMUM SENTENCE: This means the Board has determined that you serve your maximum sentence. Within a matter of days after it has been informed of the Board's action the Records Section will provide you with information concerning your maximum date.

5. RE-HEAR: The Board will inform you of the month and year when you will be reheard.

DATES WILL NOT BE PROVIDED EXCEPT AS INDICATED ABOVE.

(NOTE: SHOULD AN INMATE COMMIT INFRACTION(S) OF RULES AFTER HE RECEIVES A FAVORABLE PAROLE ACTION, THE STATE PAROLE BOARD IS TO BE INFORMED OF THIS FACT AND HE COULD LOSE HIS PAROLE).

COMMUTATION TIME

The following table is taken from N.J.S. 30:4-140, which takes the place of Chapter 147, Laws of 1918, and shows the time that may be allowed inmates for continuous good conduct while in the State Prison:

TABLE

Commutation time up to one year is 6 days per month. Thereafter follow table below.

<u>A</u>	<u>B</u>	<u>C</u>
Minimum and Maximum Sentence in Years	Progressive Credits for Minimum and Maximum Sentence in Years	Credits for Each Full Month of Fractional Part of a Year in Excess of Column A
(Year)	(Days)	(Days)
1	72	7
2	156	8
3	252	8
4	348	8
5	444	8
6	540	8
7	636	10
8	756	10
9	876	10
10	996	10
11	1,116	10
12	1,236	11
13	1,368	11
14	1,500	11
15	1,632	11
16	1,764	11
17	1,896	12
18	2,040	12
19	2,184	12
20	2,238	12
21	2,472	12
22	2,616	13
23	2,772	13
24	2,928	13
25	3,084	15
26	3,264	15
27	3,444	15
28	3,624	15
29	3,804	15
30	3,984	16

Any sentence in excess of 30 years shall be reduced by time credits for con-

tinous orderly deportment at the rate of 192 days for each such additional year or 16 days for each full month or any fractional part of a year.

#### LOSS OF COMMUTATION TIME

N.J.S. 30:4-140 (Effective 7/28/57)

"In case of any flagrant misconduct, the Board of Managers may declare a forfeiture of the time previously remitted, either in whole or in part, as to them shall seem just. NOTE: Such loss of time is recommended by the Disciplinary Board or Committee but must be approved by the Prison Board of Managers."

#### RESTORATION OF LOST TIME

Any inmate is eligible for Restoration of Lost Time, providing he does not receive a Disciplinary Charge, as follows:

- a) One year without a charge - 25% of total time lost.
- b) Two years without a charge - 50% of total time lost.
- c) Three years without a charge - 75% of total time lost.

NOTE: Under no circumstances will all the time lost be returned. Request for restoration of lost time must be made in writing to the Chief Deputy.

#### SEX OFFENDERS AND JUVENILE DELINQUENTS

Special sex offenders and juvenile delinquents do not receive commutation time. The sex offender's date is set by the Court, and the juvenile's 21st birthday in his majority date. Those dates cannot be reduced and the persons involved are compensated in cash only.

#### INDETERMINATE SENTENCES

Persons serving indeterminate sentences (other than those coming under the sex offender law) will receive commutation credits on the unserved portion of their indeterminate sentence from the date of transfer to the Prison or revert. If working, they are compensated in cash and work time and minimum security credits, if any.

#### WORK TIME

The law provides that inmates assigned to work receive time from their sentences. In accordance with legislation (N.J.S. 30:4-92 effective 7/1/59, not retroactive), inmates are granted one day from their sentences for each five days worked. If you are placed in Minimum Security status, you earn 3 extra days a month the first year and 5 extra days the second and subsequent years.

## CLEMENCY

Any inmate who wishes to file for clemency should request an application from the Director of Individual Treatment, State Prison. When the "Application for the petition for Clemency" form has been completed, it should be sent by the inmate to the Director of Individual Treatment, State Prison, who will forward it to the State Parole Board. After a decision has been rendered in an inmate's case, he will be informed directly of that decision by the Governor.

## OUT OF STATE DETAINERS

Under the Inter-State Agreement on Detainers, inmates who have detainers from Colorado, Kansas, Ohio, Delaware, Oregon, Connecticut, New Hampshire, New York, Pennsylvania, Michigan, Montana, California, Nebraska, Hawaii, Iowa, Maryland, Massachusetts, Minnesota, North Carolina, South Carolina, Utah, Vermont, and Washington and Wisconsin, may request that the detainers be disposed of by writing to the Classification Department. This department will prepare the necessary papers to initiate proceedings. The above listing of States is current as of January 1, 1970.

## SPECIAL SEX OFFENDERS

Inmates confined under the Special Sex Offender statute are not entitled to work time or commutation time.

Such offenders will appear before the State Parole Board upon recommendation to the Parole Board by the Special Classification Review Board of the Diagnostic Center.

The names of inmates in this category will appear on the parole hearing list under preparation at the time they are received, (approximately five months after arrival).

## FURNISHING COPIES OF COMMITMENT

The statute does not require that a copy of the commitment be attached to the application for a writ of habeas corpus. However, when it clearly appears that the commitment forms a basic part of the appeal being taken by the inmate, it will be furnished upon written request to the Principal Keeper, who will determine its merit. If questionable, the matter will be referred to the Attorney General's Office.

## PAROLE DEPARTMENT

This department is responsible for assisting you in making preparation for possible parole. A Parole Officer, representing the Department of Institution & Agencies, Division of Parole, is assigned to serve the Prison and its branches. At the proper time, the Institutional Parole Officer will interview you and request information relative to your proposed home, etc. The information given to the parole Officer will be verified and a report will be submitted to the Parole Board prior to the time of your hearing.

The State Parole Board is the paroling authority for the Prison Complex. Eligibility for parole consideration is established by law. You will be scheduled for hearing before the Board without application by you, or any person in your behalf. You should understand that an appearance before the Parole Board doesn't necessarily mean that you are to be paroled. The decision of the Board will be forwarded to

you in writing shortly after the hearing. Requests for additional funds or work clothing at release, if necessary, should be made to the Institutional Parole Officer at least 30 days before release. Requests for an interview with the Institutional Parole Officer may be made at any time.

#### PAROLE VIOLATORS

Inmates returned for violation of parole will be heard 30 to 60 days after being received.

#### PAYMENT OF FINES

Inmates may pay fines in full, from their spending accounts, at any time.

#### INDUSTRIAL DEPARTMENT

This Department is supervised by the Industrial Manager, who is responsible for the operation and management of the State Use Industries of this Institution, which are:

- |                  |                       |
|------------------|-----------------------|
| 1) Bake Shop     | 6) Tag Shop           |
| 2) Machine       | 7) Tailor Shop        |
| 3) Mattress Shop | 8) Upholstery Shop    |
| 4) Print Shop    | 9) Warehouse          |
| 5) Knit Shop     | 10) Industrial Office |

#### MAINTENANCE AND SERVICE DEPARTMENTS

The Institution maintains several Maintenance & Service Details:

##### MAINTENANCE DEPARTMENT

- 1) Carpenter Shop
- 2) Mason Shop
- 3) Plumbing Shop
- 4) Electric
- 5) Paint Shop
- 6) Glass Shop
- 7) Welding Shop

##### SERVICE

- 1) Food Preparation
- 2) Runners
- 3) Inmate Barber
- 4) School & Library
- 5) Storeroom
- 6) Laundry
- 7) Boiler Room
- 8) Hospital
- 9) Sanitary Detail

#### MAIL REGULATIONS

During your stay in the Prison, or Prison Farm, you are urged to keep in touch with your family, relatives and friends. On your arrival here, you will be asked to make a list of persons you intend to write to and have visit with you. These are the persons who may write and visit you and to whom you can send personal letters. When you sign this list you are also giving the Prison Mail Department permission to examine your incoming and out going mail, as authorized by the Board of Managers. If you do not have any one with whom to correspond, contact the Protestant Chaplain.

### OUTGOING MAIL

All letters sent to approved correspondents must be on inmate letterhead, one sheet only, and be placed unsealed in the mail box at the entrance to the Mess Hall.

If you are unable to get to the mail box in Center, your wing officer will place your mail in the box for you. Be sure to put your name, number and wing location on the inside flap of the envelope. In addition to the above, you are permitted to send business letters. Mail sent to social workers, clergymen, attorneys, correspondence schools etc., is considered business mail. The word "Business" is to be placed at the top of the letterhead and Business letter form (SPF-91) filled out and placed in the envelope with your letter. Form SPF-91, can be obtained from your wing officer.

It is very important that your name and number, and the relationship of the person you are writing to be filled in on all outgoing mail. Please advise your correspondents to include your name and number on all mail to you.

You will be permitted to send greeting cards during appropriate seasons, (Christmas, Easter, etc.) However, they must not contain messages other than your signature. You may send telegrams in an emergency at your expense. However, the prison authorities will make the final decision as to whether an emergency exists.

### INCOMING MAIL

All incoming mail must come from authorized correspondents, listed on your personal mail sheet. You may receive Business letters at any time provided they are from a legitimate source. Mail from Social workers, religious groups, attorneys, etc., will be recorded as business mail. You can receive greeting cards, if they contain no messages, at any time, regardless of who sends them.

Inform all of your approved correspondents to make certain your name and number are on all mail sent to you as well as the sender's name and address. You should advise persons writing to you to limit their letters to two (2) sheets with writing on one side only. Longer letters will be put aside until the mail examiner has time to read them. Letters in a foreign language will be subject to some delay due to the difficulty of examining same.

### UNCENSORED MAIL

You may send uncensored mail to your attorney, but only after the following conditions have been met: In the presence of the Mail Supervisor, you must designate the attorney who is representing you in a specific litigation or case. The Mail Supervisor will send the necessary forms to the attorney who will fill them out and return them to the office of the Principal Keeper. When your attorney returns the completed forms, the privilege of sending and receiving uncensored mail will be approved. However, after the specified case is completed the uncensored privilege will end.

The uncensored Mail is not read but the Contents of the envelope of package is examined to assure that only communications to attorney is included.

You are cautioned that attempts to circumvent these regulations can bring disciplinary action against you and your attorney. Section 2:26-12-13 Revised Statutes of N.J., makes it a misdemeanor to convey contraband goods, unauthorized letters, or to falsify visit or mail records or to visit without authorization, inmates of penal institutions.

Bring mail which is to be sent "uncensored" to the Mail Supervisor's Office in 4-Wing. This service is available Monday thru Friday between 11:30 a.m. and 12 noon.

### UNEXAMINED, SEALED LETTERS

The Second Shift Blotter Officer will receive all letters submitted as UNEXAMINED, SEALED LETTERS, by inmates as their respective wing mess call. He will check to ascertain that letters are properly addressed to an approved listed Official; he will stamp each envelope on reverse side, and have you sign and date same. He will then witness your signature, and insure that all letters are sent to the Mail Room for proper logging and posting.

All inmates are permitted to send UNEXAMINED, SEALED letters to the following:

- 1) The Governor
- 2) Court Judges (State & Federal.)
- 3) Commissioner of Institutions and Agencies
- 4) Director of Correction and Parole
- 5) Chairman of the Parole Board
- 6) The Public Defender
- 7) Clerks of Courts (All)
- 8) The Board of Managers
- 9) The Attorney General of New Jersey
- 10) Deputy Attorney General (Assigned to the Department of Institutions & Agencies)

CORRECT ADDRESSES FOR THESE OFFICIALS ARE AVAILABLE ON REQUEST TO THE EDUCATION DEPARTMENT.

When you wish to send an UNEXAMINED, SEALED LETTER to any of the above, insert and seal it in a properly addressed envelope and take it to the Center when the Evening Meal Bell rings for your wing. The Second Shift Blotter Officer will check the letter and stamp it; you will then sign and date the letter and leave it with the Blotter Officer.

UNEXAMINED, SEALED LETTERS should not be mistaken for UNCENSORED MAIL to attorneys.

### HOBBY WORK

If you desire to engage in hobby work, you must receive approval from the Mail Supervisor. Send an interview request form SPF-153 (available from your wing officer. The Mail Supervisor will advise you of what tools are permitted, and how to obtain them. The hobby program is for use during your leisure time only and is not to interfere with your work assignment. All hobby work must be done in your cell only. Tools or material must not be taken on job assignment. Also you must not lend or sell hobby tools or material. Power tools may not be used in your hobby work. You may purchase hobby material from your own funds. No finished product or nearly finished plastic or other materials will be permitted.

### HOBBY MATERIALS

All material must be ordered by you from an approved supply house. Persons on mail and visit lists are not permitted to have hobby material sent to you. Highly inflammable and toxic (poisonous) materials are not to be ordered. You will send all orders for hobby materials to the Mail Supervisor for his approval, together with a money transfer form to cover the cost of said items. The institution may

limit the quantities of material permitted.

TO SHIP HOBBY WORK PLEASE NOTE THE FOLLOWING:

- 1) See that all hobby items are properly tagged with your name and number.
- 2) Each item must have an approved sticker attached which reads as follows:
  - a) Inmate Made (year)
  - b) New Jersey State Prison
  - c) Trenton, New Jersey

These stickers are to be purchased from the Inmate Store.

3) Your finished hobby work is to be taken to the Mail Supervisor's Office in 4-wing at 10:00 a.m. on any Sunday morning. If the product is to be mailed, it must be packed ready for mailing and have a Money Transfer and Outgoing Package Slip attached. If the Hobby item is to be picked up by a visitor only a package invoice slip is necessary.

4) Hobby items can be sent only to persons on your approved mail and visit list.

5) If you are not an approved hobby worker you can not sent any hobby items from this institution.

You are permitted to send no more than \$25.00 worth of hobby items in any one month. A price list is available at the Mail Supervisor's Office. The Mail Supervisor will have the final decision as to the value of other hobby items listed.

You must abide by the following rule to remain on the hobby list: Hobby tools, materials or finished items are not to be loaned, sold or transferred to other inmates. Should you be transferred to another wing or to a farm, all hobby items are to be taken with you. All hobby tools and material must be taken with you if you are released. Any violation of the above rules will result in your being removed from the hobby list.

NOTE: Stamp Collecting is permitted but is not classed as hobby work.

VISITS

You are permitted to have visits only from persons on your approved mail and visit list. They may each visit you once each month for a thirty (30) minute period. (Our visiting area is limited in size) Visiting hours are as follows:

REGULAR VISITS

Any day between the hours of 9:00 a.m. and 11:00 a.m. and between 1:00 p.m. and 3:00 p.m.

There may be times when a visitor will want papers signed by an inmate. Advise your visitor to give the papers to an officer in the Mail Room. This form will be examined by the Mail room and promptly sent to Center where you are to sign it. It will then be returned to the Mail Room and delivered to your visitor.

### HOSPITAL VISITS

Same hours as regular visits. Visitors must be immediate family only and no more than two (2) visitors at one time. No one under sixteen years of age permitted.

### CONTACT VISITS

Your attorney may have a contact visit with you by writing in advance, for permission. All other contact visits must be approved by the Deputy Keeper.

### PROHIBITIONS

You are not permitted visits from former inmates of any reformatory, penal or correction institutions unless he or she is a member of your immediate family.

### MONTHLY FOOD PACKAGES

You may receive one seven (7) pound food package, total weight including wrappings, each month from one person on your approved list. It is important that you advise the person who will send the package, that it must be mailed to you. It will not under any circumstances be accepted on a visit. All packages must have name and number as well as the name and address of the sender.

### HOLIDAY FOOD PACKAGES

May not exceed twenty-five (25) pounds (including wrappings) These will be accepted on visits.

Listed below are items you may receive in a package:

Candy, cake, pie, pretzels, cookies, cooked meats, fish or fowl, nuts without shells, fresh fruit (no bananas) jellies, jams, (in glass jars), Butter, Cheese, peanut butter, apple butter, luncheon meats, cooked vegetables in glass jars, celery, tomatoes and home cooked foods.

### FOOD ITEMS NOT PERMITTED

Any food packed in liquid, fruit, peppers, are not permitted. Liquids (including olive oil) coffee, tea, cocoa, sugar, cake or pie mix, raw meats, raw fowl or fish, eggs in any form, food in tin containers, pepper, frozen food, ice-cream, bananas, uncooked food, nuts with shells, powders, nutmeg, chewing gum, dried fruits.

It is your responsibility to advise the sender in advance, what items are and are not permitted in the institution. Any item received in food packages that is not allowed will be confiscated and disposed of by the proper authorities.

### OTHER INCOMING PACKAGES

You may receive packages through the mail only if they contain items approved for you use. This is important! All packages containing approved items must be sent by the store direct to you. Packages must have your name and number and the store's name. Any other packages will not be accepted.

## OUTGOING PACKAGES

You may bring outgoing packages to the Mail Supervisor's Office in 4-Wing every Sunday at 10:00 a.m. Packages must be wrapped ready for mailing, one end open to allow the Mail Supervisor to inspect contents. Attach a completed Money Transfer Slip and Package invoice slip (both available from your wing officer). Packages to be picked up on a visit will be accompanied by a Package Invoice Slip only.

## TRANSISTOR RADIOS

You are permitted a transistor radio subject to the following conditions:

1. Set to come from source of supply.
2. Does not have a (A.C.) current adapter.
3. Does not have external (pole type) antenna.
4. Approximate size to be no larger than 12" x 9".
5. Only earphones to be used in operation of radio.
6. Not to be taken to work assignment.
7. Can be taken to exercise yard providing sets are presented at the "Frisk Line", to open for inspection.
8. The institution will not assume responsibility for any damage or loss.
9. Each inmate may have in his possession one (1) radio only.
10. Not transferrable except with special permission.
11. Will be registered by the Mail Supervisor's Office.
12. Arrangements to be made for purchase of batteries and earphones from inmate store at nominal cost. These articles can also be received from source of supply.
13. Transfer of set to another individual without proper approval will subject inmate to disciplinary action.
14. To avoid inconvenience to you and the institution a check should be made with the Mail Supervisor to determine if set will be approved **BEFORE** arrangements are made to obtain the radio.
15. Repairs will not be made by the institution.
16. Home made antennas or booster packs are not permitted.

NOTE: Due to the building material in our various housing units, reception will vary. To help reception, our Radio Department has devised an attachment which we hope will help improve reception in Wings 6 and 7, **you should not expect to receive any short wave signals and F.M.**

## NEWSPAPERS, MAGAZINES AND PAPERBACK BOOKS

You may subscribe to newspapers, and magazines; however they must be sent direct from the publisher by mail only. Newspapers and magazines will not be accepted on a visit. Daily Newspapers must be disposed of if more than seven (7) days old. Magazines must be disposed of if more than three (3) months old.

Paperback novels may be received through the mail from home, or left on a visit. No more than a total of (12) will be permitted each month. Other books subject to Institution approval may be received direct from the publisher only. (The institution reserves the right to remove any item it deems necessary even after approval has been given to receive said item. You are advised to contact Mail Supervisor for clarification of the status of unusual published items).

## TYPEWRITERS

You may have a typewriter for your own use. Typewriters may be purchased or left at the Mail Room by an approved visitor. The institution assumes no responsibility for loss, theft or damage to your typewriter. Typewriters are for your personal use only and are not to be lent, sold or otherwise put in the use of another person. Any misuse of your typewriter, (pool or lottery tickets, subversive or damaging literature etc.), will be sufficient cause to have your typewriter privilege withdrawn. All typewriters are registered with the Mail Supervisor and will be taken with you should you be transferred or discharged.

## NOTARY PUBLIC SERVICES

Notary Public Services are available to you every Tuesday, Wednesday, Thursday and Friday between 12:30 p.m. & 1:00 p.m. in the Mail Supervisor's Office in 4-Wing. If you have papers which require notarizing, ask your wing officer for a pass.

## ITEMS NOT PERMITTED FROM ANY SOURCE

Watches, cooking and eating utensils, dishes, cups, can openers, soap, powder, tobacco in any form, playing cards, dice, mirrors, toothpaste or lotions, hair dressing, medicines, cigarette lighters, vitamins, salves, bandages, vaseline, tools, motors, single edge razor blades, twine or rope, liquors, jewelry, home furnishings, musical instruments.

## CUSTODIAL DEPARTMENT

This Department is under the direction of the Deputy Keeper who, is responsible for the enforcement of the rules and regulations of the Institution. A primary function of the Deputy Keeper and his Staff is to assist you in understanding the rules. If you have any questions ask for clarification and avoid receiving a disciplinary report. Infractions of rules by inmates are reported to the Deputy Keeper who, with other members of the Disciplinary Court, decides what action is to be taken. All violations of the rules, and the disciplinary action taken, become a part of your record. This department prepares a detailed report of your adjustment, which, with your work record is included with the institutional recommendations for the information of the Parole Board at the time of your parole hearing.

## INFRACTION OF RULES

If you are charged with a violation of an institution rule, the officer making the charge will so report (in writing) to the Center Keeper, who will provide clarification for the benefit of the Court. Our goal is to process all charges within a 48 hour period, except in unusual cases, where further investigation may be necessary. After this, you are advised when you will appear before the disciplinary Court, at which time you may present any additional information to support your case. The Court will then render its decision. ✓

Example: Interview inmate & officer if necessary.

## GENERAL RULES

1. Common sense and self control are the marks of a responsible adult. Insolence, disobedience, disorderly conduct, profanity, obscenity, do not fall into this category.
2. Gambling in any form is prohibited, primarily because it leads to serious problems.
3. Do not speak to or make gestures to persons who are visiting the institution.
4. If you are assigned to work outside the walls, do not communicate with any person not employed by the prison. If a relative or friend is working in the same area as the prison detail, you must inform the detail officer.
5. When addressing an officer or other employee, always use the last name with the prefix "Mr.," or his title.
6. Smoking is permitted in smoking areas only. Smoking in bed is dangerous.
7. Only institutional issue or approved clothing will be worn. Institutional issue is not to be altered.
8. Travelling passes are required when moving from one area to another.
9. When approaching the Center, stop at the neck of the wing entrance. Await signal from the Star Officer to present your pass.
10. When ordered to give your name and number to an officer or employee, you are expected to respond quickly and give same.
11. Avoid noisy behavior and loud whistling.
12. In case of emergency, you may signal the officer by rapping lightly on the cell bars.
13. Family pictures in frames may stand on the table.
14. You must not, at any time, have any unauthorized tools, articles or materials in your cell or upon your person.
15. Do not enter any cell or wing other than your own, unless you have been told to do so by an officer.

16. Maintain a neat personal appearance at all times. Beards, mustaches are not permitted.
- \* 17. Your cell is your house. Keep it clean and neat, which includes all cell bars.
18. Furniture and plumbing are not to be abused or tampered with.
19. Lock-high curtains are provided by the Institution. Cell doors must be free of any other covering at all times.
20. INMATES ARE RESPONSIBLE FOR ANY CONTRABAND FOUND IN THEIR CELL OR LOCATION.
21. When the bell rings for meals, work or other assignments, step out of your cell promptly.
22. During all "Mass Movements" you will stay paired up and in line until you arrive at your destination (Shops, yard, etc.).
23. On returning to your wing, go directly to your cell. If the door to your cell is not open, stand in front of it until it is opened. Close the door when you enter. No loitering is permitted on flats or tier landings.
24. All inmates will have their buckets filled with hot water during mass movements only. Leave your buckets in the designated area when you come out of your cell. Pick it up when you return.
25. Food is valuable and should not be wasted. Take only what you can eat and eat all of it.
26. Practice good table manners. Do not visit other tables. Arguments are to be avoided. You may converse quietly with those seated near you. After you have eaten your meal, leave the Mess Hall promptly.
27. No food may be removed from the Mess Hall after the morning or noon meals.
28. RULES AND REGULATION FOR LOCK UP:

Inmates shall be placed in Lock Up Status only upon orders of the Disciplinary Court or Center Keeper.

29. Inmates being received shall be strip frisked by the Lock Up Officer and only permitted to have the following articles:
 

a. 2 Blankets	d. 1/2 Roll of toilet paper
b. 1 Pair of Slippers	e. 1 Wash Cloth and towel
c. 1 Pair of pajamas	f. 1 Tooth brush and tooth paste

No tobacco - No belt - No sheets - No pillow.

Quiet to prevail at all times.

## INTERVIEWS

Institution Supervisors and Department Heads will be glad to talk with you about problems with which you are concerned. Interview forms may be secured from your wing officer. In addition frequent interviews are held by the Principal Keeper and Deputy Keeper. You are expected to bring any problem of concern to any of the above through the established chain of command. If anyone should attempt to engage in disorder you are expected to refrain from participating and obey any orders given you by institution personnel promptly. The integrity of the institution will not be compromised by anyone engaging in disorder.

## INFORMATION GUIDE - ADMINISTRATIVE SEGREGATION 1-1

You have been placed in the Unit for an indefinite period. Your adjustment in the Unit will determine to a degree how long you will remain there. This Booklet will cover certain matters important to you. It is not possible to cover every little detail, therefore you are expected to use common sense and ask questions about problems you do not understand.

FOOD: The policy is the same as in population. You may have seconds on vegetables when available, after the officer has served everyone and makes his return trip down the tier. SPECIAL DIET: Inmates on Special diets as recommended by the Medical Department will not be fed food from the cart, due to the possibility of aggravating the condition for which the inmate is being treated.

## SEGREGATION UNIT VISITS

Daily between the hours of 4:00 p.m. and 5:00 p.m. Inmates will be pat-frisked upon leaving wing and strip frisked when returning to wing.

## STORE ORDERS

Store orders will be collected on Thursday morning and turned over to the Mail Supervisor. The Supervisory officer in charge of store orders will check all orders for compliance with rules regarding 1-left before sending them to the Business Office. When receiving your order, check it carefully with the officer and bring any mistakes to his attention immediately. Do not wait before reporting any shortages to him.

## UNEXAMINED MAIL

Unexamined mail may be sent to authorized persons by placing material in envelope in the presence of your officer. The officer, after ascertaining the envelope contains no contraband, will sign his name on the back of the envelope below the inmates signature and deliver the material to the Mail Supervisor, who will record and send out same. Incoming mail will be inspected by Center or its representative in the presence of the Notary Public.

WORK: Men in the unit will be considered for placement in the Braille work program upon written request to the Deputy Keeper. Pay and work credits will be received by inmates engaged in the same. No other work program is available in the Segregation Unit.

RECREATION: Television and cards is the normal program for men who attend T.V. No cards will be allowed during the fall football season.

1. College and Professional football games will be shown. The cells have been divided into groups. Only inmates from the same group may attend at one time.

- GROUP 1. Comprises cells 42 to 60 inclusive.
- GROUP 2. Comprises cells 62 to 82 inclusive.
- GROUP 3. Comprises cells 84 to 102 inclusive.
- GROUP 4. Comprises cells 104 to 124 inclusive.

All Saturday and Sunday television will consist of one complete roster; all holiday television will consist of a separate roster.

The selection and rotation of the four groups will be in the following order.

- |         |         |
|---------|---------|
| GROUP 1 | GROUP 2 |
| GROUP 3 | GROUP 4 |
| GROUP 4 | GROUP 3 |
| GROUP 2 | GROUP 1 |

The rotation will insure that each group will view television programs scheduled on both Saturday and Sunday. In addition, the schedule provides for daily yard period for each tier.

#### LAUNDRY

1. Clothing to be laundered will be picked up on the appropriate day each week.
2. A laundry list showing the articles and quantities (SPF-261) is to be completed by the inmate and placed in his laundry bag.
3. All men must turn in two sheets and one pillow case on laundry day.
4. White shirts will be washed by the institutional laundry. The institution will assume no responsibility for damage, loss or theft.
5. Mattress covers will be picked up with the sheets on the first week in the month.

Bath and Hot water: Saturday is shower day. You may get hot water daily when your tier has a yard movement. Men not going to the yard may bring their bucket down for hot water one at a time.

Clothing: Clothing which no longer fits, becomes worn out or is torn, is to be turned in to the wing officer before 8:00 a.m. on Tuesdays or Thursdays, for condemnation. Holidays are excluded.

## TRANSISTOR RADIOS

Inmates in the unit may have transistor radios under the same regulations that govern their use in population. No exchanges are permitted and radios must have the ear plug attached when used in the wing.

## RELEASE FROM UNIT

The cases of all men confined in the unit are automatically reviewed each month by the Adjustment Committee for possible release. You may send to the Deputy Keeper any information you feel will be an aid to the committee in deciding your case.

## INTERVIEWS

You may bring any problem to the attention of the Wing Supervisor if you feel it can not be resolved on a wing level. In addition, requests may be submitted to the Principal Keeper and Deputy Keeper who will have your problem investigated and appropriate action taken.

## EDUCATION AND RECREATION

This department offers School and a Library (which includes the Law Library), Recreation, and Personal Counselling Programs. (Veteran's Affairs, Social Security, etc.). Which are under the direct supervision of the Director of Education. Inquiries relative to such activities should be addressed to the Education Department, c/o Director of Education.

## EDUCATION PROGRAM

The Education Department operates a school with a curriculum ranging from Literacy instruction (beginning reading and writing) through, and including, two years of College. A limited number of Vocational Classes are also available.

Prison to the beginning of each term a notice is posted on the bulletin board of each wing, listing the classes to be offered. Each inmate receives an application blank upon which he may apply for enrollment in the school. The institution Band is a part of the Education Department. Inmates requesting assignment to the Band observe the following procedure: Submit an interview request to the Director of Education, using "Request for Interviews" for SPF-153 requesting an audition. After the audition, the Director of Education may request the Classification Committee to consider assigning the inmate to the Band.

If you desire assistance and information in matters pertaining to school, you may submit an interview request at any time to the Director of Education using "Official Request for Interviews form SPF-153. We cannot stress strongly enough the importance of an benefits of a good education.

## RECREATION PROGRAM

A variety of recreational programs are available so that inmates may participate in leisure time activities.

A Recreation Yard is provided for your use. This facility operates on a daily basis, weather permitting, year round. In the "Yard" may be found recreational areas for softball, basketball, volleyball, handball, dominoes, checkers, weightlifting, boxing, base-ball and an area for walking or jogging.

A recreation hall is available where you may watch television and participate in table games such as pinochle, dominoes, ping pong and checkers. Because of its size, a rotating schedule must be used and each inmate has the opportunity to attend once every six evenings.

Leagues are provided in soft ball, basketball and volleyball and every inmate is eligible to participate.

Inmate umpires and officials are used in the organized leagues. Prior to the beginning of seasonal play, qualified inmates may request assignment to these positions by making their desire known through use of the "Official Interview Request" form SPF-153, directed to the Director of Education.

## LIBRARY

While in the Reception Unit you will not have access to the regular library. However, reading matter is available. See the Wing Officer.

You may make use of the regular library when you are moved to the general population. To obtain a listing of the books available, and information regarding the procedures to follow in requesting books, ask your wing officer for the Library Catalog and a Library Request Slip, Form - SPF-260. Instructions for using this slip will be found in the library catalog. Also, in the same catalog, you will find information relative to the method of securing books which are not available in our Institutional Library but which may be secured from the New Jersey State Library.

To use the Law Library, submit an Interview Request form to the Director of Education stating that you wish to use the Law Library.

## MEDICAL DEPARTMENT

This department is responsible for treatment and care of the sick. Shortly after your admission to this institution you will be escorted to the hospital, after shaving and showering, for a complete physical examination. It is most important at this time that you bring any medical or surgical problems you may have to the attention of the examining physician. A daily "sick call" is held so that you can bring any change in your physical condition to the attention of the doctor for treatment. In the event that an inmate refuses hospitalization for what the Medical Department regards as a communicable disease, the inmate will be segregated from the general population until released by the Medical Department. If a hospitalized patient refused to remain in the hospital and signs himself out without medical approval he will be placed in observation until approved for return to the population. A sign-out slip with the medical approval will return the patient to his wing. No personal radios or typewriters will be permitted in the hospital.

Noise is disturbing to the sick. Legal work is forbidden in the Hospital. If you wish to see the Doctor, notify your Day Wing Officer of this fact the first thing in the morning (before Mess) and he will place your name on the DOCTOR CALL LIST. If you are taken sick in any part of the Institutional area and need immediate attention, notify the Officer - In-Charge. Clean your teeth, rinse your mouth, shave before going on DOCTOR -DENTAL CALL. Inmates in the hospital as patients will not be permitted tobacco, hair grease, food stuffs, etc., without permission of the DOCTOR. Upon discharge from the Hospital, you will be eligible to receive a straggler store order.

#### MEDICAL CARE

If you wish to see the Doctor, notify your Day Wing Officer the first thing in the morning (before Mess) and he will place your name on the Doctor Call List.

1. If you are taken sick in any part of the Institution and need immediate attention, notify the Officer in charge.
2. Clean your teeth, rinse your mouth and shave before going on Doctor or Dental Call.
3. You are not allowed to use tobacco in any form on the Doctor Call or in the hospital. Any inmate who attempts to give tobacco to a hospitalized inmate, is subject to Disciplinary action.
4. Regular doctor call will be held every morning. Inmates on regular doctor call will not work in the morning, or be paid for that time. Refill period will be on Thursday for working and idle men. Working men should take their bottle or envelope to work with them as they will be called to see the Doctor.
5. Hospitalized inmates, upon their discharge, will be allowed straggler store orders.
6. INMATES SHALL NOT, UNDER ANY CIRCUMSTANCES, HANDLE CONTROLLED MEDICATION.
7. You are to carry out all order and assignments directed to you. Any complaints will be made later through proper channels if you feel the order or assignment is unreasonable will be made by proper authority.

#### GLASSES AND DENTURES

The institution is responsible for furnishing the first pair of glasses recommended by the oculist or other eye specialist and for any subsequent glasses recommended because of a change in the inmate's vision. Any glasses lost, broken or destroyed, will be paid for by the inmate. Any exception to the policy would be if an inmate who is idle and has not outside source of income and the need for replacement of dentures or glasses is necessary for reasons of health, the replacement will be at the State's expense. The present policy is, that inmate glasses or dentures, broken through no fault of his own, while working, will be repaired or replaced at State expense, if a complete report and recommendation is submitted with the request by the officer or the Instructor.

## CLOTHING REGULATIONS

### WHITE SHIRTS

- A. Short sleeve, plain, cotton, button down only. Must be worn tucked in trousers. May be worn at any time. (Long sleeve shirts not permitted.)

### GLOVES

- B. Leather, Wool or cotton. Plain style in black, brown or tan may only be worn on work assignments or recreation yard. Gauntlet gloves are not permitted.

### TEE SHIRTS

- C. Clean, White cotton only, may be worn at any time, tucked in trousers. Crew Neck and V-Neck only; must be plain cotton style.

### UNDERWEAR

- D. Regular and heavy or thermal men's underwear, is permitted. Quilted underwear is not permitted.

### SOCKS

- E. Any reasonable plain color.

### HANDKERCHIEFS

- F. Plain only, not to be worn exposed.

### BATHROBES

- G. Any conservative men's color. To be worn only in cell or going to and from the shower.

### PAJAMAS

- H. Any conservative men's style or color. To be worn only in cell or going to and from shower.

### BELTS

- I. Plain buckles. No wide belts or large buckles permitted. Solid one piece only. Metal belts not permitted.

### SUSPENDERS

- J. Solid color, firemen type only.

### CAPS

- K. Caps are issued by the recreation department and institution storeroom. Navy blue watch caps are permitted.

### TOWELS AND WASH CLOTHS

- L. Bath or hand, any color.

### SHORTS

- M. Khaki, twill, boxer style only. To be worn only to and from the recreation yard.

### SCARVES

- N. Cotton or wool, solid colors in white, black, gray or dark blue.

State issued clothing will be used if you must be escorted to court, to a funeral or an emergency visit to a critically ill member of your immediate family. No personal clothing can be worn, with the exception of personal shoes in good repair and appearance. All approved clothing received for you will be marked with your name by the Mail Room Officer.

### FOOTWEAR

1. Dress Shoes: Brown or Black only.
2. Canvas Casual Shoes: Black, Brown, White or Navy.  
(May be worn at any time)
3. Work Shoes up to 6 $\frac{1}{2}$ " high.
4. Suede Shoes: Gray, Brown or Black.  
(Not to be worn to work, Mess or Visits)
5. Sneakers: Athletic, White or Black.  
(Not to be worn to work, Mess or Visits)
6. Slippers: All types (For wing use only)
7. Overshoes: Dress rubber type-soles, black only.

### SWEATSHIRTS

White, Gray, Navy, black solid colors only. May be worn exposed when going to Recreation Yard evening recreation. At all other times, it must be worn under a long sleeve shirt or jacket. Athletic team sweatshirts are to be worn going

to and from yard only. Sweatshirts with hoods are permitted in the recreation yard or on outside work assignment only.

NOTE: Hooded sweatshirts are not permitted at Rahway; Navy and Black sweatshirts are not permitted at Leesburg.

#### SWEATERS

- 1 - Solid colors only: White, tan, dark brown, gray, navy, black or green.
- 2 - Slipover, long or short sleeve with V - or Crew neck (No button or zipper neck).
- 3 - Coat sweaters which button or zipper completely down the front and are collarless are permitted.
- 4 - Turtleneck sweaters or shirts are not permitted.
- 5 - Sweaters may be worn exposed when going to or from recreation yard. They must be worn under a long-sleeved shirt at all other times.

#### RELIGIOUS SERVICES

There are, presently, regular Catholic, Protestant, Hebrew, Seventh Day Adventist and Christian Science services at this Institution. Although you are not compelled to attend religious services, you are sincerely urged to attend the service of your faith.

#### INMATES PERSONAL ACCOUNTS

GENERAL: You will not be permitted to have money in your possession while you are in the Prison, Money taken from you on arrival is placed in an account for your use. Funds received from outside approved sources or money earned here will also be credited to your account. A quarterly report will be furnished you showing the balance in your account. Money should be sent by way of certified checks or money orders. Personal checks will not be accepted. You will receive a receipt for all money received. Money sent in cash will be accepted -- but this institution assumes no responsibility if it is lost.

#### STORE ORDERS

Store orders will be made out each Wednesday and turned in to the Wing officer. All money received by the Sunday following the Wednesday the order is submitted will be good on the order. Orders will not be accepted at any other time except on release from Hospital, Lock-up or on return from Court. These orders must be approved by the Supervisor in charge of straggler orders. Orders against state pay should be submitted on the second Wednesday of each month. Orders will be received the following week.

### EARPHONES

Earphones in need of repair will be turned in to your Day Wing Officer. You will be charged for any necessary repairs to your phones caused by tampering, neglect, or willful abuse.

### WINDOW VENTILATION

The responsibility for proper ventilation of the wing rests with the wing officer. During the summer months maximum ventilation of the wing is desirable.

In Winter a sufficient amount of top windows being open will usually get the desired results.

### BEDSIDE VISITS AND ATTENDANCE AT FUNNERALS

You may attend the funeral of a member of your immediate family, or you may be permitted a bedside visit in the case of critical illness. However, if a bedside visit is made and the person later dies, you may not attend the funeral of the same person.

If you are in maximum security status, you will be required to make the trip in handcuffs. If in minimum custody, they will not be used. Such trips will be restricted to points within the boundaries of New Jersey. The regulation covering this matter is permissive and inmates with serious disciplinary records, or whose cases have been given wide publicity, may be denied such privilege. Additional information may be obtained from the officer in charge of the Center.

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## JONES FARM

You are now in a Minimum Security institution. You were selected for transfer to this institution because you met the requirements as determined by the Prison Authorities. The purpose of this book is to inform you of your responsibilities while serving your sentence here and to acquaint you with the rules and chief activities of the farm. These rules are not made to govern every detail of your life; you are, therefore expected to use common sense, reason, and good judgment in your relationships with others. The major portion of the work here is farming, although some inmates are assigned to kitchen, barracks, laundry and construction.

### PRIVILEGES

Each inmate in good standing is entitled to full privileges of the institution and will continue to be granted those privileges as long as he makes constant efforts to assume his responsibility and abides by the rules and regulations of the farm.

### WORK

We do not have an idle group at the farm. All men must work. Your job assignment will be made by the Lieutenant in charge. If you refuse to work or display indifference toward it, you subject yourself to disciplinary action and may be returned to the Prison.

Recreation will not in any way interfere with the work program.

### CORRESPONDENCE

The approved mail and visit list received with the inmate upon his transfer to this Unit will constitute his approved Correspondent list. Additional names may be added only on the approval of the Farm Lieutenant. Each approved correspondent may send to the inmate one (1) letter each day. Legitimate non-personal letters may be received by an inmate at any time. Greeting cards, void of writing other than the signature of the sender, may be received at the appropriate time. Inmates may send personal letters to approved correspondents each month. An unlimited number of greeting cards may be sent by inmates at the appropriate seasons, but they must be void of personal writing other than the inmates signature. All outgoing mail is examined with the exception of letters to: The Governor of the State of New Jersey, the Commissioner of the Department of Institutions & Agencies, the Attorney General of the State of New Jersey, the Director of Correction and Parole, Members of the New Jersey Parole Board, State and Federal Judges the Board of Managers of the New Jersey State Prison, and Clerk's of the New Jersey Courts, and also, the Attorney General for the Department of Institution and Agencies. These letters will be identified as to sender and will pass through the Mail Supervisor at the Prison where a record will be maintained. Inmates may receive by mail, from publishers only, newspapers and magazines. NEWSPAPERS and MAGAZINES WILL NOT BE ACCEPTED ON VISITS, OR IF MAILED BY INDIVIDUALS. Daily newspapers must be disposed of if more than 7 days old and magazines if more than two months old. A maximum of (10) soft covered or hard covered novels will be allowed each month; these will be accepted by the mail or visit.

## VISITING

Visits	Saturday afternoons	1:00 p.m.	to	4:00 p.m.
	Sundays and Holidays	10:00 a.m.	to	12:00 Noon
			and,	
		1:00 p.m.	to	4:00 p.m.

No visitor allowed on grounds between 12 and 1 on Sundays and Holidays. Visitors are expected to be properly attired. Excessively short garments are frowned upon. Visitors are expected to deport themselves in a proper manner. Inmates will be permitted two hour visits once a week from persons on their approved mailing lists, provided that not more than four adults may visit at any one time. Children under 16, if members of immediate family, will not be counted. Holiday visits, if falling on a week-day, will not be counted against the weekly visit. Persons visiting in the a.m. will not be permitted to visit in the p.m. of the same visiting day. In special and emergency cases (Minister, Lawyers, Employers, etc.) Special passes may be granted by the Principal Keeper or Deputy Keeper of the State Prison. Any visitor or visitors not conducting themselves in a proper manner may be asked to terminate their visit at any time. While two hours is the normal visiting period, it may be necessary at times to shorten this period due to heavy visits and resultant shortages of space. In the event it is necessary to shorten the visiting period, the visits will be terminated in the order in which they started. The regular monthly food package and special food packages may be left at the time of the visit. Any overage or unauthorized food will be returned to the visitor. No eating of any kind is permitted in the visiting room. Visitors will not be permitted to return to their automobiles until they have terminated the visit, unless authorized by the visiting room officer.

## PACKAGES

Each inmate of the Unit may receive one food package from approved correspondents by mail or visit once a month, not to exceed ten (10 pounds). All packages received by mail must, on the face of the package, bear the name and address of the sender. All prepared foods must be received in disposable type containers. Only one package allowed regardless of who brings it. All packages mailed by inmates will have the contents itemized and a record of it will be maintained. During the Easter, Thanksgiving and Christmas Seasons, each inmate may receive an additional package not to exceed the established limit, (currently 25 lbs.). Inmates of the Jewish faith may receive packages at their appropriate religious seasons, but their total special packages shall not exceed the allowed three.

The following food items are not permitted on the farm: Liquids (including olive oil), coffee, tea, sugar, cocoa, cake or pie mixes, raw meats, raw eggs, pepper (hot or black) frozen food or any uncooked food requiring additional cooking. No canned or bottled soda are permitted.

The following food items are permitted: Instant coffee, tea or cocoa, cooked meats, cooked fish, cooked fowl, cooked eggs, (Pickled eggs are not permitted) cakes, pies, cookies, candies, shelled nuts, preserved fruits, jam and jellies, etc., butter, cheese, apple butter, peanut butter, cooked or canned meats, vegetables, fruits, fruit juices and ice cream. It is to be remembered that there are no facilities to store or keep these items, and both inmates and visitors sending or bringing packages should guide themselves accordingly. Raw fruits and vegetables, provided they require

no cooking (celery, lettuce, tomatoes, apples, etc.) in moderation will be received and not charged against the monthly food allowance.

The following miscellaneous items will not be accepted: Watches, jewelry, cooking utensils, eating utensils, dishes, can openers, cups, cigars, cigarettes, snuffs, tobacco, liquors, dice, liquid hair dressing, medicines, vitamins, salves, bandages vaselines, tools (except as approved by Hobby Officer) motors, twine, rope, drugs, house furnishings, stamps, chewing gum, after shaving lotions, no water melon.

The following miscellaneous items will be accepted in addition to foods: Various articles of clothing may be received by mail or visit. These include underclothes, socks, sweat and T-shirts, short-sleeved white outside shirts, sneakers in good repair either brown or black, toilet articles such as safety razors, blades, soap, shaving creams and soaps, towels, washrags, tooth brushes and paste.

#### HOBBY WORK

Hobby work will be permitted, but must be held within reasonable bounds. Such tools as are necessary for wood, plastic, leather, etc., work will be permitted but must be registered with the Lieutenant in charge as must also the hobby worker and the type of work he is engaged in. Hobby work must in no case be permitted to interfere with the inmate's regular work assignment and should a conflict occur, the privilege will be rescinded. Purchases of Hobby Work raw materials must be made directly from the supplier through regular channels, accompanied by a Money Transfer in the proper amount. Institutional authorities, may, if deemed necessary, limit the quantities of materials an inmate may receive. All Hobby items mailed out or going out on visit must be accompanied by the "Out Going Invoice" and the package will be inspected and registered, by the Lieutenant in charge. Inmates may not send hobby products out if they are intended for sale, but may send them as gifts at Christmas, Birthdays, Anniversaries, etc., to any approved correspondent. There shall be no sale or transfer of materials; hobby articles, tools or equipment among inmates. The gross amount of hobby articles checked out shall not exceed the established value (currently \$25.00 per month) based on the items value as established by Institutional Authorities.

(See: Special orders pertaining to Hobby Work)

#### PURCHASES

Purchases may be made from the Prison Store and other approved sources. When purchasing articles from the Prison Store, fill out a store order on Tuesday of each week. You may spend a maximum of \$50.00 per month in the Prison Store and may not place more than one store order per week. To purchase articles from an outside concern, you secure a money transfer and business letter form from the Officer in Charge of the barracks. Fill it in and sign it and place the transfer together with your letter to the outside concern in an envelope and place it in the mail box. Installment, credit or on-trial buying will not be permitted under any circumstances. C.O.D. transactions are not permitted. You are not to sell or barter personal property with another inmate. This can lead to serious trouble. NOTE: (purchases are reserved to your personal needs and requirements. Do not contact any officer or any other employee for the purpose of making purchases for you.)

T.V. will remain on after 10:00 p.m. on fight nights only, for the duration of the main bout. Program selections will be submitted to the Lieutenant in charge for approval.

#### LIBRARY

There is a library for your use and you are encouraged to avail yourself of this privilege. If you wish to use the Prison or State Libraries, contact the Education Department at the Prison.

#### RECREATION

Facilities are available for T.V., Softball, Quoits, Checkers, Dominos, Ping Pong, Pinochle, Pool and Miniature Golf.

You will be charged for the cost of replacing broken or lost locker keys.

#### RULES FOR INMATES

Movements will be controlled by the officer. Respond to his orders quickly. The following rules have been made as plain as possible. If you do not understand any of them fully, ask your barracks officer and he will assist you. Alleged ignorance of a rule is no excuse for your failure to observe it. No loitering in the Hall near the officer's desk or in the corridor leading to the Dining Room. No one is permitted in the kitchen except cooks and barracks men.

#### IN THE BARRACKS

- 1) Beds are to be made upon your return from breakfast, without exception.
- 2) Show consideration for the men living with you. Avoid noisy, boisterous behavior and loud talking or whistling.
- 3) After lights out you are not to leave your bed except to go to the bathroom.
- 4) Cooperate with your house man. This is your temporary home - - - keep it orderly and clean, no cigarette butts on the floor. Keep the shower clean.
- 5) Common sense and self control are the marks of a responsible adult. Insolence disobedience, disorderly conduct, profanity and obscenity do not fit into this category.
- 6) Gambling in any form, is prohibited, primarily because it leads to serious problems.
- 7) Do not talk to or attempt to communicate with any person off the institutional grounds.
- 8) When addressing an officer or other employee, always use his last name with the prefix "Mr." or his title.

- 9) Smoking in bunks and dining area will be subject to disciplinary action.
- 10) No clothing except that issued by or approved by the Institution shall be worn. If your State-issue clothes or shoes do not fit, or need repair, report the fact to the officer who will take the necessary steps to remedy the matter. Do not alter your clothing in any way and do not out your shoes.
- 11) Never leave your assignment unless you have permission or instruction to do so from the officer or person in charge.
- 12) Do not go beyond the OFF LIMITS area. COUNT: When the officer calls for a bed check, you must immediately and quietly go and stand at the foot of your bed facing the Center of the dormitory and remain quietly in that position until dismissed by the officer.
- 13) No one will be allowed outside the barracks between the time the outside lights are switched on and 7:00 a.m. the following morning, unless he is working.
- 14) On Visiting days, the entire front area of Jones Farm facing the visiting room is off limits.
- 15) No inmate is to come to the visiting room until called by the Officer in charge.
- 16) Mustaches, beards or tufts under lower lip not permitted at any time.

#### MESS HALL RULES

1. When meals are ready to be served, the officer will ring a bell. Enter the Dining Room in a single line and in an orderly manner -- according to barracks. No choice of seats; first come, first served.
2. Food is valuable and should not be wasted. Take what you can eat. Don't keep perishable food on top of your locker or on window sills.
3. Be careful of your table manners.
4. Converse quietly with those seated near you, but avoid engaging in arguments and quarrels. Do not visit other tables.
5. After you have eaten your meal, leave the mess hall promptly, unless ordered by the officer to remain seated. Properly dispose of dishes when you leave the mess hall.
6. Always wear a top shirt when entering the mess hall except in summer when a T-Shirt will be permitted. Your clothing and person should be clean at all times.
7. No Bermuda Shorts. Inmates wearing open shoes must wear socks.

MEDICAL CARE

1. If you wish to see the doctor or dentist, notify the barracks officer of this fact no later than 7:00 a.m. and he will place you on doctor call at the State Hospital.
2. Controlled medication must be taken with liquid in the presence of the officer.

RELEASE WORK CLOTHING AND RULES

Inmates needing work clothing and funds on release should submit their requests to the Institutional Parole Office at least thirty days prior to release date. Inmates who have received a parole date and who have been found guilty of a serious infraction will be referred back to the Parole Board for such action as it deems appropriate.

RADIOS

Battery-operated transistor radios are permitted. They must be registered with the Lieutenant in charge. The institution will not be responsible for loss, theft or breakage.

TRANSFER TO PRISON

From time to time you will be recalled to the Prison for Medical or Administrative reasons. You will be informed as to the time and the reason. Dress in State issued clothing only. (You may wear your own shoes) A.M. departure will be at 8:00 a.m. and p.m. departure will be at 12:30 p.m. You are expected to be ready. All keys, medication, lighters, mail, etc., will remain at the Farm.

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